

Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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

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**

We present our compliments and acknowledge receipt of your letter which sought the approval of the Commission for National Fisheries and Aquaculture Authority SBA, Core Budget and Consultancy Procurement Plan for FY 2020/2021 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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. Please ensure to include notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

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

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

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

Yours sincerely,

Jargue Joseph Nagbe Low (Atty.)
CHIEF EXECUTIVE OFFICER

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

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (Nafaa APPROVED BUDGET 2020/2021)
Fiscal period: July 1, 2020 - June 30, 2021

[illegible]

S. J. Lagarias

Date: Aug. 4, 2020


Emma Metteh Glassco
DIRECTOR GENERAL

Approved by: _____

2017-11-18

Patrick B. Kiadji
PROCUREMENT DIRECTOR

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2020/2021)
Fiscal period: July 1, 2020 - June 30, 2021

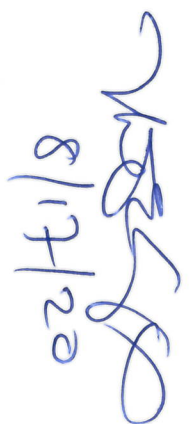
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Prepared By: 
Patrick B. Kiadi
PROCUREMENT DIRECTOR



Approved by: 
Emma Meluh Glasco
DIRECTOR GENERAL

Date: Aug. 4, 2020


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Aug 17/2020

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2020/2021)
Fiscal period: July 1, 2020 - June 30, 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA																				
	ITEM NO.	Package name (2000)	Contract Package	Business Activity Code	QTY	ESTIMATED COST (RMB)	Procurement Method	Technical Specification (2000)	Prep. of Bid Document	For Approval, and Bidding Period	Bid Opening Date and Time	Bid Submission Deadline	Submission of Bid Evaluation Report	For Approval, and Evaluation Report	Contract Award Date	Advanced Payment Provision	Delivery Instruction (Provisional Completion)	Accepted & Final Payment	Remarks	
PLANNED	12	IFB No. NaFA/NCB/009/20/21	Vehicle Repair and Maintenance	G-4520	Assorted	48,000.00	NCB	6/4/2020	6/11/2020	6/18/2020	6/23/2020	7/7/2020	7/14/2020	7/21/2020	8/4/2020	N/A	6/15/2021	6/30/2021		
UPDATE																				
ACTUAL																				
PLANNED	13	IFB No. NaFA/SS/001/20/21	Internet Subscription	J-6190	1 FIRM	15,000.00	SS	5/12/2020	5/19/2020	5/24/2020	5/29/2020	6/12/2020	6/19/2020	6/24/2020	7/1/2020	N/A	6/16/2021	6/30/2021		
UPDATE																				
ACTUAL																				
PLANNED	14	IFB No. NaFA/SS/002/20/21	Data Storage Service	J-6311	Assorted	6,000.00	SS	6/6/2020	6/13/2020	6/20/2020	6/25/2020	7/23/2020	7/30/2020	8/6/2020	8/20/2020	N/A	6/16/2021	6/29/2021		
UPDATE																				
ACTUAL																				
PLANNED	15	IFB No. NaFA/NCB/010/20/21	Generator	G-4659	1 unit	16,000.00	NCB	10/13/2020	10/20/2020	10/21/2020	10/26/2020	11/9/2020	11/13/2020	11/14/2020	11/28/2020	N/A	12/5/2020	1/4/2021		
UPDATE																				
ACTUAL																				
PLANNED	16	IFB No. NaFA/RFQ/003/20/21	Hall Rental	L-6810	Assorted	1,000.00	RFQ	10/16/2020	10/23/2020	10/24/2020	10/29/2020	11/12/2020	11/16/2020	11/17/2020	12/1/2020	N/A	10/12/2021	10/28/2021		
UPDATE																				
ACTUAL																				
					SUB TOTAL	86,000.00														


Prepared By: 
Patricia B. Knell
PROCUREMENT DIRECTOR

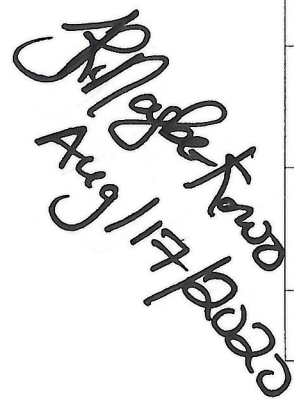
Approved by:



Date:

Aug. 4, 2020


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Aug 17/2020

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2020/2021)
Fiscal Period: July 1, 2020 - June 30, 2021

		BASIC DATA										IMPLEMENTATION DATES									
	ITEM NO.	PROJECT NUMBER (CODE)	CONTRACT PACKAGING	Business Activity Code	QTY	ESTIMATED COST (PAB)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/REMARKS	TYPE OF DOCUMENT	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW	PO APPROVAL - AND BUDGET REVIEW
PLANNED	17	IFB No. NaFAA/RFO/004/2 0/21	Freight Postage & Delivery	H-5229	Assorted	1,000.00	RFQ	11/17/2020	11/24/2020	11/25/2020	11/30/2020	12/14/2020	12/18/2020	12/19/2020	1/2/2021	N/A	1/16/2021	2/15/2021			
UPDATE																					
ACTUAL																					
PLANNED	18	IFB No. NaFAA/RFO/005/2 0/21	Water Supply	E-3600	Assorted	3,600.00	RFQ	7/17/2020	7/24/2020	7/25/2020	7/30/2020	8/13/2020	8/17/2020	8/18/2020	9/1/2020	N/A	5/29/2021	6/28/2021			
UPDATE																					
ACTUAL																					
PLANNED	19	IFB No. NaFAA/RFO/006/2 0/21	Electrical Supplies	G-4759	Assorted	5,000.00	RFQ	12/13/2020	12/20/2020	12/21/2020	12/26/2020	1/9/2021	1/13/2021	1/14/2021	1/28/2021	N/A	2/27/2021	3/29/2021			
UPDATE																					
ACTUAL																					
PLANNED	20	IFB No. NaFAA/RFO/007/2 0/21	IT Supplies	G-4741	Assorted	3,000.00	RFQ	12/16/2020	12/23/2020	12/24/2020	12/29/2020	1/12/2021	1/16/2021	1/17/2021	1/31/2021	N/A	3/2/2021	4/1/2021			
UPDATE																					
ACTUAL																					
PLANNED	21	IFB No. NaFAA/RFO/008/2 0/21	Website Maintenance and Hosting	J-6312	1 firm	5,000.00	RFQ	7/17/2020	7/24/2020	7/25/2020	7/30/2020	8/13/2020	8/17/2020	8/18/2020	9/1/2020	N/A	9/15/2020	10/15/2020			
UPDATE																					
ACTUAL																					
PLANNED	22	IFB No. NaFAA/RFO/009/2 0/21	Furniture and Fixture	G-4659	Assorted	2,826.00	RFQ	7/17/2020	7/24/2020	7/25/2020	7/30/2020	8/13/2020	8/17/2020	8/18/2020	9/1/2020	N/A	10/1/2020	10/31/2020			
UPDATE																					
ACTUAL																					
					SUB TOTAL	20,420.00															

Prepared By: _____


Mark B. Kiadi
PROCUREMENT DIRECTOR

Approved by: _____


Emma Meteh Glasco
DIRECTOR GENERAL

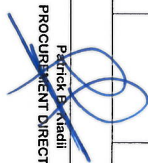
Date: Aug. 4, 2020


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Aug 17/2020

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
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Fiscal period: July 1, 2020 - June 30, 2021

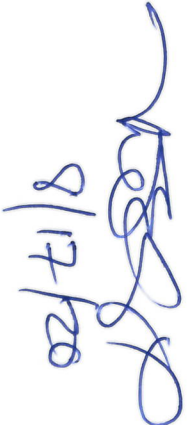
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BASIC DATA																			
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/REMARKS	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING	DATE OF BIDDING
PLANNED	23	IFB No. NafAANCB/002/20/21	Insurance (Vehicles)	K-6512	1 Firm	21,000.00	RB	6/5/2020	6/12/2020	6/19/2020	6/24/2020	7/22/2020	7/29/2020	8/3/2020	8/17/2020	N/A	6/23/2021	6/28/2021	
UPDATE																			
ACTUAL																			
PLANNED	24	IFB No. NafAANCB/01/11/21	Office Stationery and Supplies	G-4761	Assorted	30,000.00	NCB	7/10/2020	7/17/2020	7/22/2020	7/27/2020	8/24/2020	9/7/2020	9/14/2020	9/28/2020	N/A	6/3/2021	6/24/2021	
UPDATE																			
ACTUAL																			
PLANNED	25	IFB No. NafAANCB/01/22/21	Rehabilitation of Clay Hatchery	F-4330	1 bldg	116,000.00	NCB	12/10/2020	12/17/2020	12/22/2020	12/27/2020	1/24/2021	2/7/2021	2/14/2021	2/28/2021	N/A	5/29/2021	6/19/2021	
UPDATE																			
ACTUAL																			
						SUB TOTAL													
						167,000.00													
						GRAND TOTAL													
						559,844.00													

Prepared By: 
Patrick B. Kadii
PROCUREMENT DIRECTOR



Approved by: 
Emma Meteh Glasco
DIRECTOR GENERAL

Date: Aug. 4, 2020


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Aug 17/2020

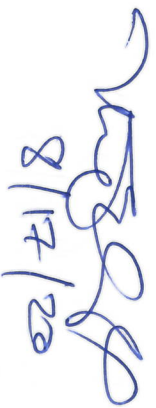
National Fisheries and Aquaculture Authority
Explanatory Notes
Core Budget Procurement Plan
July 1, 2020 to June 30, 2021

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB NO. NaFAA/RB/001/20/21	Vehicles	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;
2.	IFB NO. NaFAA/NCB/001/20/21	Office Equipment	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;
3.	IFB NO. NaFAA/NCB/002/20/21	Janitorial Supplies	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”.
4.	IFB NO. NaFAA/NCB/003/20/21	Office Consumables	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”.
5.	IFB NO. NaFAA/RFQ/001/20/21	Rain Gears	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”.
6.	IFB NO. NaFAA/NCB/004/20/21	Scratch Cards	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”.
7.	IFB NO. NaFAA/NCB/005/20/21	Generator Repairs and Services	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.
8.	IFB NO. NaFAA/NCB/006/20/21	Printing and Production	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 envelopes, 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.

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NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			services that might not have the expertise and experience in constructing billboards but may be able to conduct minor printings.
9.	IFB NO. NaFAA/Rfq/002/20/21	Safety Gears	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".
10.	IFB NO. NaFAA/NCB/007/20/21	Rice for Employees	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".
11.	IFB NO. NaFAA/NCB/008/20/21	ICT Software License	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".
12.	IFB NO. NaFAA/NCB/009/20/21	Vehicles Repairs and Maintenance	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".
13.	IFB NO. NaFAA/SS/001/20/21	Internet Subscription	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".
14.	IFB NO. NaFAA/SS/002/20/21	Data Storage Service	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 approval


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Aug 17/20

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			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".
15.	IFB NO. NaFAA/NCB/010/20/21	Generator	This contract package is intended to procure one (1) piece of generator – 45 Kva. The 45 KV/a will replace existing generator at the Administrative Office (Freeport).
16.	IFB NO. NaFAA/RFQ/003/20/21	Hall Rental	This contract package is intended to rent halls for hosting of townhall meetings in Montserrat and other environs for awareness campaigns and other businesses NaFAA will conduct. This will be funded from the budget line "Rentals".
17.	IFB NO. NaFAA/RFQ/004/20/21	Freight and Postage Delivery	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".
18.	IFB NO. NaFAA/RFQ/005/20/21	Water Supply	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".
19.	IFB NO. NaFAA/RFQ/006/20/21	Electrical Supplies	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".
20.	IFB NO. NaFAA/RFQ/007/20/21	IT Supplies	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".
21.	IFB NO. NaFAA/RFQ/008/20/21	Website Hosting and Maintenance	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".
22.	IFB NO. NaFAA/RFQ/009/20/21	Furniture and Fixture	This contract package is intended to procure assorted furniture and fixture items for use by NaFAA. Those items include office desk, chairs, cabinets, etc.
23.	IFB NO. NaFAA/RB/002/20/21	Insurance (Vehicles)	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 expected to be insured – 12 currently owned and 2 to be acquired during the course of the fiscal year. Note that US\$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.
24.	IFB NO. NaFAA/NCB/011/20/21	Office Stationery and Supplies	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.

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Handwritten signature and date:
8/17/20

