



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/0681/19**

September 30, 2019

Hon. Bill T. Twehway
MANAGING DIRECTOR
National Port Authority
Republic of Liberia

Dear Hon. Twehway:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Port Authority SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you **ascertain the availability of funding**. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NPA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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 achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards,

Sincerely Yours


Jargbe Roseline Magbe Kowo (Atty)
CHIEF EXECUTIVE OFFICER

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

NATIONAL PORT AUTHORITY
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: NATIONAL PORT AUTHORITY INTERNALLY GENERATED REVENUE
FISCAL PERIOD: 2019/2010

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	Bus. Act. Code	Qty	Estimated Cost	Procurement Method	Technical Specs /BOQ/ Drawings	Prep. Of Bid Document	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Submission/ Public Opening	Submission of Bid Evaluation Report	PC App - Bid Evaluation Report	Contract Award/ Signing	Advance Payment (mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks		
Planned Update	1	NP/ASB/NCB/ 001/ 19/20	Personal Non- Life Insurance Coverage	K6512	1 Firm	104,905	NCB	5-Aug-19	19-Aug-19	26-Aug-19	2-Sep-19	30-Sep-19	7-Oct-19	14-Oct-19	21-Oct-19	N/A	29-Mar-20	27-Jun-20			
Actual																					
Planned Update	2	NP/ASB/NCB/ 002/ 19/20	Rice Ration	G4711	5,000 bags	250,000	NCB	6-Aug-19	27-Aug-19	10-Sep-19	17-Sep-19	15-Oct-19	5-Nov-19	19-Nov-19	17-Dec-19	N/A	26-Mar-20	17-Jun-20			
Actual																					
Planned Update	3	NP/ASB/NCB/ 003/ 19/20	ICT Equipment & Supplies	G4741	Assorted	245,000	NCB	7-Aug-19	28-Aug-19	11-Sep-19	18-Sep-19	16-Oct-19	6-Nov-19	20-Nov-19	18-Dec-19	N/A	27-Mar-20	18-Jun-20			
Actual																					
Planned Update	4	NP/ASB/NCB/ 004/ 19/20	Marine Crafts & Generators (Tools)	G4659	Assorted	15,705	NCB	8-Aug-19	29-Aug-19	12-Sep-19	19-Sep-19	17-Oct-19	7-Nov-19	21-Nov-19	19-Dec-19	N/A	28-Mar-20	19-Jun-20			
Actual																					
Planned Update	5	NP/ASB/NCB/ 005/ 19/20	Plant & Equipment Maintenance	C3312	1 Firm	151,134	NCB	9-Aug-19	30-Aug-19	13-Sep-19	20-Sep-19	18-Oct-19	8-Nov-19	22-Nov-19	20-Dec-19	N/A	29-Mar-20	20-Jun-20			
Actual																					
Planned Update	6	NP/ASB/NCB/ 006/ 19/20	Repairs and Maint Office Bldg.	F4390	1 Firm	129,847	NCB	12-Aug-19	2-Sep-19	16-Sep-19	23-Sep-19	21-Oct-19	11-Nov-19	25-Nov-19	23-Dec-19	N/A	1-Apr-20	13-Jun-20			
Actual																					
Planned Update	7	NP/ASB/NCB/ 007/ 19/20	Electrical Supplies & Parts	G4759	Assorted	84,004	NCB	14-Aug-19	4-Sep-19	18-Sep-19	25-Sep-19	23-Oct-19	13-Nov-19	27-Nov-19	27-Dec-19	N/A	5-Apr-20	27-Jun-20			
Actual																					
Planned Update	8	NP/ASB/NCB/ 008/ 19/20	Trucks Rental	H4922	1 Firm	182,500	NCB	15-Aug-19	5-Sep-19	19-Sep-19	26-Sep-19	24-Oct-19	14-Nov-19	28-Nov-19	26-Dec-19	N/A	4-Apr-20	26-Jun-20			
Actual																					
Planned Update	9	NP/ASB/NCB/ 009/ 19/20	Heavy Duty Equipment Rental	N7730	1 Firm	182,500	NCB	15-Aug-19	6-Sep-19	20-Sep-19	27-Sep-19	25-Oct-19	15-Nov-19	29-Nov-19	27-Dec-19	N/A	5-Apr-20	27-Jun-20			
Actual																					
				Subtotal		1,345,594															

Prepared By: *[Signature]*
Nyemah Nyamway
Procurement Director

Approved By: *[Signature]*
Dr. Bill Twelmy
Managing Director, Chairman Procurement Committee

Date: *Sept. 19, 2019*

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September 30, 2019

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Provisional

NATIONAL PORT AUTHORITY
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: NATIONAL PORT AUTHORITY INTERNALLY GENERATED REVENUE
FISCAL PERIOD: 2019/2010

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Item	Code	Contract Package	Bus. Act. Code	Qty	Estimated Cost	Procurement Method	Technical Specs /BOQ/ Drawings	Prep. Of Bid Document	PC Approval - Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Submission/ Public Opening	Submission of Bid Evaluation Report	PC App - Bid Evaluation Report	Contract Award / Signing	Advance Payment (mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned Update	10	IFB NO. NP/ASB/ANCB/ 01/0/ 19/20	Vehicles Rental			150,000	NCB	18-Aug-19	8-Sep-19	22-Sep-19	29-Sep-19	27-Oct-19	17-Nov-19	1-Dec-19	29-Dec-19	N/A	7-Apr-20	29-Jun-20	
Planned Update	11	IFB NO. NP/ASB/ARB/0 01/ 19/20	Petroleum Products (Gasoline & Diesel)		336,661, 27 Gals	1,582,308	RB	5-Aug-19	19-Aug-19	26-Aug-19	2-Sep-19	16-Sep-19	23-Sep-19	30-Sep-19	8-Oct-19	N/A	18-Jun-20	30-Jun-20	
Planned Update	12	IFB NO. NP/ASB/ANCB/ 01/1/ 19/20	Scratch cards (Communication)	J6190	38,704 Pcs	193,520	NCB	5-Aug-19	19-Aug-19	26-Aug-19	2-Sep-19	30-Sep-19	7-Oct-19	14-Oct-19	23-Oct-19	N/A	3-Jun-20	23-Jun-20	
Planned Update	13	IFB NO. NP/ASB/ARQ/ 001/ 19/20	Postage Service	H5310	1 Firm	1,000	RFQ	25-Sep-19	16-Oct-19	30-Oct-19	6-Nov-19	20-Nov-19	11-Dec-19	27-Dec-19	24-Jan-20	N/A	17-Apr-20	11-Jun-20	
Planned Update	14	IFB NO. NP/ASB/ANCB/ 012/ 19/20	Event Catering Services	IS621	1 Firm	100,000	NCB	5-Aug-19	19-Aug-19	26-Aug-19	2-Sep-19	30-Sep-19	7-Oct-19	14-Oct-19	21-Oct-19	N/A	17-Jun-20	29-Jun-20	
Planned Update	15	IFB NO. NP/ASB/ANCB/ 013/ 19/20	Food Stuff	G4630	Assorted	50,000	NCB	22-Sep-19	15-Oct-19	29-Oct-19	5-Nov-19	3-Dec-19	24-Dec-19	7-Jan-20	4-Feb-20	N/A	14-May-20	30-Jun-20	
Planned Update	16	IFB NO. NP/ASB/ANCB/ 014/ 19/20	Janitorial Services	N8110	1 Firm	82,450	NCB	5-Aug-19	19-Aug-19	26-Aug-19	2-Sep-19	30-Sep-19	7-Oct-19	14-Oct-19	24-Oct-19	N/A	10-Jun-20	23-Jun-20	
Planned Update	17	IFB NO. NP/ASB/ANCB/ 015/ 19/20	Fumigation Services	N8121	1 Firm	80,000	NCB	5-Aug-19	19-Aug-19	26-Aug-19	2-Sep-19	30-Sep-19	7-Oct-19	14-Oct-19	25-Oct-19	N/A	11-Jun-20	25-Jun-20	
Planned Update	18	IFB NO. NP/ASB/ANCB/ 016/ 19/20	Maintenance Server QuickBooks	J6201	1 Firm	75,000	NCB	27-Aug-19	17-Sep-19	1-Oct-19	8-Oct-19	5-Nov-19	26-Nov-19	10-Dec-19	7-Jan-20	N/A	16-Apr-20	23-Jun-20	
Planned Update	19	IFB NO. NP/ASB/ANCB/ 016/ 19/20	Repairs & Maint CCTV & ISPs Devices	S9512	1 Firm	45,000	NCB	NCB	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	N/A	#VALUE!	#VALUE!	
Actual						2,359,278													
Grand Total						3,704,872													

Prepared By: 
Nyemah Nyamway
Procurement Director

Approved By: 
Dr. Bill Twelvey
Managing Director, Chairman Procurement Committee

Date: *Sept. 10, 2019*

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Provisioned

NATIONAL PORT AUTHORITY
Procurement Plan Explanatory Notes
(SBA)

Fiscal Year: 2019/2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. NPA/SBA/NCB/001/ 19/20	Personnel Non-Life Insurance Coverage	This contract package will be used to procure: Personnel Non-Life Insurance Coverage for over 400 employees and dependents. This contract package is contained in the budget line "Medical Insurance"
2.	IFB NO. NPA/SBA/NCB/002/ 19/20	Rice Ration	This contract package will be used to procure: 5000 bags of Rice @ US\$50.00 per bag (50 KG monthly rice ration for about 400 employees of the National Port Authority)
3.	IFB NO. NPA/SBA/NCB/003/ 19/20	ICT Equipment & Supplies	This contract package will be used to procure the below listed items: Lot 1: USD 195,000 Assorted photocopyers and manual type writers spare parts, projectors, camera, photography equipment and replacement parts, etc.. Lot 2: USD50, 000 Assorted antiviruses. Budget line Materials & Supplies
4.	IFB NO. NPA/SBA/NCB/004/ 19/20	Marine Crafts & Generators (Tools)	This contract package is intended to procure: Water craft tools (Pilot & Tugboat), Technical tools A. 20 pcs 20 ton jack B. 15 pcs gear box jack C. 150 pcs different spanner open end D. 25 pcs shafting wrench E. 6 pcs water pump F. 10 pcs calibrating machine G. 10 pcs oil filter belt H. 10 pcs oil filter chain I. 15 hack saw J. 20 pcs caliber, etc This contract package was drawn from the budget line tools
5.	IFB NO. NPA/SBA/NCB/005/ 19/20	Plant & Equipment Maintenance	This contract package will be used to: Acquire Services and repair generators, Forklifts, Tractors, Top lifts, & other Equipment as the need arises & subject to administrative decision.
6.	IFB NO. NPA/SBA/NCB/006/ 19/20	Repairs and Maintenance Office 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)
7.			This contract package will be used to procure:

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	IFB NO. NPA/SBA/NCB/007/ 19/20	Electrical Supplies & Parts	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\$55,000 representing assorted extension coils, surface cables, network coils, etc.. is deducted from the contract package materials & supplies.
8.	IFB NO. NPA/SBA/NCB/008/ 19/20	Trucks Rental	This contract package will be used to rent: 20 trucks to transport materials and good to Buchanan, Greenville and Harper Ports The contract package is contain in the Rent & Hire of Plant component of the budget"
9.	IFB NO. NPA/SBA/NCB/009/ 19/20	Heavy Duty Equipment Rental	This contract package will be used to rent: A. 25 pcs jack hammer B. 10 compressor C. 15 pcs drills, Etc... , . The contract package is contain in the Rent & Hire of Plant component of the budget"
10.	IFB NO. NPA/SBA/NCB/010/ 19/20	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
11.	IFB NO. NPA/SBA/RB/001/ 19/20	Petroleum Products (Gasoline & Diesel)	This contract package will be used to procure: LOT 1 A. 139,404.25 gals operational fuel and lubricant (Freeport of Monrovia, Buchanan, Harper & Greenville) USD655,200 (prevailing price @4.7) LOT2 A. 197,237 gals of Fuel Coupon benefits (Adm.)for employees (Freeport of Monrovia, Buchanan, Harper & Greenville) USD927,257
12.	IFB NO. NPA/SBA/NCB/011/ 19/20	Scratch cards (Communication)	This contract package will be used to procure: A. 38,704 pcs of scratch cards for employees (Freeport of Monrovia, Buchanan, Harper & Greenville) Note: This package cost (USD193,520) is embedded in postage & communication component of the budget with the balance (1,000) allotted to postage in the SBA budget plan
13.	IFB NO. NPA/SBA/RFO/001/ 19/20	Postage	This contract package will be used to procure: A. Mail correspondences B. Roaming Services Note: This package cost is USD1,000 and is embedded in postage & communication component of the budget with the balance of USD193,520 allotted for scratch cards in the SBA plan


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Sept 30, 2019

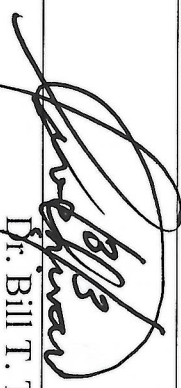
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14.	IFB NO. NPA/SBA/NCB/012/ 19/20	Event Catering Services	This contract package is intended to: Provide entertainment and procure refreshment for guests, executive meeting, mini workshops and basic working sessions. This contract package is drawn from the budget line "Entertainment/Refreshment"
15.	IFB NO. NPA/SBA/NCB/013/ 19/20	Food Stuff	This contract package is intended to: Procure food stuff to include coffee, sugar, sandwich, sack of water, breweries etc... This contract package is drawn from the budget line "Entertainment/Refreshment"
16.	IFB NO. NPA/SBA/NCB/014/ 18/19	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)
17.	IFB NO. NPA/SBA/NCB/015/ 19/20	Fumigation Services	This contract package will be used to procure: Fumigation services for the National Port Authority (Freeport of Monrovia, Buchanan, Greenville & Harper)
18.	IFB NO. NPA/SBA/NCB/016/ 19/20	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,
19.	IFB NO. NPA/SBA/NCB/016/ 19/20	Repairs & Maint. CCTV & ISPS Devices	This contract package is intended to: Provide maintenance for state of the art surveillance ISPS device and CCTV service. Budget line is contained in Security & Safety Equipment component.

Disclosure		
N0.	Item	Amount
1	Security & Safety Equipment	85,412.00
	Total	85,412.00
	Allocation for special security operations constitutes US\$60,412 while court fees for criminals and crime investigation constitutes US\$25,000. These activities are executed by the security & legal practitioners and procurement play little or no role.	

Prepared by: 
 Nyemah Nyanway
 Procurement Director

Approved by: 
 Dr. Bill T. Twelway
 Managing Director/Chairman Proc. Committee

Date: Sep. 19, 21 19

Corrected
September 30, 2019

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