



Republic of Liberia
Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref: PPCC/RL/CEO/022/'23

April 17, 2023

Hon. Diana Nebo
MANAGING DIRECTOR
National Port Authority
Republic of Liberia

Dear Hon. Nebo:

Subject: **RECEIPT AND APPROVAL OF THE NATIONAL PORT AUTHORITY DRAFT SBA AND NON SBA, CONSULTANCY PROCUREMENT PLANS FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Finance and Development Planning Draft Annual SBA, Non-SBA and Consultancy Procurement Plans in accordance with **Section 40 (3)** of the PPCA, 2010, and Section 55(d).

The Commission conveys to the Ministry of Finance and Development Planning that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan, upon conclusion of stipulated processes.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission."

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PPCA 2010 as we jointly aspire to ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

Stevenson S. Yond
OFFICER-IN-CHARGE

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

NATIONAL PORT AUTHORITY
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCES OF FUNDING: NATIONAL PORT AUTHORITY INTERNALLY GENERATED REVENUE
FISCAL PERIOD: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				BASIC DATA								IMPLEMENTATION							
	Item	Code	Contract Package	Bid. Act. Code	Qty	Estimated Cost	Procurement Method	Technical Spec./BBO/ Drawings	Prep. OF Bid Document	PC Approval - Bid Inv./Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Submission/Public Opening	Submission of Bid Evaluation Report	PC Appr. - Bid Evaluation Report	Contract Award / Signing	Advance Payment (mobilization)	Interim Inspection Award / (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned Update Actual	1	IFB No. NP/NSH/NC/B/007/2023	Personnel Non-life Insurance Overrate	K6512	1 Firm	\$3,000	RFO	6-Mar-23	22-Mar-23	10-Apr-23	24-Apr-23	22-May-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Planned Update Actual	2	IFB No. NP/NSH/NC/B/007/2023	Rec. Refill	G4711	12,204 Bags	414,560	NCB	7-Mar-23	28-Mar-23	11-Apr-23	25-Apr-23	23-May-23	12-Jun-23	27-Jun-23	25-Jul-23	N/A	18-Oct-23	29-Dec-23	
Planned Update Actual	3	IFB No. NP/NSH/NC/B/007/2023	ICT Equipment & Supplies	G4741	Assorted	401,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	28-Oct-23	29-Dec-23	
Planned Update Actual	4	IFB No. NP/NSH/NC/B/007/2023	Marine Crafts & Generators Tools	G4659	Assorted	16,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	28-Oct-23	27-Dec-23	
Planned Update Actual	5	IFB No. NP/NSH/NC/B/007/2023	Stationary & Supplies	G4761	Assorted	100,289	NCB	10-Mar-23	31-Mar-23	15-Apr-23	28-Apr-23	26-May-23	16-Jun-23	30-Jun-23	28-Jul-23	N/A	28-Oct-23	29-Dec-23	
Planned Update Actual	6	IFB No. NP/NSH/NC/B/007/2023	Plant & Equipment Maintenance	C3312	1 Firm	202,615	NCB	13-Mar-23	3-Apr-23	17-Apr-23	1-May-23	29-May-23	19-Jun-23	3-Jul-23	31-Jul-23	N/A	24-Oct-23	29-Dec-23	
Planned Update Actual	7	IFB No. NP/NSH/NC/B/006/2023	Repairs and Maint. Non-residential Bldg.	F4100	1 Firm	351,000	NCB	14-Mar-23	4-Apr-23	18-Apr-23	2-May-23	30-May-23	20-Jun-23	4-Jul-23	1-Aug-23	N/A	25-Oct-23	29-Dec-23	
Planned Update Actual	8	IFB No. NP/NSH/NC/B/007/2023	Vehicle R & M Services	G4520	1 Firm	73,012	SS	10-Jul-23	31-Jul-23	14-Aug-23	21-Aug-23	18-Sep-23	9-Oct-23	23-Oct-23	6-Nov-23	N/A	28-Nov-23	29-Dec-23	
Planned Update Actual	9	IFB No. NP/NSH/NC/B/007/2023	Electrical Supplies & Parts	G4759	Assorted	111,000	NCB	16-Mar-23	6-Apr-23	20-Apr-23	4-May-23	1-Jun-23	22-Jun-23	6-Jul-23	3-Aug-23	N/A	27-Oct-23	29-Dec-23	
Planned Update Actual	10	IFB No. NP/NSH/NC/B/008/2023	Drainage Maintenance and Waste Treatment	F4100	1 Firm	86,400	NCB	17-Mar-23	7-Apr-23	21-Apr-23	5-May-23	2-Jun-23	23-Jun-23	7-Jul-23	4-Aug-23	N/A	27-Oct-23	29-Dec-23	
Planned Update Actual	11	IFB No. NP/NSH/NC/B/009/2023	Heavy Duty Equipment Rental	N7730	1 Firm	244,550	NCB	20-Mar-23	10-Apr-23	24-Apr-23	8-May-23	5-Jun-23	26-Jun-23	10-Jul-23	7-Aug-23	N/A	31-Oct-23	29-Dec-23	
Planned Update Actual	12	IFB No. NP/NSH/NC/B/010/2023	Trucks Rental	H4973	1 Firm	\$9,000	NCB	21-Mar-23	11-Apr-23	25-Apr-23	9-May-23	6-Jun-23	27-Jun-23	11-Jul-23	8-Aug-23	N/A	1-Nov-23	29-Dec-23	
			Subtotal			2,076,626													

Prepared By:
Special Advisory
Procurement Director

Approved By:
Diana Nabo
Managing Director, Chairman Procurement Committee

Date: 03/31/2023



NATIONAL PORT AUTHORITY
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: NATIONAL PORT AUTHORITY INTERNALLY GENERATED REVENUE
FISCAL PERIOD: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				BASIC DATA								IMPLEMENTATION							
	Item	Code	Contract Package	Buys Act. Code	Qty	Estimated Cost	Procurement Method	Technical Specs./RFP/ Drawings	Prep. Of Bid Document	PC Approval - Bid Doc/Fech Specs	Bid Invitation & Release of Bid Docs	Bid Submission/ Public Opening	Submission of Bid Evaluation Report	PC Appr - Bid Evaluation Report	Contract Award/ Signing	Advance Payment (substantial)	Delivery, Inspection (substantial Completion)	Acceptance & Final Payment	Remarks
Planned Update Actual	13	IFB NO. NPASB/VN/CB011/ 2023	Vehicles Rental	114922	1 Firm	135,000	NCB	22-Mar-23	12-Apr-23	26-Apr-23	10-May-23	7-Jun-23	28-Jun-23	12-Jul-23	9-Aug-23	N/A	3-Nov-23	29-Dec-23	
Planned Update Actual	14	IFB NO. NPASB/VN/CB001/ 2023	Petroleum Products (Gasoline & Diesel)	G4661	160,392.6 csh	801,913	RB	6-Mar-23	27-Mar-23	10-Apr-23	24-Apr-23	22-May-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Planned Update Actual	15	IFB NO. NPASB/VN/CB012/ 2023	Search earth (Communication)	J6190	41,488 lvs	207,440	NCB	23-Mar-23	13-Apr-23	27-Apr-23	11-May-23	8-Jun-23	29-Jun-23	13-Jul-23	10-Aug-23	N/A	3-Nov-23	29-Dec-23	
Planned Update Actual	16	IFB NO. NPASB/VN/CB002/ 2023	Postage Service	116310	1 Firm	1,000	RFPQ	6-Mar-23	27-Mar-23	10-Apr-23	24-Apr-23	22-May-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Planned Update Actual	17	IFB NO. NPASB/VN/CB013/ 2023	Air Tickets	N7911	1 Firm	100,196	NCB	24-Mar-23	17-Apr-23	1-May-23	16-May-23	13-Jun-23	4-Jul-23	18-Jul-23	15-Aug-23	N/A	10-Nov-23	29-Dec-23	
Planned Update Actual	18	IFB NO. NPASB/VN/CB014/ 2023	Event Catering Services	16421	1 Firm	104,065	NCB	27-Mar-23	17-Apr-23	1-May-23	16-May-23	13-Jun-23	4-Jul-23	18-Jul-23	15-Aug-23	N/A	8-Nov-23	29-Dec-23	
Planned Update Actual	19	IFB NO. NPASB/VN/CB015/ 2023	Food stuff	G4711	Assorted	56,418	NCB	28-Mar-23	18-Apr-23	2-May-23	16-May-23	13-Jun-23	4-Jul-23	18-Jul-23	15-Aug-23	N/A	8-Nov-23	28-Dec-23	
Planned Update Actual	20	IFB NO. NPASB/VN/CB016/ 2023	Purchase of cartridges	G4741	Assorted	77,823	NCB	30-Mar-23	20-Apr-23	4-May-23	18-May-23	15-Jun-23	6-Jul-23	20-Jul-23	17-Aug-23	N/A	10-Nov-23	29-Dec-23	
Planned Update Actual	21	IFB NO. NPASB/VN/CB017/ 2023	Vehicles Insurance	K4512	1 Firm	7,465	NCB	31-Mar-23	21-Apr-23	5-May-23	19-May-23	16-Jun-23	7-Jul-23	21-Jul-23	18-Aug-23	N/A	14-Nov-23	29-Dec-23	
Planned Update Actual	22	IFB NO. NPASB/VN/CB018/ 2023	Janitorial Services	N8110	1 Firm	78,180	NCB	6-Mar-23	27-Mar-23	10-Apr-23	24-Apr-23	22-May-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Planned Update Actual	23	IFB NO. NPASB/VN/CB019/ 2023	Fumigation Services	N8121	1 Firm	46,700	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	26-Jul-23	N/A	19-Oct-23	29-Dec-23	
Planned Update Actual	24	IFB NO. NPASB/VN/CB020/ 2023	Maintenance Server QuickBooks	J6201	1 Firm	177,016	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Planned Update Actual	25	IFB NO. NPASB/VN/CB021/ 2023	Equipment & Software for ISIS Implementation	G4651	1 Firm	169,776	NCB	10-Mar-23	31-Mar-23	14-Apr-23	28-Apr-23	26-May-23	16-Jun-23	30-Jun-23	28-Jul-23	N/A	24-Oct-23	29-Dec-23	
Grand Total						1,962,292													
						4,039,618													

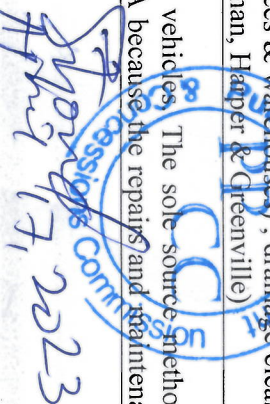
Prepared By:
Nyemah Nyamway
Procurement Director

Approved By:
Diana Nkbo
Managing Director, Chairman Procurement Committee


Date:
03/11/2023


NATIONAL PORT AUTHORITY
Procurement Plan Explanatory Notes
(SBA)
Budget Year: 2023

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. NPA/SBA/RFQ/001/ 2023	Personnel Non-Life Insurance Coverage	This contract package will be used to procure: Personnel Non-Life Insurance Coverage for over 900 employees and dependents. This contract package is contained in the budget line "Medical Insurance"
2.	IFB NO. NPA/SBA/NCB/001/ 2023	Rice Ration	This contract package will be used to procure: 12,204 bags of Rice @ US\$4.00 per bag (50 KG monthly rice ration for employees, contractors and Board members of the National Port Authority)
3.	IFB NO. NPA/SBA/NCB/002/ 2023	ICT Equipment & Supplies	This contract package will be used to procure the below listed items: Under the budget line materials & supplies contained US\$401,000, we applied to Lot 1: USD 350,000 Assorted photocopiers, manual type writers and spare parts, IT devices, projectors, camera, photography equipment and replacement parts, etc.. and allotted the balance to electrical supplies & parts Lot 2: USD51,000 for assorted antiviruses software and replacement parts. Budget line Materials & Supplies
4.	IFB NO. NPA/SBA/NCB/003/ 2023	Marine Crafts & Generators Tools	This contract package is intended to procure: Water craft tools (Pilot & Tugboat), Technical tools A. 20 pcs 20 ton jack, 15 pcs gear box jack, 150 pcs different spanner open end, 25 pcs shafting wrench, 6 pcs water pump, 10 pcs calibrating machine, 10 pcs oil filter belt B. 10 pcs oil filter chain, 15 hack saw, 20 pcs caliber, etc, This contract package was drawn from the budget line tools
5.	IFB NO. NPA/SBA/NCB/004/ 2023	Stationary & Supplies	This contract package will be used to procure: Assorted stationery: A4 sheet -744 boxes, Legal sheet -708 boxes, 400 ctns correction fluid, 200 pen & 10 pcs drafting pens, 200 pencil & 20 pcs white boards, 500 pcs staple machine 1500 ctns stick on pad, 1000 packs folders, etc
6.	IFB NO. NPA/SBA/NCB/005/ 2023	Plant & Equipment Maintenance	This contract package will be used to: Acquire Services and repair generators, Forklifts, Tractors, Top lifts, & other heavy duty equipment as the need arises & subject to administrative decision.
7.	IFB NO. NPA/SBA/NCB/006/ 2023	Repairs and Maintenance Non-residential Bldg.	This contract package will be used for: Maintenance and painting of all NPA Buildings (offices & warehouses), drainage cleaning within the Port network (Freeport of Monrovia, Buchanan, Harper & Greenville)
8.	IFB NO. NPA/SBA/SS/001/ 2023	Vehicles R & M Services	This contract package is intended to: Provide maintenance services and repairs works for vehicles. The sole source method is being used in line with section 55 (1) (b) of the PPCA because the repairs and maintenance

			services will be provided by the eventual winners in keeping with the warranty agreement that bars vehicle under warranty to be serviced by another service provider.
9.	IFB NO. NPA/SBA/NCB/007/ 2023	Electrical Supplies & Parts	This contract package will be used to procure: Heavy duty electrical cables, transformers, heavy duty circuit breakers, electrical terminals, connectors, electrical pipes, etc. this package is contained in budget line electricity and supplies. Additional amount of US\$51,000 is added to this budget line to procure assorted antivirus software, assorted extension coils, surface cables, network coils, etc.. The amount added is deducted from the budget line materials & supplies.
10.	IFB NO. NPA/SBA/NCB/008/ 2023	Drainage Maintenance and Waste Treatment	This contract package will be used to: Maintain and treat drainages in the Freeport of Monrovia, Buchanan Port, Greenville Port & Harper Port respectively to reduce and control the presence of pest, termites and other harmful living and non-living organisms that have a real potential to threaten the wellbeing of staffers and port users.
11.	IFB NO. NPA/SBA/NCB/009/ 2023	Heavy Duty Equipment Rental	This contract package will be used to rent: A. 25 pcs jack hammer, 10 compressor, 15 pcs drills, Etc..., . The contract package is contain in the Rent & Hire of Plant component of the budget"
12.	IFB NO. NPA/SBA/NCB/010/ 2023	Trucks Rental	This contract package will be used to rent: 25 trucks to transport materials and goods to Buchanan, Greenville and Harper Ports the contract package is contain in the "Rent and Hire of Plant component of the budget"
13.	IFB NO. NPA/SBA/NCB/011/ 2023	Vehicles Rental	This contract package will be used to procure Rentals of light and heavy duty vehicles, the rental of these vehicles is sometimes abrupt due to the emergency nature of guests visiting NPA coupled with unforeseen mechanical problems with management assigned vehicles This contract package will be used to procure: LOT 1 A. 86,400 gals operational fuel and lubricant (Freeport of Monrovia, Buchanan, Harper & Greenville) USD432,000 (prevailing price @5.00) LOT2 A. 73,982.6 gals of Fuel Coupon benefits (Adm.)for employees (Freeport of Monrovia, Buchanan, Harper & Greenville) USD369,913
14.	IFB NO. NPA/SBA/RRB/001/ 2023	Petroleum Products (Gasoline & Diesel)	
15.	IFB NO. NPA/SBA/NCB/012/ 2023	Scratch cards (Communication)	This contract package will be used to procure: A. 41,488 pcs of scratch cards for employees (Freeport of Monrovia, Buchanan, Harper & Greenville), Note: This package cost (USD207,440) is embedded in postage & communication component of the budget with the balance US\$1,000.00 allotted to postage in the SBA budget plan


 Approved
 17/05/2023


 Approved
 17/05/2023

16.	IFB NO. NPA/SBA/RFQ/002/ 2023	Postage Services	<p>This contract package will be used to procure:</p> <p>A. Mail correspondences</p> <p>B. Roaming Services for members of the senior management team during corporate engagement out of the Country</p> <p>Note: This package cost is USD1,000 and is embedded in postage & communication component of the budget with the balance of US\$207,440 allotted for scratch cards in the SBA plan</p>
17.	IFB NO. NPA/SBA/NCB/013/ 2023	Air Tickets	<p>This contract package is intended to:</p> <p>Hire the services of traveling firm in the amount of USD100,196 while the amount of USD 246,000 is allotted for per diem & accommodation. This package is contain in budget item "Traveling & Perdiem Foreign"</p>
18.	IFB NO. NPA/SBA/NCB/014/ 2023	Event Catering Services	<p>This contract package is intended to:</p> <p>Provide entertainment and procure refreshment for guests, executive meeting, mini workshops and basic working sessions. This contact package is drawn from the budget line "Entertainment/Refreshment"</p>
19.	IFB NO. NPA/SBA/NCB/015/ 2023	Food Stuff	<p>This contract package is intended to:</p> <p>Procure food stuff to include coffee, sugar, sandwich, sack of water, breweries etc... This contact package is drawn from the budget line "Entertainment/Refreshment"</p>
20.	IFB NO. NPA/SBA/NCB/016/ 2023	Purchase of Cartridges	<p>This contract package will be used to procure:</p> <p>Assorted ink:</p> <p>A. 12A-50 pcs ink, 49A- 45 pcs ink</p> <p>B. T-Cartridge 48-pcs</p> <p>C. 35A 20 pcs ink</p> <p>D. 53A 20 pcs ink</p> <p>E. 901/2-18 pcs ink</p> <p>F. 530A- 20 pcs ink</p> <p>G. 531A-15 pcs ink</p> <p>H. 728-95 pcs ink</p> <p>I. 85A- 20 pcs ink</p> <p>J. 05A-24- pcs ink</p> <p>K. 35IPR-15- pcs ink</p> <p>L. 21/22-30 pcs ink</p> <p>M. 322A- 25 pcs ink</p> <p>N. 126A- 18 pcs ink</p> <p>O. 27/28 15 pcs ink, etc..</p> <p>Note: The budget line is referred to as " Printing & Publication"</p>
21.	IFB NO. NPA/SBA/NCB/017/ 2023	Vehicles Insurance	<p>This contract package will be used to procure:</p> <p>Comprehensive and Third Party Vehicle Insurance will account for USD7,465, while the amount of USD 2,500 will be deposited in GOL revenue account through the Ministry of Transport as registration for NPA fleet of vehicles. This aspect is captioned in the vehicle insurance/registration component of the budget</p>



1538/19
April 4, 2023

Approved
April 17, 2023

22.	IFB NO. NPA/SBA/NCB/018/ 2023	Janitorial Services	This contract package is intended to: Hire the services of a firm to collect debris in and the surrounding of the port premises (Freeport of Monrovia, Buchanan, Greenville & Harper)
23.	IFB NO. NPA/SBA/NCB/019/ 2023	Fumigation Services	This contract package will be used to procure: Fumigation services for the National Port Authority (Freeport of Monrovia, Buchanan, Greenville & Harper)
24.	IFB NO. NPA/SBA/NCB/020/ 2023	Maintenance Server QuickBooks	This contract package is intended to: Provide for data upgrades, database corruption fixes, QuickBooks add-on applications to extend functionality, QuickBooks procedures documentation & integrating QuickBooks with other applications,
25.	IFB NO. NPA/SBA/NCB/021/ 2023	Equipment & Software for ISPS Implementation	This contract package will be used to procure: Specialized ID Card printers for Access Pass production: A. 400 DTC 550 ribbon (YMCKO) B. 600 pcs lamination film C. 8pcs cameras D. ID Card software two user) E. 100000 PVC plain card F. 800 signage (Security Level 3 in 1, No Pass No Access, Restricted Area, No Smoking, NPA Private Property No Trespassing etc..) Note: This package is contain in ISPS Implementation component of the budget

No.	Item	Amount	Description
1	Water and Sewage	1,850.00	Allocation for sewage bills and monthly water supply to offices - Liberia Water & Sewage Corporation (LWSC)
2	Public Relations (Media Relations)	71,285.00	Allocation for press coverage, newsletter, brochures and catalogues, business events, bid documents and newspaper publication. These items are not procurable by the NPA, instead they are channel to the Ministry of Information Culture & Tourism for execution.

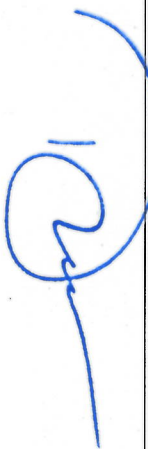
Disclosure

Prepared by:


Nyemah Nyanway

Procurement Director

Approved by:


Diana Nebo

Managing Director/Chairman Proc. Committee

Date: 03/31/2023

