

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 | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOCTECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION/PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT | REMARKS |                      |  |  |  |  |  |  |  |  |  |
| PLANNED    | 1                     | IFB No. NAFAR/SBA/001/21  | Petroleum Products                       | 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     | 1                     | IFB No. NAFAR/SBA/001/21  | Petroleum Products                       | 22286 gals @4.20  | 93,601.09            | 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                 |         |                      |  |  |  |  |  |  |  |  |  |
| ACTUAL     |                       |                           |  |                   |                      |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |
| PLANNED    | 2                     | IFB No. NAFANC/SBA/001/2  | Catering Services                        | 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     | 2                     | IFB No. NAFANC/SBA/001/2  | Catering Services                        | Assorted          | 43,000.00            | NCB                | 10/2/2021                | 10/7/2021             | 10/9/2021                       | 10/12/2021                          | 11/9/2021                     | 11/14/2021                          | 11/19/2021                          | 11/24/2021               | N/A                            | 12/9/2021                         | 12/29/2021                 |         |                      |  |  |  |  |  |  |  |  |  |
| ACTUAL     |                       |                           |  |                   |                      |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |
| PLANNED    | 3                     | IFB No. NFAAR/QSBA/001/2  | Fumigation Services                      | 1 Firm            | 3,500.00             | RFQ                | 9/20/2021                | 9/23/2021             | 9/25/2021                       | 9/27/2021                           | 10/4/2021                     | 10/8/2021                           | 10/11/2021                          | 10/18/2021               | N/A                            | 10/25/2021                        | 11/24/2021                 |         |                      |  |  |  |  |  |  |  |  |  |
| UPDATE     |                       |                           |  |                   |                      |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |
| ACTUAL     |                       |                           |  |                   |                      |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |
| PLANNED    | 4                     | IFB No. NFAAR/QSBA/002/2  | Vehicle Rental                           | 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     | 4                     | IFB No. NFAAN/CBSBA/003/2 | Vehicle Rental                           | Assorted          | 22,000.00            | NCB                | 9/15/2021                | 9/19/2021             | 9/23/2021                       | 9/29/2021                           | 10/27/2021                    | 11/6/2021                           | 11/17/2021                          | 11/22/2021               | N/A                            | 12/22/2021                        | 12/31/2021                 |         |                      |  |  |  |  |  |  |  |  |  |
| ACTUAL     |                       |                           |  |                   |                      |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |
| PLANNED    | 5                     | IFB No. NFAAR/QSBA/003/2  | Office Equipment Repairs and Maintenance | 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                            | 12/22/2021                        | 12/23/2021                 |         |                      |  |  |  |  |  |  |  |  |  |
| UPDATE     |                       |                           |  |                   |                      |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |
| ACTUAL     |                       |                           |  |                   |                      |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |
| PLANNED    | 6                     | IFB No. NFAAR/SBA/002/21  | Security Guard Services                  | 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         | 177,501.09           |                    |                          |                       |                                 |                                     |                               |                                     |                                     |                          |                                |                                   |                            |         |                      |  |  |  |  |  |  |  |  |  |

Prepared By: Patrick B. Bacili  
PROCUREMENT DIRECTOR

Approved by: \_\_\_\_\_

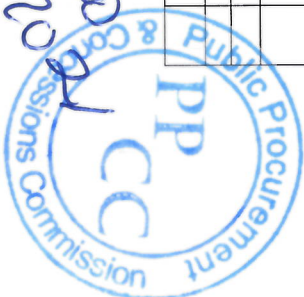
DATE: Nov. 22, 2021



Dec 6, 2021



Robert L. ...  
Dec 15, 2021



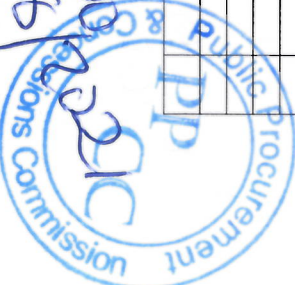
NATIONAL FISHERIES AND AQUACULTURE AUTHORITY  
SBA PROCUREMENT PLAN  
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED SPECIAL BUDGET 2021)  
Fiscal Period: July 1, 2021 - December 31, 2021

| BASIC DATA |                       |                              |   |        |                      |                    |                          |                       |                                 | IMPLEMENTATION DATES                |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
|------------|-----------------------|------------------------------|---|--------|----------------------|--------------------|--------------------------|-----------------------|---------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|-----------------------------------|----------------------|------------|--|
| ITEM NO.   | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE             | BUSINESS ACTIVITY CODE                    | QTY    | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECIFICATIONS | 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 (COMPLETION) | ACCEPTANCE & REMARKS |            |  |
| PLANNED    | 7                     | IFB No. NAFAA/RFO/SBA/004/2  | Office Building - Repairs and Maintenance | F-4100 | 1bldg                | 3,000.00           | RFQ                      | 9/3/2021              | 9/10/2021                       | 9/16/2021                           | 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/002/2  | Air Tickets                               | N-7911 | Assorted             | 12,000.00          | NCB                      | 9/8/2021              | 9/15/2021                       | 9/22/2021                           | 9/27/2021                      | 10/29/2021                          | 11/11/2021                          | 11/8/2021                | 11/22/2021                     | N/A                               | 12/22/2021           | 12/30/2021 |  |
| UPDATE     |                       |                              |   |        |                      |                    |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
| ACTUAL     |                       |                              |   |        |                      |                    |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
| PLANNED    | 9                     | IFB No. NAFAA/RFO/SBA/005/2  | 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                    | RFP No. NAFAA/RFO/SBA/006/21 | Building Materials for Stage              | G-4683 | Assorted             | 1,930.00           | RFQ                      | 11/7/2021             | 11/10/2021                      | 11/14/2021                          | 11/16/2021                     | 11/20/2021                          | 11/11/2021                          | 11/15/2021               | 11/19/2021                     | 11/24/2021                        | 11/28/2021           | 12/2/2021  |  |
| UPDATE     |                       |                              |   |        |                      |                    |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
| ACTUAL     |                       |                              |   |        |                      |                    |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
| PLANNED    | 11                    | IFB No. NAFAA/RFO/SBA/007/2  | 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     | 11                    | IFB No. NAFAA/RFO/SBA/007/2  | Shipping and Handling                     | H-5229 | Assorted             | 4,000.00           | RFQ                      | 11/6/2021             | 11/11/2021                      | 11/16/2021                          | 11/21/2021                     | 11/28/2021                          | 12/2/2021                           | 12/9/2021                | 12/10/2021                     | N/A                               | 12/20/2021           | 12/30/2021 |  |
| ACTUAL     |                       |                              |   |        |                      |                    |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
| PLANNED    | 12                    | IFB No. NAFAA/RFO/SBA/008/2  | Decoration Materials                      | G-4751 | Assorted             | 500.00             | RFQ                      | 11/12/2021            | 11/15/2021                      | 11/19/2021                          | 11/21/2021                     | 11/25/2021                          | 11/16/2021                          | 11/20/2021               | 11/24/2021                     | 11/29/2021                        | 12/3/2021            | 12/7/2021  |  |
| UPDATE     |                       |                              |   |        |                      |                    |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
| ACTUAL     |                       |                              |   |        |                      |                    |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
|            |                       |                              |   |        | SUB TOTAL            | 21,830.00          |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |
|            |                       |                              |   |        | GRAND TOTAL          | 199,331.09         |                          |                       |                                 |                                     |                                |                                     |                                     |                          |                                |                                   |                      |            |  |

Prepared By: Rafael Kiehl  
PROCUREMENT DIRECTOR

Approved By: \_\_\_\_\_

Date: Nov. 22, 2021



*Dec 6, 2021*

*Approved*



**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 f other operations including benefits to staff and other officials. At an estimated unit cost of US\$3.80, we intend 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 H Office and other offices) for NaFAA. This contract will be funded from the budget line "Professional Services   |
| 4.  | IFB No. NaFAA/NCB/SBA/003/21 | Vehicle Rental                             | This contract package is intended to hire the services of a firm to supply vehicles for local travel by NaFAA staff 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 IOTS.   |
| 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 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".  |

*Dec 6 2021*



*Dec 8 2021*



| NO. | PACKAGE CODE                    | CONTRACT PACKAGE                                | DETAILED DESCRIPTION  |
|-----|---------------------------------|---|---|
| 7.  | IFB No.<br>NaFAA/RFQ/SBA/004/21 | Office Building -<br>Repairs and<br>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.<br>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.<br>NaFAA/RFQ/SBA/005/21 | Repairs and<br>Maintenance – ICT<br>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. | RFP No.<br>NaFAA/RFQ/SBA/006/21 | Building Materials for<br>Stage                 | This contract package is intended to procure materials to build stages for programs or events that the Authority will undertake. This contract will be funded from the budget line "Professional Services"  |
| 11. | IFB No.<br>NaFAA/RFQ/SBA/007/21 | 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's   |
| 12. | RFP No.<br>NaFAA/RFQ/SBA/008/21 | Decoration Materials                            | This contract package is intended to procure decoration materials for the decoration of stages during NaFAA's programs. This will include balloons, ribbons, satin cloth, etc. This contract will be funded from the budget line "Decoration"   |

Prepared by: \_\_\_\_\_

**Patrick B. Kiadli**  
**Procurement Director**

Approved by: \_\_\_\_\_

**Emma Metieh Classeto**  
**Director General**

Date: Nov. 22, 2021

*Dec 8, 2021*



*Dec 14, 2021*

