

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA 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
		BASIC DATA																			IMPLEMENTATION DATES												
	ITEM NO.	PACQUER NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/STANDARDS	PREP. OF BID DOCUMENT	NO. APPROVAL, AND POSTION OFFICE	NO. INVITATION & RELEASE OF BID DOC	NO. SUBMISSION/PLACED OFFERING	MISSION OF BID EVALUATION REPORT	NO. APPROVAL, AND EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (PROBATION)	SEVERAL INSPECTION (SUBMITTAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS														
PLANNED	1	IFB No. NAFAA/RB/SBA/001/2021	Petroleum Products	G-4661	38,035 gals @3.60	136,938.18	RB	6/15/2020	6/20/2020	6/25/2020	6/28/2020	7/12/2020	7/19/2020	7/26/2020	8/9/2020	N/A	6/13/2021	6/27/2021															
UPDATE																																	
ACTUAL																																	
PLANNED	2	IFB No. NAFAA/NCB/SBA/001/2021	Catering Services	I-5621	Assorted	25,000.00	NCB	7/20/2020	7/27/2020	8/3/2020	8/8/2020	9/5/2020	9/12/2020	9/19/2020	10/3/2020	N/A	6/10/2021	6/24/2021															
UPDATE																																	
ACTUAL																																	
PLANNED	3	IFB No. NAFAA/RFQ/SBA/001/2021	Sanitation Services	E-3821/E-3811	1 Firm	3,600.00	RFQ	7/20/2020	7/27/2020	8/1/2020	8/6/2020	8/20/2020	8/25/2020	8/30/2020	9/13/2020	N/A	5/21/2021	6/20/2021															
UPDATE																																	
ACTUAL																																	
PLANNED	4	IFB No. NAFAA/RFQ/SBA/002/2021	Fumigation Services	N-8129	1 Firm	5,000.00	RFQ	10/20/2020	10/27/2020	11/1/2020	11/6/2020	11/20/2020	11/25/2020	11/30/2020	12/14/2020	N/A	1/13/2021	2/12/2021															
UPDATE																																	
ACTUAL																																	
PLANNED	5	IFB No. NAFAA/RFQ/SBA/003/2021	Vehicle Rental	H-4922	Assorted	8,000.00	RFQ	8/20/2020	8/27/2020	9/1/2020	9/6/2020	9/20/2020	9/25/2020	9/30/2020	10/14/2020	N/A	5/2/2021	6/1/2021															
UPDATE																																	
ACTUAL																																	
PLANNED	6	IFB No. NAFAA/RFQ/SBA/004/2021	Office Equipment - Repairs and Maintenance	S-9511	Assorted	2,000.00	RFQ	8/25/2020	9/1/2020	9/6/2020	9/11/2020	9/25/2020	9/29/2020	9/30/2020	10/14/2020	N/A	5/2/2021	5/16/2021															
UPDATE																																	
ACTUAL																																	
PLANNED	7	IFB No. NAFAA/RB/SBA/002/2021	Security Guard Services	N-8010	1 Firm	22,350.00	RB	6/3/2020	6/10/2020	6/17/2020	6/22/2020	7/20/2020	7/27/2020	8/3/2020	8/17/2020	N/A	6/23/2021	6/28/2021															
UPDATE																																	
ACTUAL					SUB TOTAL	202,888.18																											

Prepared By: Patrick B. Aladi
PROCUREMENT DIRECTOR

Approved by:



DATE:

Aug. 4, 2020

8/17/20

Aug 11, 2020

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA 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
BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL AND DOCTECH REVIEW	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/VALIDATION OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL AND EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT SCHEDULING	DELIVERY, INSPECTION & ACCEPTANCE CERTIFICATION	ACCEPTANCE & FINAL PAYMENT
PLANNED	8	IFB No. NafAA/RFQ/SBA/005 /20/21	Office Building - Repairs and Maintenance	F-4330	1bidg	20,000.00	RFQ	10/25/2020	11/1/2020	11/6/2020	11/11/2020	11/25/2020	11/29/2020	11/30/2020	12/14/2020	N/A	5/13/2021	5/27/2021
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. NafAA/NCB/SBA/002 /20/21	Air Tickets	N-7911	Assorted	31,500.00	NCB	9/3/2020	9/10/2020	9/17/2020	9/22/2020	10/20/2020	10/27/2020	11/3/2020	11/17/2020	N/A	6/5/2021	6/19/2021
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. NafAA/RFQ/SBA/006 /20/21	Repairs and Maintenance _ ICT Equipment	S-9511	Assorted	4,000.00	RFQ	9/3/2020	9/10/2020	9/17/2020	9/22/2020	10/6/2020	10/11/2020	10/18/2020	11/1/2020	N/A	6/9/2021	6/29/2021
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No. NafAA/RFQ/SBA/007 /20/21	Shipping and Handling	S-9511	Assorted	6,500.00	RFQ	9/3/2020	9/10/2020	9/17/2020	9/22/2020	10/6/2020	10/11/2020	10/18/2020	11/1/2020	N/A	2/9/2021	3/1/2021
UPDATE																		
ACTUAL																		
						SUB TOTAL	62,000.00											
						GRAND TOTAL	264,888.18											

Prepared By: 
Patrick B. Kiadi
PROCUREMENT DIRECTOR

Approved by:



Date: Aug. 4, 2020


8/17/20

Aug 17/2020
R. Nafetunda

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

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB NO. NaFAA/RB/SBA/001/20/21	Petroleum Products	This contract package is intended to procure fuel and gasoline for use in NaFAA vehicles and generators and for other operations including benefits to staff and other officials. At an estimated unit cost of US\$3.60, we intend to procure 38,035 gallons of petroleum products. This will be procured from the budget line "Fuel".
2.	IFB NO. NaFAA/NCB/SBA/001/20/21	Catering Services	This contract package is intended to hire the services of a firm to provide catering services as refreshment for meetings and programs organized by the National Fisheries and Aquaculture Authority, within Monrovia and throughout the nine (9) coastal counties. This contract package will be funded from the budget line "Entertainment - Refreshment for Meetings and Programs".
3.	IFB NO. NaFAA/RFQ/SBA/001/20/21	Sanitation Services	This contract package is intended to hire the services of a firm to provide sanitation services (garbage collection from the Head office and other offices) for NaFAA. This contract will be funded from the budget line "Professional Services".
4.	IFB NO. NaFAA/RFQ/SBA/002/20/21	Fumigation Services	This contract package is intended to hire the services of a firm to provide fumigation services (spraying of the Head Office and other offices) for NaFAA. This contract will be funded from the budget line "Professional Services".
5.	IFB NO. NaFAA/RFQ/SBA/003/20/21	Vehicle Rental	This contract package is intended to hire the services of a firm to supply vehicles for local travel by NaFAA staff to areas within and outside Monrovia. Considering that the locations have not been established yet, the type and number of vehicles cannot be established here. This contract will be funded from the budget line "Rentals".
6.	IFB NO. NaFAA/RFQ/SBA/004/20/21	Office Equipment _ Repairs and Maintenance	This contract package is intended to hire the services of an individual or a firm to repair and maintain all office equipment owned by NaFAA that cannot be repaired by our internal staff. Equipment of such nature includes: Printers, Air Condition, Photocopiers, etc. The package will be conducted into LOTS.
7.	IFB NO. NaFAA/RB/SBA/002/20/21	Security Guard Services	This contract package is intended to hire the services of a professional security firm to provide security services at three (3) locations; namely, NaFAA's Head Office, Mesurado Pier office, and a site in Paynesville. This contract will be funded from the budget line "Professional Services"

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8/17/22

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July 14, 2020

