

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

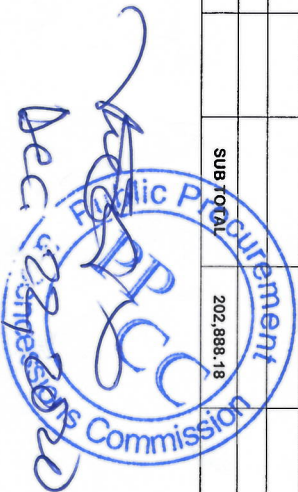
		BASIC DATA										IMPLEMENTATION DATES									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	PACKAGES NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (RMB)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS NUMBER	DATE OF BID DOCUMENT	DATE OF APPROVAL - BID SUBMISSION	DATE OF APPROVAL - BID OPENING	DATE OF APPROVAL - BID EVALUATION REPORT	DATE OF APPROVAL - BID EVALUATION REPORT	DATE OF APPROVAL - BID EVALUATION REPORT	DATE OF APPROVAL - BID EVALUATION REPORT	DATE OF APPROVAL - BID EVALUATION REPORT	DATE OF APPROVAL - BID EVALUATION REPORT	DATE OF APPROVAL - BID EVALUATION REPORT	DATE OF APPROVAL - BID EVALUATION REPORT		
PLANNED	1	IFB No. NAFAA/RB/SBA/001/2 0/21	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 2/20/21	Catering Services	I-5621	Assorted	25,000.00	NCB	11/18/2020	11/25/2020	12/2/2020	12/7/2020	1/4/2021	1/11/2021	1/18/2021	2/1/2021	N/A	6/1/2021	6/15/2021			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No. NAFAA/RFQ/SBA/001 2/20/21	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 2/20/21	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 2/20/21	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 2/20/21	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/002/2 0/21	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. King
PROCUREMENT DIRECTOR

Approved by: Emma Mueh Glassco
DIRECTOR GENERAL

DATE:

Nov 12/2020



Fiscal period: July 1, 2020 - June 30, 2021

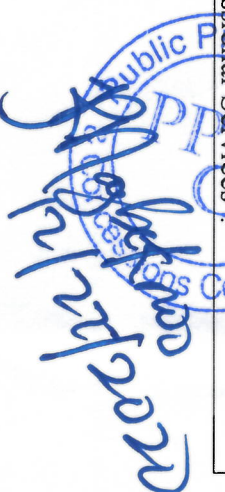
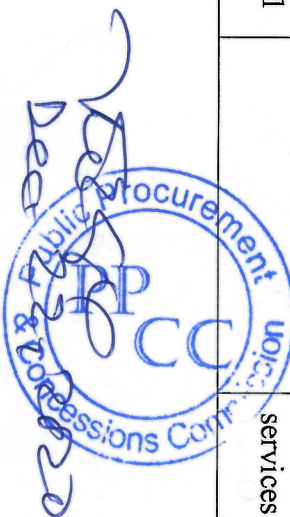
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Date: 11/25/2020



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/RFO/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/RFO/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/RFO/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/RFO/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 POTS.
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".



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
8.	IFB NO. NaFAA/RFQ/SBA/005/20/21	Office Building - Repairs and Maintenance	This contract package is intended to hire the services of a firm to perform repair works at the Head Office (at Freeport) and that of the Technical Office (Coast Guard Base Area) of NaFAA. This contract will be funded from the budget line "Building Maintenance".
9.	IFB NO. NaFAA/NCB/SBA/002/20/21	Air Tickets	This contract package is intended to hire the services of a travel agency to supply air tickets to NaFAA when staff are travelling out of Liberia for meetings and conferences. This will be funded from the budget line "Foreign Travel – Foreign Travel – Air Tickets. Note that Foreign Travel – DSA amounting to US\$43,500 will be used as payment for daily sustenance to staff visiting other countries.
10.	IFB NO. NaFAA/RFQ/SBA/006/20/21	Repairs and Maintenance – ICT Equipment	This contract package is intended to hire the services of a firm to repair the ICT equipment owned by NaFAA. NaFAA has servers, routers, etc. at both of its offices that are prone to breakdown and will need repairs and maintenance and the plan is to have a service provider that will serve our needs, when need be. This contract will be funded from the budget line "General Repairs and Maintenance".
11.	IFB NO. NaFAA/RFQ/SBA/007/20/21	Shipping and Handling	This contract package is intended to contract the services of a firm to handle shipping and handling activities of the Authority. A custom brokerage firm will be contracted to perform this service in close consultation with NaFAA.

Prepared by:

Patrick B. Kiadli
Procurement Director

Approved by:

Emma Metieh Glasco
Director General

Date:

Nov. 20, 2020

