

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY  
SBA PROCUREMENT PLAN  
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2022)  
Fiscal period: January 1, 2022 - December 31, 2022

BASIC DATA																			INTERMEDIATION 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 DOCUMENT SPEC	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 (REBATE/RETENTION)	DELIVERY/INSPECTION (SUBSTANTIAL CORRECTION)	ACCEPTANCE & FINAL PAYMENT	REMARKS									
PLANNED	1	IFB No. NAFARBSBA/001/202	Petroleum Products	G-4661	49,524 gals @ \$4.20	208,000.00	RB	1/31/2022	2/7/2022	2/10/2022	2/17/2022	3/17/2022	3/24/2022	3/28/2022	4/11/2022	N/A	12/7/2022	12/28/2022										
UPDATE																												
ACTUAL																												
PLANNED	2	IFB No. NAFANCB/BSBA/001/202	Catering Services	I-5821	Assorted	35,000.00	NCB	2/3/2022	2/7/2022	2/14/2022	2/18/2022	3/18/2022	3/23/2022	3/28/2022	4/11/2022	N/A	12/15/2022	12/29/2022										
UPDATE																												
ACTUAL																												
PLANNED	3	IFB No. NAFARFQ/BSBA/001/202	Fumigation Services	N-8129	1 Firm	3,500.00	RFQ	2/7/2022	2/14/2022	2/17/2022	2/22/2022	3/8/2022	3/11/2022	3/14/2022	3/21/2022	N/A	4/18/2022	5/30/2022										
UPDATE																												
ACTUAL																												
PLANNED	4	IFB No. NAFANCB/BSBA/002/202	Vehicle Rental	H-4922	Assorted	30,000.00	NCB	2/4/2022	2/10/2022	2/17/2022	2/24/2022	3/24/2022	3/31/2022	4/7/2022	4/21/2022	N/A	11/28/2022	12/30/2022										
UPDATE																												
ACTUAL																												
PLANNED	5	IFB No. NAFARFQ/BSBA/002/202	Office Equipment, Repairs and Maintenance	S-9511	Assorted	2,000.00	RFQ	1/31/2022	2/4/2022	2/9/2022	2/16/2022	3/2/2022	3/5/2022	3/9/2022	3/16/2022	N/A	11/11/2022	12/29/2022										
UPDATE																												
ACTUAL																												
PLANNED	6	IFB No. NAFANCB/BSBA/002/202	Security Guard Services	N-8010	1 Firm	32,400.00	RB	2/7/2022	2/11/2022	2/16/2022	2/23/2022	3/23/2022	3/30/2022	4/6/2022	4/20/2022	N/A	12/6/2022	12/30/2022										
UPDATE																												
ACTUAL																												
					SUB TOTAL	310,900.00																						

Prepared By:   
Patricia Kadi  
PROCUREMENT DIRECTOR

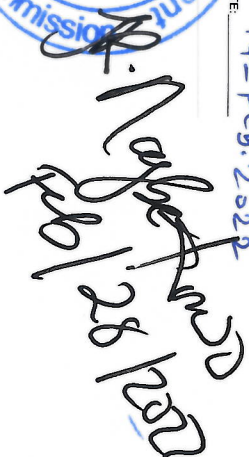
Approved by:

Emma Madala-Glasco  
DIRECTOR GENERAL

DATE:

14-Feb-2022



  
N. Nabeet  
Feb 25 2022

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY  
SBA PROCUREMENT PLAN  
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2022)  
Fiscal period: January 1, 2022 - December 31, 2022

BASIC DATA																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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 & PUBLICATION	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARK
PLANNED	7 IFB No. NAFARFQ/SBA/003/20 22	Uniforms and Jackets	G-4771	Assorted	4,000.00	RFQ	1/31/2022	2/7/2022	2/10/2022	2/17/2022	3/3/2022	3/6/2022	3/10/2022	3/17/2022	N/A	11/14/2022	12/28/2022	
UPDATE																		
ACTUAL																		
PLANNED	8 IFB No. NAFANCSBA/003/20 22	Air Tickets	N-7911	Assorted	28,800.00	NCB	1/31/2022	2/7/2022	2/14/2022	2/17/2022	3/17/2022	3/24/2022	3/31/2022	4/14/2022	N/A	11/30/2022	12/30/2022	
UPDATE																		
ACTUAL																		
PLANNED	9 IFB No. NAFARFQ/SBA/004/20 22	Repairs and Maintenance - ICT Equipment	S-9511	Assorted	4,000.00	RFQ	2/4/2022	2/9/2022	2/14/2022	2/21/2022	3/7/2022	3/10/2022	3/14/2022	3/21/2022	N/A	11/16/2022	12/30/2022	
UPDATE																		
ACTUAL																		
PLANNED	10 RFP No. NAFARFQ/SBA/005/20 22	Sporting Materials	G-4763	Assorted	6,000.00	RFQ	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/23/2022	3/11/2022	3/16/2022	3/23/2022	N/A	4/13/2022	5/13/2022	
UPDATE																		
ACTUAL																		
PLANNED	11 IFB No. NAFARFQ/SBA/003/202 2	Shipping and Handling	H-5229	Assorted	15,000.00	RB	3/7/2022	3/10/2022	3/14/2022	3/16/2022	4/13/2022	4/18/2022	4/22/2022	4/29/2022	N/A	7/28/2022	8/25/2022	
UPDATE																		
ACTUAL																		
PLANNED	12 IFB No. NAFARFQ/SBA/006/20 22	Decoration Materials	G-4761	Assorted	1,000.00	RFQ	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/23/2022	3/28/2022	4/4/2022	4/11/2022	N/A	4/25/2022	5/25/2022	
UPDATE																		
ACTUAL																		
				SUB TOTAL	58,800.00													
				GRAND TOTAL	369,700.00													

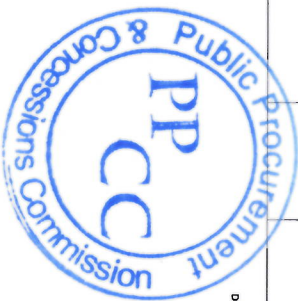
Prepared By: \_\_\_\_\_

Paul K. B. Smith  
PROCUREMENT DIRECTOR



Emilia Nelson-Garcia  
DIRECTOR GENERAL

Date: 14-Feb-2022



14-Feb-2022  
18/02/2022



**National Fisheries and Aquaculture Authority**  
**Explanatory Notes**  
**SBA Procurement Plan**  
**January 1, 2022 to December 31, 2022**

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/RB/SBA/001/2022	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\$4.20, we intend to procure 49,524 gallons of petroleum products. This will be procured from the budget line "Fuel".
2.	IFB No. NaFAA/NCB/SBA/001/2022	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. The procurement will be done into LOTS. This contract package will be funded from the budget line "Entertainment - Refreshment for Meetings and Programs".
3.	IFB No. NaFAA/RFQ/SBA/001/2022	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/NCB/SBA/002/2022	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/002/2022	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 procurement will be conducted into LOTS.
6.	IFB No. NaFAA/RB/SBA/002/2022	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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NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
7.	IFB No. NaFAA/RFQ/SBA/003/2022	Uniforms and Jackets	This contract package is intended to procure uniforms and jackets for use by Fisheries Inspectors, Enumerators and Observers. When assigned on the field or participating in National Programs, these uniforms and/or jackets will be worn by staff to be identified.
8.	IFB No. NaFAA/NCB/SBA/003/2022	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, conferences or other engagements. This will be funded from the budget line "Foreign Travel – Air Tickets. Note that Foreign Travel – DSA amounting to U\$46,200 will be used as payment for daily sustenance to staff visiting other countries.
9.	IFB No. NaFAA/RFQ/SBA/004/2022	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/RFQ/SBA/005/2022	Sporting Materials	This contract package is intended to procure boots, jerseys, footballs, whistle, etc. for the teams participating in the ministerial league to be organized. This contract will be funded from the budget line "Entertainment – Sporting Activities". Note that the balance of U\$1,000 will be used as registration fee to the Ministry of Youth and Sports.
11.	IFB No. NaFAA/RB/SBA/003/2022	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.
12.	IFB No. NaFAA/RFQ/SBA/006/2022	Decoration Materials	This contract package is intended to procure decoration materials to include balloons, ribbons, scissors, satin cloth, etc. The female staff of the Authority will use these materials to decorate the halls and other locations when programs are being held.

Prepared by:

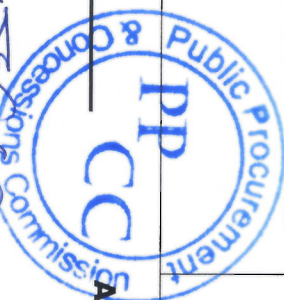
**Patrick B. Kiadii**  
Procurement Director

Approved by:

**Emma Metieh Glasco**  
Director General

Date:

14-Feb. 2022



*Handwritten signature and date: 14 Feb 2022*