

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 Kef. PPCC/RL/CEO/1404/'20

August 17, 2020

Hon. Emma M. Glassco

MANAGING DIRECTOR

National Fisheries and Aquaculture Authority

Republic of Liberia

Dear Hon. Glassco:

Subject: PROVISIONAL APPROVAL DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021

here by informs you that your plan has been Provisionally Approved pending the passage of the national Procurement Plan for FY 2020/2021 in accordance with Section 40(3) of the PPC Act. The Commission Commission for National Fisheries and Aquaculture Authority SBA, Core Budget and Consultancy We present our compliments and acknowledge receipt of your letter which sought the approval of the

which you can download at http//ppcc.gov.lr/vr/index.php/documents. has produced a short note explaining the process for framework agreements and advance procurement ensure to include notification of this information in the tender document for your guidance, the Commission Draft Procurement Plan culminating in framework agreements for recurrent procurement items. Please Please be advised that your Entity can carry out procurement activities based on this provisionally approved

approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2020/2021 and staff of the Procurement Unit. procurement plan, details budget for National Fisheries and Aquaculture Authority's allocation in the Upon the passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated

granting you final approval of your recurrent procurement plan for fiscal year 2020/2021. in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission Please be reminded to duly submit your contract award information for all procurement contracts awarded

fairness, equality and ultimately public confidence in our procurement and concessions processes. primarily in compliance with the PPCA, 2010, as we jointly aspire to schieve transparency, accountability, The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain

Kind regards

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

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		DELIVERY, INSPECTION (BURSTANTIAL COMPLETION)	9/3/2020				10/23/2020			5/29/2021			5/20/2021			11/12/2020			5/17/2021				
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16		CONTRACT AWARD & BECHNACE	8/4/2020				9/23/2020			10/11/2020			9/2/2020			10/3/2020			7/31/2020				7/k /r.
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7		CONTRACT PACKAGE	Vehicles				Office Equipment			Janitorial Supplies			Office			Rain Gears			Scratch Cards				
3		PACKAGE MUNIBER (CODE)	IFB No. NaFAA/RB/001/20/ 21			IFB No.	NaFAZINCB/001/2 0/21			IFB No. NaFAA/NCB/002/2 0/21			IFB No. NaFAA/NCB/003/2 0/21			IFB No. NaFAA/RFQ/001/2 0/21			IFB No. NaFAA/NCB/004/2 0/21		(2	\ \ -
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National Fisheries and Aquaculture Authority Core Budget Procurement Plan July 1, 2020 to June 30, 2021 **Explanatory Notes**

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This contract package is intended to hire the services of a firm to print billboards, ID cards, call cards, license and permit, receipt books, branded letter heads and envelops, reports (annual and other special reports), etc. Bidding processes for this contract will be on a LOT-by-LOT basis as there may be other providers of printing.	Printing and Production	IFB NO. NaFAA/NCB/006/20/21	œ
This contract package is intended to contract a firm to supply spare parts for all the generators owned by the Authority. The package will also consider the provision of spare parts and services for the two (2) new generators to be procured. More to this, the contract package will consider hiring the services of a firm to provide routine and corrective maintenance services on the five generators owned by the Authority.	Generator Repairs and Services	IFB NO. NaFAA/NCB/005/20/21	7.
This contract package is intended to procure assorted Lonestar and Orange scratch cards at unit costs of US\$5 or US\$1 to facilitate coordination and information flow in NaFAA operations and daily work. There are distributors of scratch cards that we intend to contract to have the scratch cards supplied. This contract will be financed from the budget line "Communications and ICT".	Scratch Cards	IFB NO. NaFAA/NCB/004/20/21	6.
This contract package is intended to procure assorted rain gears for use by technical and other administrative staffs of NaFAA. They include rain boots, rain coat, etc. This will be funded from the budget line "Supplies and Consumables".	Rain Gears	IFB NO. NaFAA/RFQ/001/20/21	,5
This contract package is intended to procure assorted office consumables for use by NaFAA. Those supplies include Water, Juices, Coffee, Tea, Sugar, Milk, etc. This will be funded from the budget line "Office Supplies".	Office Consumables	IFB NO. NaFAA/NCB/003/20/21	4.
This contract package is intended to procure assorted janitorial supplies to include chlorax, dettol, powder soap, tissue, napkins, air freshener, etc. for use by NaFAA. This will be funded from the budget line "Office Supplies".	Janitorial Supplies	IFB NO. NaFAA/NCB/002/20/21	·ω
This contract package is intended to procure the following office equipment for use by NaFAA staff: Laptop and Desktop computers – 12 pcs; Printer – 1 pc; Shredder – 1 pc; Binding Machine – 1 pc; UPS backup – 2 pcs; Electronic Typewriter – 1 pc;	Office Equipment	IFB NO. NaFAA/NCB/001/20/21	2
This contract package is intended to procure four (4) units of vehicles for use by NaFAA for its operations, in the following LOTS and description: LOT 1 – 2 double cabin pickup and LOT 2 – 2 Sedans;	Vehicles	IFB NO. NaFAA/RB/001/20/21	1
DETAILED DESCRIPTION	CONTRACT PACKAGE	PACKAGE CODE	NO.
July 1, 2020 to Julie 30, 2021			



	14.	13.	12.	11.	10.	.9	NO.
2	IFB NO. NaFAA/SS/002/20/21	IFB NO. NaFAA/SS/001/20/21	IFB NO. NaFAA/NCB/009/20/21	IFB NO. NaFAA/NCB/008/20/21	IFB NO. NaFAA/NCB/007/20/21	IFB NO. NaFAA/RFQ/002/20/21	PACKAGE CODE
82/41/8	Data Storage Service	Internet Subscription	Vehicles Repairs and Maintenance	ICT Software License	Rice for Employees	Safety Gears	CONTRACT PACKAGE
	This contract package is intended to re-subscribe to the services of Google. The Company has an online storage platform that can be used to transfer and store data. NaFAA has enumerators in all fishing communities around the country using tablets to collect data on fish and fish species from artisanal fishermen. Also, there is a g-mail suite maintained by the Authority for email exchanges between staff for which each staff has a dedicated email account with domain "nafaa.gov.lr". In view of the above, we request the approach	This contract package is intended to hire the services of LIBTELCO to provide internet services for NaFAA's two (2) offices. LIBTELCO, being solely the provider of Fiber Optic Internet cables and services and given authorization to provide same to all government M/As, will be contracted to provide internet services for the year to both of NaFAA offices. In view of the above, we request the approval of the Commission for use of single source in line with Section 55 (1) (a) of the PPCA. This contract will be partly funded through the EU sectoral support and funded from internal revenue from the budget line "Communications and ICT".	The Authority has a set of newly acquired and fairly used vehicles - a total of twelve (12). They include 5 Nissan and 7 Toyota. It is also expected during the course of the new budget year that the Authority will acquire four additional vehicles - 2 sedans and 2 double cabin pickups. The Authority intends to contract the services of a garage to service the vehicles. For the vehicles to be acquired during the course of the new fiscal period, the supplier shall be contracted to perform the repairs services due to warranty issues and for compatibility of parts and now requests the approval of the Commission to single source the repairs of those 2 vehicles (2 sedans & 2 double cabin pickups) as per requirements of Section 55 (1) (b) of the PPC Act. This will be funded from the budget line "General Repairs and Maintenance".	This contract package is intended to procure antivirus and other ICT software license for use by NaFAA. They basically include anti-virus, windows operating system, MS office, etc. This will be funded from the budget line "Communications and ICT".	This contract package is intended to procure 3,231 bags of rice at an estimated unit cost of US\$13 for employees of NaFAA within an established bracket on a monthly basis and for all staff during the festive seasons (July 26 and Christmas). This will be funded from the budget line "Employee benefits".	minor printings. This contract package is intended to procure assorted safety gears for use by NaFAA. These include boots, helmets, reflective jackets, etc. for use by sea going observers and other staff. This will be funded from the budget line "Supplies and Consumables".	Services that might not have the expertise and experience in constructing billboards but may be able to conduct



This contract package is intended to procure assorted stationery items for use in the operations of the Authority. Stationery to be procured includes: inks, toners and cartridges, A4 papers, Legal papers, pens, pencil, box files, manila folders, paper clips, staple machines, staple pins, binding clips, correction fluid, etc.	Office Stationery and Supplies	IFB NO. NaFAA/NCB/011/20/21	24.
expected to be insured – 12 currently owned and 2 to be acquired during the course of the fiscal year. Note that U\$2,700 of the total budget will be used toward new registration and renewal of registration of the vehicles. Payments will be made to General Revenue Account and processing handled by the Finance Department with the Ministry of Transport.			
This contract package is intended to hire the services of an insurance company to provide comprehensive and third party liability insurance services for NaFAA fleet of vehicles. An estimate of fourteen (14) vehicles are	Insurance (Vehicles)	IFB NO. NaFAA/RB/002/20/21	23.
This contract package is intended to procure assorted furniture and fixture items for use by NaFAA. Those items include office desk, chairs, cabinets, etc.	Furniture and Fixture	IFB NO. NaFAA/RFQ/009/20/21	22.
This contract package is intended to hire the services of a firm to maintain and host the current website of the National Fisheries and Aquaculture Authority. This will be funded from the budget line "Communications and ICT – Website maintenance and Hosting".	Website Hosting and Maintenance	IFB NO. NaFAA/RFQ/008/20/21	21.
This contract package is intended to procure assorted IT supplies such as routers, internet cables, USB cables, computer peripheral units, etc. This will be funded from the budget line "Supplies and Consumables".	IT Supplies	IFB NO. NaFAA/RFQ/007/20/21	20.
This contract package is intended to procure assorted electrical supplies ranging from light bulbs, surge protectors, sockets, door bells, etc. This will be funded from the budget line "Supplies and Consumables".	Electrical Supplies	IFB NO. NaFAA/RFQ/006/20/21	19.
This contract package is intended to procure water, both for drinking and for use in the bathrooms. The procurement will be done into LOTS – one for the procurement of drinking water and the other for the procurement of water for use in the bathroom and other wash activities. This will be funded from the budget line "Utility".	Water Supply	IFB NO. NaFAA/RFQ/005/20/21	18.
This contract package is intended to hire the services of a firm to handle freight and postage activities on behalf of the Authority as the need arises. This will be funded from the budget line "Utility".	Freight and Postage Delivery	IFB NO. NaFAA/RFQ/004/20/21	17.
This contract package is intended to rent halls for hosting of townhall meetings in Montserrado and other environs for awareness campaigns and other businesses NaFAA will conduct. This will be funded from the budget line "Rentals".	Hall Rental	IFB NO. NaFAA/RFQ/003/20/21	16.
This contract package is intended to procure one (1) piece of generator – 45 Kva. The 45 KVa will replace existing generator at the Administrative Office (Freeport).	Generator	IFB NO. NaFAA/NCB/010/20/21	15.
of the Commission for use of single source in line with Section 55 (1) (a) of the PPCA. This will be funded from the budget line "Communications and ICT".			
DETAILED DESCRIPTION	CONTRACT PACKAGE	PACKAGE CODE	NO.



NO.	PACKAGE CODE	CONTRACT	DETAILED DESCRIPTION
		PACKAGE	
25.	IFB NO.	Rehabilitation of Clay	This contract package is intended to hire the services of a specialized contractor to rehabilitate the clay
	NaFAA/NCB/012/20/21	Hatchery	hatchery in Clay, Bomi County. Part of the facility, owned by the Ministry of Youth and Sports, has been
			given to NaFAA to conduct exercises for the growing of fish, fingerlins, etc. It is intended under this budget
			year that the facility will be rehabilitate fully to bring it to pre-war status and boost fish production and supply
			on the local market.
26.		Electricity	The Liberia Electricity Corporation supplies electricity to the Authority. Payments for these utilities with
			budget amount US\$ 30,000 (Electricity) to be consumed will be handled by both the Departments of
			Administration and Finance.
27.		Local Travel/Domestic	This budget line has no procurement relations. Local Travel - Transportation is given to staff on a daily basis
		Travel	as they commute to undertake NaFAA activities without a vehicle assigned. There is a budget of U\$2,000 that
			will be financed from petty cash. Local Travel – DSA, amounting to U\$28,000, will be used to finance the
			upkeep of staff visiting places outside Monrovia.
28.		Public Relations	This budget line has no procurement relations. The Department of Communications, working along with the
			Finance Department, connects with media houses – many times, more than two (2) – to cover activities of the
)		Authority or to publish instruments (invitation for bids, press releases, etc.) of the Authority.

Prepared by:

Patrick B. Kiadii
Procurement Director

Approved by:

Emma Metieh Glassco Director General

te: Aug. 4,202

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