

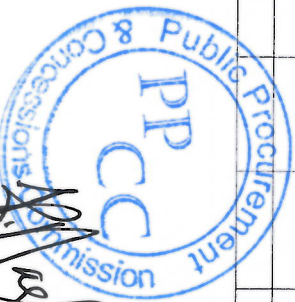
NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED SPECIAL BUDGET 2021)
Fiscal Period: July 1, 2021 - December 31, 2021

BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUB BID OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMA
PLANNED	1	IFB No. NAFAA/RB/SBA/001/2 Petroleum Products	G-4661	24,231 gals @3.80	92,081.09	RB	9/3/2021	9/6/2021	9/7/2021	9/10/2021	10/8/2021	10/15/2021	10/22/2021	11/5/2021	N/A	12/20/2021	12/30/2021	
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. NAFAA/NCB/SBA/001 Catering Services	I-5621	Assorted	30,000.00	NCB	9/7/2021	9/14/2021	9/16/2021	9/19/2021	10/17/2021	10/24/2021	10/31/2021	11/7/2021	N/A	12/7/2021	12/25/2021	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. NAFAA/RFQ/SBA/001 Fumigation Services	N-8129	1 Firm	3,500.00	RFQ	9/20/2021	9/23/2021	9/25/2021	9/27/2021	10/4/2021	10/9/2021	10/11/2021	10/18/2021	N/A	10/25/2021	11/24/2021	
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. NAFAA/RFQ/SBA/002 Vehicle Rental	H-4922	Assorted	10,000.00	RFQ	9/20/2021	9/23/2021	9/28/2021	10/1/2021	10/8/2021	10/11/2021	10/14/2021	10/21/2021	N/A	12/10/2021	12/30/2021	
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. NAFAA/RFQ/SBA/003 Office Equipment - Repairs and Maintenance	S-9511	Assorted	1,000.00	RFQ	9/20/2021	9/23/2021	9/26/2021	9/29/2021	10/6/2021	10/10/2021	10/11/2021	10/18/2021	N/A	12/2/2021	12/22/2021	
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. NAFAA/RB/SBA/002/2 Security Guard Services	N-8010	1 Firm	14,400.00	RB	9/20/2021	9/23/2021	9/24/2021	9/25/2021	10/9/2021	10/14/2021	10/17/2021	10/24/2021	N/A	12/13/2021	12/23/2021	
UPDATE																		
ACTUAL																		
				SUB TOTAL	150,981.09													

Prepared By: Patrick B. Mason, PROCUREMENT DIRECTOR

Approved by: Emma Mettiah Glasco, DIRECTOR GENERAL

DATE: 7-Sept-2021



9/24/2021

9/28/2021

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED SPECIAL BUDGET 2021)
Fiscal period: July 1, 2021 - December 31, 2021

BASIC DATA																			IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUB LIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS										
PLANNED	7	IFB No. NAFAA/RFQ/SBA/004 /21	Office Building - Repairs and Maintenance	F-4330	1bldg	3,000.00	RFQ	9/3/2021	9/10/2021	9/15/2021	9/20/2021	10/4/2021	10/8/2021	10/9/2021	10/16/2021	N/A	11/25/2021	12/25/2021										
UPDATE																												
ACTUAL																												
PLANNED	8	IFB No. NAFAA/NCB/SBA/002 /21	Air Tickets	N-7911	Assorted	12,000.00	NCB	9/8/2021	9/15/2021	9/22/2021	9/27/2021	10/25/2021	11/1/2021	11/8/2021	11/22/2021	N/A	12/22/2021	12/30/2021										
UPDATE																												
ACTUAL																												
PLANNED	9	IFB No. NAFAA/RFQ/SBA/005 /21	Repairs and Maintenance _ICT Equipment	S-9511	Assorted	400.00	RFQ	9/3/2021	9/10/2021	9/15/2021	9/20/2021	10/4/2021	10/8/2021	10/9/2021	10/16/2021	N/A	11/25/2021	12/25/2021										
UPDATE																												
ACTUAL																												
PLANNED	10	IFB No. NAFAA/RB/SBA/003/2 1	Improvement on Leasehold	F-4330	1 Bldg	120,000.00	RB	8/20/2021	8/27/2021	9/1/2021	9/6/2021	10/4/2021	10/11/2021	10/15/2021	10/29/2021	N/A	12/18/2021	12/31/2021										
UPDATE																												
ACTUAL																												
PLANNED	11	IFB No. NAFAA/RFQ/SBA/006 /21	Shipping and Handling	H-5229	Assorted	500.00	RFQ	9/6/2021	9/13/2021	9/18/2021	9/23/2021	10/7/2021	10/11/2021	10/12/2021	10/19/2021	N/A	11/28/2021	12/28/2021										
UPDATE																												
ACTUAL																												
				SUB TOTAL		135,900.00																						
				GRAND TOTAL		286,881.09																						

Prepared By:

Patrick B. Kadli
PROCUREMENT DIRECTOR

Approved by:

Emma Maitoh Glasco
DIRECTOR GENERAL

Date:

7-Sept-2021



Agreed not
Sept/28/2021


National Fisheries and Aquaculture Authority
Explanatory Notes
SBA Procurement Plan
July 1, 2021 to December 31, 2021

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/RB/SBA/001/21	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\$3.80, we intend to procure 24,231 gallons of petroleum products. This will be procured from the budget line "Fuel".
2.	IFB No. NaFAA/NCB/SBA/001/21	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/001/21	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".
4.	IFB No. NaFAA/RFQ/SBA/002/21	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".
5.	IFB No. NaFAA/RFQ/SBA/003/21	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.

Mr. T. Lewis
Sept 28/2021



Sept 28/2021




NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
6.	IFB No. NaFAA/RB/SBA/002/21	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".
7.	IFB No. NaFAA/RFQ/SBA/004/21	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".
8.	IFB No. NaFAA/NCB/SBA/002/21	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 – Air Tickets. Note that Foreign Travel – DSA amounting to US\$8,000 will be used as payment for daily sustenance to staff visiting other countries.
9.	IFB No. NaFAA/RFQ/SBA/005/21	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".
10.	IFB No. NaFAA/RB/SBA/003/21	Improvement on Leasehold	This contract package is intended to renovate the head office of NaFAA. This will require the hiring of a construction firm to conduct the renovation of the building. This contract package will include changing of the roof, tiles, painting, improvement of the fence and building of storage. It will be divided into lots. This contract will be funded from the budget line "Improvement on Leasehold".
11.	IFB No. NaFAA/RFQ/SBA/006/21	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: _____

Approved by: _____

Date: 28 Sept - 2021

