



OFFICE OF THE MANAGING DIRECTOR
Freeport of Monrovia
Monrovia, Liberia



NATIONAL PORT AUTHORITY
GATEWAY TO LIBERIA'S ECONOMY

June 5, 2023

Stevenson S. Yond
OFFICER-IN-CHARGE
Public Procurement & Concessions Commission (PPCC)
Republic of Liberia
Executive Mansion Grounds
Capitol Hill, Monrovia, Liberia

Dear Mr. Yond:

REQUEST FOR "NO OBJECTION" TO USE THE RESTRICTED PROCUREMENT METHOD

The Management of the National Port Authority (NPA) wish to request "No Objection" from the Commission in line with Section 50(1)(b) of the PCCA to use the Restricted Bidding Procurement Method with a reduced lead time of two (2) weeks to contract companies for the procurement of Medicare Insurance Coverage.

Our request is predicated on the delay of the passage of our budget for the calendar year 2023 due to the transition of the new administration, technical workings on our procurement plan as well as being in the middle of the calendar year 2023. However, please also note that our earlier procurement plan for the insurance package was approved based on shopping method and we realized that the package was understated. As you are aware, the second quarter is about to elapse and we wish to expedite the procurement of our recurring procurable items.

Mr. Officer-In-Charge, always expect the National Port Authority continued support and cooperation in our collective efforts to promote equity, transparency and integrity in public procurement. Please find attached list of insurance companies.

Please accept assurances of our highest esteem.

Sincerely Yours,

Diana Nebo
MANAGING DIRECTOR-NPA

Received
Theophilus Kollie
June 7, 2023
Time: 12:00pm



Republic of Liberia

Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref: PPCC/RL/OIC/127/'23

June 12, 2023

Hon. Diana Nebo
MANAGING DIRECTOR
National Port Authority
Republic of Liberia

Dear Hon. Nebo:

Subject: **RECEIPT AND APPROVAL OF THE NATIONAL PORT AUTHORITY SPECIAL PROJECT PROCUREMENT PLAN FY 2023 AND REQUEST FOR RESTRICTED BIDDING.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Port Authority Special Project Procurement Plan FY 2023 and request for the change of procurement method from the RFQ method to Restricted bidding method for the Contract package Personnel Non-Life Insurance Coverage FY 2023, in accordance with Section 55(d) and **Section 40 (3)** of the PPCA, 2010.

	Code	Contract Package	Procurement Method
Planned	IFB NO. NPA/SBA/RFQ/001/2023	Personnel Non-Life Insurance Coverage	RFQ
updated	IFB NO. NPA/SBA/RB/001/2023	Personnel Non-Life Insurance Coverage	RB

The Commission conveys to the National Port Authority that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission." Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PPCA 2010 as we jointly aspire to ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

Stevenson S. Yord
OFFICER-IN-CHARGE



OFFICE OF THE MANAGING DIRECTOR
Freeport of Monrovia
Monrovia, Liberia



NATIONAL PORT AUTHORITY
GATEWAY TO LIBERIA'S ECONOMY

LIST OF INSURANCE COMPANIES

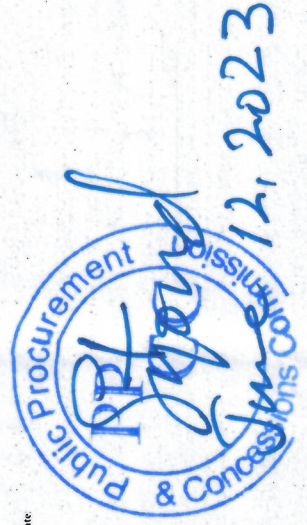
1. Accident & Casualty Insurance Company (ACICO)
2. Activa International Insurance Company (AIIC)
3. Secure Risk Insurance Company (SRIC)
4. Saar Insurance Company SIC)
5. Insurance Company of Africa (ICA)

NATIONAL PORT AUTHORITY
 PROCUREMENT PLAN (SBA CORE BUDGET)
 SOURCE OF FUNDING: NATIONAL PORT AUTHORITY INTERNALLY GENERATED VENTURE
 FISCAL PERIOD: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA																			
Item	Code	Contract Package	Buss. Act. Code	Qn	Estimated Cost	Procurement Method	Technical Specs/BOQ/Drawings	Prep. Of Bill Document	PC Approval - Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Submissions/Public Opening	Submission of Bid Evaluation Report	PC App - Bid Evaluation Report	Contract Award/Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks	
Planned	1	FEF NO. NP/ASBA/RFC/001/2023	Personnel Non-Life Insurance Coverage	K6512	1 Firm	5,000	RFO	6-Mar-23	25-Mar-23	10-Apr-23	24-Apr-23	22-May-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/001/2023	Personnel Non-Life Insurance Coverage	K6512	1 Firm	150,000	RB	6-Mar-23	27-Mar-23	10-Apr-23	24-Apr-23	22-May-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Planned	2	FEF NO. NP/ASBA/RFC/001/2023	Rice Ration	G4711	12,204 bags	414,960	NCB	7-Mar-23	28-Mar-23	11-Apr-23	25-Apr-23	23-May-23	13-Jun-23	27-Jun-23	25-Jul-23	N/A	18-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/001/2023	Rice Ration	G4711	12,204 bags	414,960	RB	7-Mar-23	28-Mar-23	12-Apr-23	26-Apr-23	23-May-23	14-Jun-23	28-Jun-23	25-Jul-23	N/A	18-Oct-23	29-Dec-23	
Planned	3	FEF NO. NP/ASBA/RFC/002/2023	ICT Equipment & Supplies	G4741	Assorted	401,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/002/2023	ICT Equipment & Supplies	G4741	Assorted	401,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Planned	4	FEF NO. NP/ASBA/RFC/003/2023	Marine Crafts & Generators Tools	G4659	Assorted	16,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/003/2023	Marine Crafts & Generators Tools	G4659	Assorted	16,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-May-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Planned	5	FEF NO. NP/ASBA/RFC/004/2023	Stationery & Supplies	G4761	Assorted	100,200	NCB	10-Mar-23	31-Mar-23	15-Apr-23	28-Apr-23	26-May-23	16-Jun-23	30-Jun-23	28-Jul-23	N/A	20-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/004/2023	Stationery & Supplies	G4761	Assorted	100,200	NCB	10-Mar-23	31-Mar-23	15-Apr-23	28-Apr-23	26-May-23	16-Jun-23	30-Jun-23	28-Jul-23	N/A	20-Oct-23	29-Dec-23	
Planned	6	FEF NO. NP/ASBA/RFC/005/2023	Plant & Equipment Maintenance	C3312	1 Firm	202,615	NCB	13-Mar-23	3-Apr-23	17-Apr-23	1-May-23	28-May-23	19-Jun-23	3-Jul-23	31-Jul-23	N/A	24-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/005/2023	Plant & Equipment Maintenance	C3312	1 Firm	202,615	NCB	13-Mar-23	3-Apr-23	17-Apr-23	1-May-23	28-May-23	19-Jun-23	3-Jul-23	31-Jul-23	N/A	24-Oct-23	29-Dec-23	
Planned	7	FEF NO. NP/ASBA/RFC/006/2023	Repairs and Maint Non-residential Bldg.	F4100	1 Firm	351,000	NCB	14-Mar-23	4-Apr-23	18-Apr-23	2-May-23	30-May-23	20-Jun-23	4-Jul-23	1-Aug-23	N/A	25-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/006/2023	Repairs and Maint Non-residential Bldg.	F4100	1 Firm	351,000	NCB	14-Mar-23	4-Apr-23	18-Apr-23	2-May-23	30-May-23	20-Jun-23	4-Jul-23	1-Aug-23	N/A	25-Oct-23	29-Dec-23	
Planned	8	FEF NO. NP/ASBA/RFC/007/2023	Vehicle R & M Services	G4520	1 Firm	75,012	SS	10-Jul-23	31-Jul-23	14-Aug-23	21-Aug-23	18-Sep-23	9-Oct-23	23-Oct-23	6-Nov-23	N/A	20-Nov-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/007/2023	Vehicle R & M Services	G4520	1 Firm	75,012	SS	10-Jul-23	31-Jul-23	14-Aug-23	21-Aug-23	18-Sep-23	9-Oct-23	23-Oct-23	6-Nov-23	N/A	20-Nov-23	29-Dec-23	
Planned	9	FEF NO. NP/ASBA/RFC/007/2023	Electrical Supplies & Parts	G4759	Assorted	171,000	NCB	16-Mar-23	6-Apr-23	20-Apr-23	4-May-23	1-Jun-23	22-Jun-23	6-Jul-23	3-Aug-23	N/A	27-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/007/2023	Electrical Supplies & Parts	G4759	Assorted	171,000	NCB	16-Mar-23	6-Apr-23	20-Apr-23	4-May-23	1-Jun-23	22-Jun-23	6-Jul-23	3-Aug-23	N/A	27-Oct-23	29-Dec-23	
Planned	10	FEF NO. NP/ASBA/RFC/008/2023	Drainage Maintenance and Waste Treatment	F4100	1 Firm	86,400	NCB	17-Mar-23	7-Apr-23	21-Apr-23	5-May-23	2-Jun-23	23-Jun-23	7-Jul-23	4-Aug-23	N/A	27-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/008/2023	Drainage Maintenance and Waste Treatment	F4100	1 Firm	86,400	NCB	17-Mar-23	7-Apr-23	21-Apr-23	5-May-23	2-Jun-23	23-Jun-23	7-Jul-23	4-Aug-23	N/A	27-Oct-23	29-Dec-23	
Planned	11	FEF NO. NP/ASBA/RFC/009/2023	Heavy Duty Equipment Rental	N7720	1 Firm	264,550	NCB	20-Mar-23	10-Apr-23	24-Apr-23	8-May-23	5-Jun-23	26-Jun-23	10-Jul-23	7-Aug-23	N/A	31-Oct-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/009/2023	Heavy Duty Equipment Rental	N7720	1 Firm	264,550	NCB	20-Mar-23	10-Apr-23	24-Apr-23	8-May-23	5-Jun-23	26-Jun-23	10-Jul-23	7-Aug-23	N/A	31-Oct-23	29-Dec-23	
Planned	12	FEF NO. NP/ASBA/RFC/010/2023	Trucks Rental	I4923	1 Firm	50,000	NCB	21-Mar-23	11-Apr-23	25-Apr-23	9-May-23	6-Jun-23	27-Jun-23	11-Jul-23	8-Aug-23	N/A	1-Nov-23	29-Dec-23	
Update Actual		FEF NO. NP/ASBA/RFC/010/2023	Trucks Rental	I4923	1 Firm	50,000	NCB	21-Mar-23	11-Apr-23	25-Apr-23	9-May-23	6-Jun-23	27-Jun-23	11-Jul-23	8-Aug-23	N/A	1-Nov-23	29-Dec-23	
			Subtotal			2,220,826													

Prepared By: 
 Diana Nobi
 Managing Director, Chairman Procurement Committee

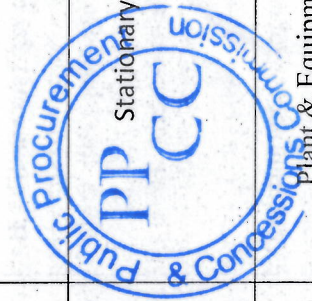
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NATIONAL PORT AUTHORITY
Procurement Plan Explanatory Notes
(SBA)

Budget Year: 2023

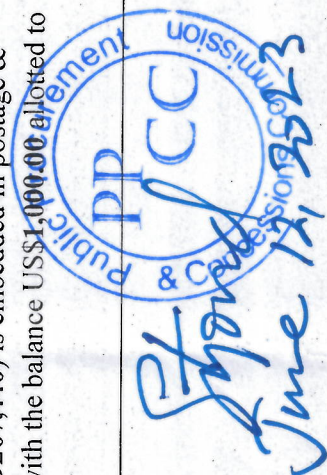
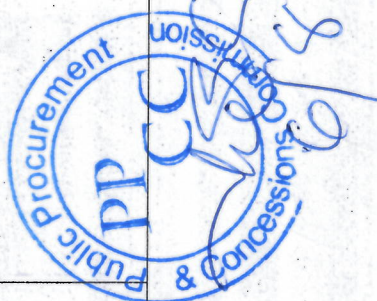
Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. NPA/SBA/RFQ/001/ 2023	Personnel Non-Life Insurance Coverage	This contract package will be used to procure: Personnel Non-Life Insurance Coverage for over 900 employees and dependents. This contract package is contained in the budget line "Medical Insurance"
2.	IFB NO. NPA/SBA/NCB/001/ 2023	Rice Ration	This contract package will be used to procure: 12,204 bags of Rice @ US\$34.00 per bag (50 KG monthly rice ration for employees, contractors and Board members of the National Port Authority)
3.	IFB NO. NPA/SBA/NCB/002/ 2023	ICT Equipment & Supplies	This contract package will be used to procure the below listed items: Under the budget line materials & supplies contained US\$401,000 , we applied to Lot 1: USD 350,000 Assorted photocopiers, manual type writers and spare parts, IT devices, projectors, camera, photography equipment and replacement parts, etc.. and allotted the balance to electrical supplies & parts Lot 2: USD51,000 for assorted antiviruses software and replacement parts. Budget line Materials & Supplies
4.	IFB NO. NPA/SBA/NCB/003/ 2023	Marine Crafts & Generators Tools	This contract package is intended to procure: Water craft tools (Pilot & Tugboat), Technical tools A. 20 pcs 20 ton jack, 15 pcs gear box jack, 150 pcs different spanner open end, 25 pcs shafting wrench, 6 pcs water pump, 10 pcs calibrating machine, 10 pcs oil filter belt B. 10 pcs oil filter chain, 15 hack saw, 20 pcs caliber, etc. This contract package was drawn from the budget line tools
5.	IFB NO. NPA/SBA/NCB/004/ 2023	Stationary & Supplies	This contract package will be used to procure: Assorted stationery: A4 sheet -744 boxes, Legal sheet -708 boxes, 400 ctns correction fluid, 206 pen & 10 pcs drafting pens, 200 pencil & 20 pcs white boards, 500 pcs staple machine 1500 ctns stick on pad, 1000 packs folders, etc
6.	IFB NO. NPA/SBA/NCB/005/ 2023	Plant & Equipment Maintenance	This contract package will be used to: Acquire Services and repair generators, Forklifts, Tractors, Top lifts, & other heavy duty equipment as the need arises & subject to administrative decision.
7.	IFB NO. NPA/SBA/NCB/006/ 2023	Repairs and Maintenance Non-residential Bldg.	This contract package will be used for: Maintenance and painting of all NPA Buildings (offices & warehouses) , drainage cleaning within the Port network (Freeport of Monrovia, Buchanan, Harper & Greenville)
8.	IFB NO. NPA/SBA/SS/001/ 2023	Vehicles R & M Services	This contract package is intended to: Provide maintenance services and repairs works for vehicles. The sole source method is being used in line with section 55 (1) (b) of the PPCA because the repairs and maintenance



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June 12, 2023

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9.	IFB N0. NPA/SBA/NCB/007/ 2023	Electrical Supplies & Parts	<p>services will be provided by the eventual winners in keeping with the warranty agreement that bars vehicle under warranty to be serviced by another service provider.</p> <p>This contract package will be used to procure: Heavy duty electrical cables, transformers, heavy duty circuit breakers, electrical terminals, connectors, electrical pipes, etc. this package is contained in budget line electricity and supplies. Additional amount of US\$51,000 is added to this budget line to procure assorted antivirus software, assorted extension coils, surface cables, network coils, etc.. The amount added is deducted from the budget line materials & supplies.</p>
10.	IFB N0. NPA/SBA/NCB/008/ 2023	Drainage Maintenance and Waste Treatment	<p>This contract package will be used to: Maintain and treat drainages in the Freeport of Monrovia, Buchanan Port, Greenville Port & Harper Port respectively to reduce and control the presence of pest, termites and other harmful living and non-living organisms that have a real potential to threaten the wellbeing of staffers and port users.</p>
11.	IFB N0. NPA/SBA/NCB/009/ 2023	Heavy Duty Equipment Rental	<p>This contract package will be used to rent: A. 25 pcs jack hammer, 10 compressor, 15 pcs drills, Etc... . The contract package is contain in the Rent & Hire of Plant component of the budget"</p>
12.	IFB N0. NPA/SBA/NCB/010/ 2023	Trucks Rental	<p>This contract package will be used to rent: 25 trucks to transport materials and goods to Buchanan, Greenville and Harper Ports the contract package is contain in the "Rent and Hire of Plant component of the budget"</p>
13.	IFB N0. NPA/SBA/NCB/011/ 2023	Vehicles Rental	<p>This contract package will be used to procure Rentals of light and heavy duty vehicles, the rental of these vehicles is sometimes abrupt due to the emergency nature of guests visiting NPA coupled with unforeseen mechanical problems with management assigned vehicles</p>
14.	IFB N0. NPA/SBA/RB/001/ 2023	Petroleum Products (Gasoline & Diesel)	<p>This contract package will be used to procure: LOT 1 A. 86,400 gals operational fuel and lubricant (Freeport of Monrovia, Buchanan, Harper & Greenville) USD432,000 (prevailing price @5.00) LOT2 A. 73,982.6 gals of Fuel Coupon benefits (Adm.)for employees (Freeport of Monrovia, Buchanan, Harper & Greenville) USD369,913</p>
15.	IFB N0. NPA/SBA/NCB/012/ 2023	Scratch cards (Communication)	<p>This contract package will be used to procure: A. 41,488 pcs of scratch cards for employees (Freeport of Monrovia, Buchanan, Harper & Greenville), Note: This package cost (USD207,440) is embedded in postage & communication component of the budget with the balance US\$1,000,000 allotted to postage in the SBA budget plan</p>



16.	IFB N0. NPA/SBA/RFQ/002/ 2023	Postage Services	<p>This contract package will be used to procure:</p> <p>A. Mail correspondences B. Roaming Services for members of the senior management team during corporate engagement out of the Country</p> <p>Note: This package cost is USD1,000 and is embedded in postage & communication component of the budget with the balance of US\$207,440 allotted for scratch cards in the SBA plan</p>
17.	IFB N0. NPA/SBA/NCB/013/ 2023	Air Tickets	<p>This contract package is intended to:</p> <p>Hire the services of traveling firm in the amount of USD100,196 while the amount of USD 246,000 is allotted for perdiem & accommodation. This package is contain in budget item "Traveling & Perdiem Foreign"</p>
18.	IFB N0. NPA/SBA/NCB/014/ 2023	Event Catering Services	<p>This contract package is intended to:</p> <p>Provide entertainment and procure refreshment for guests, executive meeting, mini workshops and basic working sessions. This contact package is drawn from the budget line "Entertainment/Refreshment"</p>
19.	IFB N0. NPA/SBA/NCB/015/ 2023	Food Stuff	<p>This contract package is intended to:</p> <p>Procure food stuff to include coffee, sugar, sandwich, sack of water, breweries etc... This contact package is drawn from the budget line "Entertainment/Refreshment"</p>
20.	IFB N0. NPA/SBA/NCB/016/ 2023	Purchase of Cartridges	<p>This contract package will be used to procure:</p> <p>Assorted ink:</p> <ul style="list-style-type: none"> A. 12A-50 pcs ink, 49A- 45 pcs ink B. T-Cartridge 48-pcs C. 35A 20 pcs ink D. 53A 20 pcs ink E. 901/2-18 pcs ink F. 530A- 20 pcs ink G. 531A-15 pcs ink H. 728-95 pcs ink I. 85A- 20 pcs ink J. 05A-24- pcs ink K. 35IPR-15- pcs ink L. 21/22-30 pcs ink M. 322A- 25 pcs ink N. 126A- 18 pcs ink O. 27/28 15 pcs ink, etc.. <p>Note: The budget line is referred to as " Printing & Publication"</p>
21.	IFB N0. NPA/SBA/NCB/017/ 2023	Vehicles Insurance	<p>This contract package will be used to procure:</p> <p>Comprehensive and Third Party Vehicle Insurance will account for USD7,465, while the amount of USD 2,500 will be deposited in GOL revenue account through the Ministry of Transport as registration for NPA fleet of vehicles. This aspect is captioned in the vehicle insurance/registration component of the budget</p>




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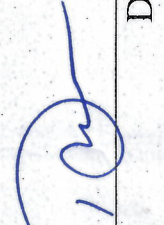
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22.	IFB N0. NPA/SBA/NCB/018/ 2023	Janitorial Services	This contract package is intended to: Hire the services of a firm to collect debris in and the surrounding of the port premises (Freeport of Monrovia, Buchanan, Greenville & Harper)
23.	IFB N0. NPA/SBA/NCB/019/ 2023	Fumigation Services	This contract package will be used to procure: Fumigation services for the National Port Authority (Freeport of Monrovia, Buchanan, Greenville & Harper)
24.	IFB N0. NPA/SBA/NCB/020/ 2023	Maintenance Server QuickBooks	This contract package is intended to: Provide for data upgrades, database corruption fixes, QuickBooks add-on applications to extend functionality, QuickBooks procedures documentation & integrating QuickBooks with other applications,
25.	IFB N0. NPA/SBA/NCB/021/ 2023	Equipment & Software for ISPS Implementation	This contract package will be used to procure: Specialized ID Card printers for Access Pass production: A. 400 DTC 550 ribbon (YMCKO) B. 600 pcs lamination film C. 8pcs cameras D. ID Card software two user) E. 100000 PVC plain card F. 800 signage (Security Level 3 in 1, No Pass No Access, Restricted Area, No Smoking, NPA Private Property No Trespassing etc..) Note: This package is contain in ISPS Implementation component of the budget

Disclosure

N0.	Item	Amount	Description
1	Water and Sewage	1,850.00	Allocation for sewage bills and monthly water supply to offices - Liberia Water & Sewage Corporation (LWSC)
2	Public Relations (Media Relations)	71,285.00	Allocation for press coverage, newsletter, brochures and catalogues, business events, bid documents and newspaper publication. These items are not procurable by the NPA, instead they are channel to the Ministry of Information Culture & Tourism for execution.

Prepared by: 
Nyemah Nyanway
Procurement Director

Approved by: 
Diana Nebo
Managing Director/Chairman Proc. Committee

Date: 26/6/2023

