



Republic Of Liberia

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY (NaFAA)

P.O.Box 1384

Bushrod Island, Monrovia, Liberia



Office of the Director General

Email: emglassco@nafaa.gov.lr

RL/NaFAA/DG/L-284/'23

December 14, 2023

Hon. Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds
Monrovia, Liberia

Dear Hon. Johnson:

Ref :Submission of Procurement Plan for Fiscal Year 2024 (January 2024-December 2024)

I present my compliments and wish to submit the Procurement Plans (Goods, Works and Services – SBA, Non-SBA Core Budget and Consultancy) of the National Fisheries and Aquaculture Authority for Fiscal Year 2024 (January 2024 - December 2024). This submission is in accordance with section 40(3) of the Public Procurement and Concession Act (PPCA), 2010.

The programs of the Authority are entirely funded from its Internally Generated Revenue. Attached herewith are the Authority's Approved Budget for Fiscal Year 2024, copies of the Procurement Committee/Unit Listings, and Contract Awards Information Report for Fiscal Year 2023.

As I look forward to your timely approval of the plan, I would like to reassure you that the National Fisheries and Aquaculture Authority shall continue to remain in compliance with the PPCA in order to maintain transparency, competition and accountability within its procurement framework.

Kind regards,


Emma Metieh Glassco
DIRECTOR-GENERAL



Received:
Theophilus Ndjie
Dec. 18, 2023
Time: 11:20 AM

Motto: Sustainability, Equity & Transparency



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/014/24'**

February 6, 2024

Hon. Emma Metieh Glassco

DIRECTOR GENERAL

National Fisheries and Aquaculture Authority (NaFAA)

Monrovia, Liberia

Dear Hon. Glassco:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2024**

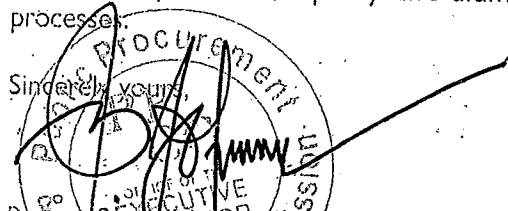
We present our compliments and wish to acknowledged receipt of your communication which sought the approval of the Commission for the National Fisheries and Aquaculture Authority (NaFAA) Annual Procurement Plan. Following thorough review, the Commission hereby approves the NaFAA's annual procurement plan for fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs NaFAA that the 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. However, 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 achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,



Bodgen Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER


Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill, Monrovia, Liberia

Regulating Procurement Compliance for National Development

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
S&A PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2024)
Fiscal period: January 1, 2024 - December 31, 2024

ITEM NO.	PACKAGE NUMBER (ODDS)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	MFR. OR BID DOCUMENT	PC APPROVAL - BID DOCUMENT SIGNED	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	BID EVALUATION DATES		CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (REMOBILIZATION)	DELIVERY/INSPECTION (COMPLETION)	ACCOMPLISH & FINAL PAYMENT	REMARKS	
												SUBMISSION OF BID REPORT	PC APPROVAL - BID EVALUATION REPORT						
PLANNED	1	IFB No. NAFAA/SBAR/001/2024 Petroleum Products	G-4661	40,421 gals @5.39	217,872.74	RB	1/12/2024	1/19/2024	1/26/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024		
UPDATE																			
PLANNED	2	IFB No. NAFAA/SBANCB/001/2024 Catering Services	I-5621	1 Firm	50,000.00	NCB	1/12/2024	1/19/2024	1/26/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024		
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. NAFAA/SBAR/Q001/2024 Fumigation Services	N-8129	1 Firm	1,500.00	RFQ	1/10/2024	1/17/2024	1/23/2024	1/28/2024	2/9/2024	2/14/2024	2/20/2024	2/27/2024	N/A	4/17/2024	5/17/2024		
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. NAFAA/SBANCB/002/2024 Vehicle Rental	H-4922	1 Firm	44,000.00	NCB	1/12/2024	1/19/2024	1/26/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024		
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. NAFAA/SBAR/Q002/2024 Office Equipment Repairs and Maintenance	S-9511	1 Firm	1,100.00	RFQ	1/10/2024	1/17/2024	1/23/2024	1/28/2024	2/9/2024	2/14/2024	2/20/2024	2/27/2024	N/A	4/17/2024	5/17/2024		
UPDATE																			
ACTUAL																			
					SUB TOTAL														
					314,472.74														

Prepared By: 
 Patrick E. King
 PROCUREMENT DIRECTOR

Approved by: 
 Emma Mullah, General
 DIRECTOR GENERAL

DATE: 14-Dec-2023

Handwritten notes:
 25880
 Feb 5, 2024



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2024)
Fiscal period: January 1, 2024 - December 31, 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/DO/RAWI NOS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBL. IC 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	6 IFB No. NAFAASBAR/CB003/2024	Air-Tickets	N-7911	1 Firm	78,000.00	NCB	1/12/2024	1/19/2024	1/28/2024	1/30/2024	2/27/2024	3/6/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024		
UPDATE																			
ACTUAL																			
PLANNED	7 IFB No. NAFAASBAR/CJ003/2024	Repairs and Maintenance - ICT Equipment	S-9511	1 Firm	300.00	RFQ	1/19/2024	1/22/2024	1/24/2024	1/26/2024	2/27/2024	2/27/2024	2/9/2024	2/16/2024	N/A	10/14/2024	11/13/2024		
UPDATE																			
ACTUAL																			
PLANNED	8 IFB No. NAFAASBAR/BI002/2024	Security Guard Services	N-8010	1 Firm	27,124.00	RB	12/15/2023	12/22/2023	12/29/2023	1/2/2024	1/30/2024	2/6/2024	2/19/2024	2/27/2024	N/A	10/28/2024	11/27/2024		
UPDATE																			
ACTUAL																			
				SUB TOTAL	105,424.00														
				GRAND TOTAL	419,898.74														

Prepared By: 
PATRICIA B. GARCIA
PROCUREMENT DIRECTOR

Approved by: 
EMMA MARIANI-GONZALEZ
DIRECTOR GENERAL

Date: 14-Dec-2023


Feb. 5, 2024



National Fisheries and Aquaculture Authority

Explanatory Notes

SBA Procurement Plan

January 1, 2024 to December 31, 2024


NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/SBA/RB/001/2024	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\$5.39, we intend to procure 40,421 gallons of petroleum products. This will be procured from the budget line "Fuel".
2.	IFB No. NaFAA/SBA/NCB/001/2024	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 countries. 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/SBA/RFQ/001/2024	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/SBA/NCB/002/2024	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/SBA/RFQ/002/2024	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. This contract will be funded from the budget line "General Repairs and Maintenance".
6.	IFB No. NaFAA/SBA/NCB/003/2024	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



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DETAILED DESCRIPTION

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
7.	IFB No. NaFAA/SBA/RFQ/003/2024	Repairs and Maintenance – ICT Equipment	the budget line “Foreign Travel – Air Tickets. Note that Foreign Travel – DSA amounting to US\$100,000.00 will be used as payment for daily sustenance and incidental expenses to staff visiting other countries. 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”.
8.	IFB No. NaFAA/SBA/RB/002/2024	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”.

Prepared by: 
Patrick B. Kiadii
 Procurement Director

Approved by: 
Emma Metieh Clossoo
 Director General

Date: 14 Dec 2023



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA CORE BUDGET PROCUREMENT PLAN (CONSULTANCY SERVICES)
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2024)
Fiscal period: January 1, 2024 - December 31, 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
BASIC DATA								IMPLEMENTATION DATES														
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	No. of Firms/Persons	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REQI	Request for Expression of Interest, if applicable	Request for Proposals and award of contract	COMPLETION (FINAL REPORT) & PAYMENT											
									REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT	PREPARATION AND SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR & RFP DOCUMENT	INVITATION FOR PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & BIDDING				
PLANNED	1	RFP No. NAFAA/SBALCS/01/2024	Legal Retainer Services	M-6910	1 FIRM	36,000.00	LCS	12/29/2023	N/A	N/A	N/A	N/A	N/A	1/3/2024	1/8/2024	1/11/2024	2/1/2024	2/8/2024	2/13/2024	2/27/2024	12/30/2024	
UPDATE																						
ACTUAL																						
PLANNED	2	RFP No. NAFAA/SBA/SS/001/2024	Software Maintenance	J-6201	1 FIRM	2,000.00	SS	1/30/2024	N/A	N/A	N/A	N/A	N/A	2/2/2024	2/12/2024	2/15/2024	2/22/2024	2/27/2024	2/29/2024	3/7/2024	12/30/2024	
UPDATE																						
ACTUAL																						
PLANNED	3	RFP No. NAFAA/SBA/CQS/01/2024	Full Migration to IFRS Accounting System	J-6201	1 FIRM	14,000.00	CQS	1/30/2024	N/A	N/A	N/A	N/A	N/A	2/2/2024	2/12/2024	2/15/2024	2/22/2024	2/27/2024	2/29/2024	3/7/2024	12/30/2024	
UPDATE																						
ACTUAL																						
PLANNED	4	RFP No. NAFAA/SBA/CQS/02/2024	Human and Institutional Capacity Development	P-8449	1 FIRM	8,000.00	CQS	1/30/2024	N/A	N/A	N/A	N/A	N/A	2/2/2024	2/12/2024	2/15/2024	2/22/2024	2/27/2024	2/29/2024	3/7/2024	12/30/2024	
UPDATE																						
ACTUAL																						
					GRAND TOTAL	60,000.00																

Prepared By: Patrick B. Kladii
PROCUREMENT DIRECTOR

Approved by: Emma Metch Glassco
DIRECTOR GENERAL

Date: 14-Dec-2023

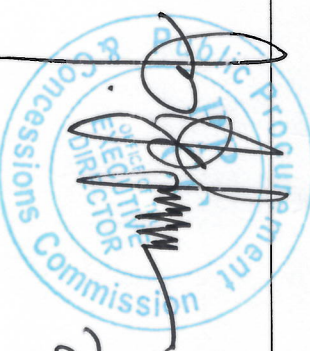
Handwritten signature and date:
 FEB. 5, 2024



National Fisheries and Aquaculture Authority
Explanatory Notes
SBA Core Budget Procurement Plan (Consultancy Services)
January 1, 2024 to December 31, 2024

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	RFP No. NaFAA/SBA/LCS/001/2024	Legal Retainer Services	This contract package is intended to hire the services of a legal firm to represent NaFAA in litigation issues that may arise. The firm will also be contracted to provide every piece of legal advice to the Authority. This contract will be funded from the budget line "Professional Services".
2.	RFP No. NaFAA/SBA/SS/001/2024	Software Maintenance	This contract package is intended to recontract SMART SYSTEMS to continuously maintain the financial and human resource management software developed for and in use by the Authority. Last year, based on recommendation from the General Auditing Commission (GAC) and in line with the revised 2019 Public Financial Management Act of Liberia, the Authority graduated to the International Financial Reporting Standards (IFRS), the Standards set for use by all State-owned Enterprises. Also, Smart Systems will be charged further to develop a complete fixed assets registry and input depreciation against assets in the accounting system and records. Hence, in line with Section 55 (1)(B) of the PPCA, the Authority requests the approval of the Commission to further contract SMART SYSTEMS to maintain the IFRS and provide further training of staff of the Finance Department. This contract will be funded from the budget line "Communication and ICT"
3.	RFP No. NaFAA/SBA/CQS/001/2024	Full Migration to IFRS Accounting System	This contract package is intended to hire the services of a competent and qualified Accounting firm to finalize the upgrade of the Authority's Financial Management and reporting framework from the International Public Sector Accounting standards (IPPSAS) to the International Financial reporting Standards (IFRS)

MS S/O
FEB. 5, 2024



2/06/24



4.	RFP No. NaFAA/SBA/CQS/002/2024	Human and Institutional Capacity Development	This contract package is intended to hire the services of a competent and qualified training consulting firm to conduct trainings aimed at upskilling employees in template development and usage, understanding recent developments in financial reporting, productivity and time management, and other areas to help them keep up with the ever-changing workplace. This contract will be funded from the budget line "Other Consultancy".
5.		Audit Fees	This budget line has no procurement relations. The General Auditing Commission (GAC) will conduct a financial audit of the Authority's operations and the funds from this line will be used to pay the fees charged by GAC for the conduct of the audit.

Prepared by: _____

~~Patrick B. Kiadii~~
Procurement Director

Approved by: _____

Emma Metieh Glasco
Director General

MSGD
Feb. 5, 2024

[Signature]
OFFICE OF THE EXECUTIVE DIRECTOR
Public Procurement & Concessions Commission

Date: 14-Dec-2023

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2024)
Fiscal Period: January 1, 2024 - December 31, 2024

		BASIC DATA										IMPLEMENTATION DATES									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
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 SUBMISSIONS & LO 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	1	FB No. NAF/AAR/Q001/2024	Scratch Cards	J-6190	10198 pcs	50,992.00	NCB	12/15/2023	12/22/2023	12/29/2023	1/2/2024	1/30/2024	2/6/2024	2/13/2024	2/27/2024	N/A	10/28/2024	11/27/2024			
UPDATE																					
ACTUAL																					
PLANNED	2	FB No. NAF/AAR/Q001/2024	ICT Software License	G-4651	Assorted	10,000.00	RFQ	2/13/2024	2/16/2024	2/19/2024	2/22/2024	3/8/2024	3/11/2024	3/12/2024	3/18/2024	N/A	3/25/2024	4/8/2024			
UPDATE																					
ACTUAL																					
PLANNED	3	FB No. NAF/AAR/Q002/2024	Janitorial Supplies	G-4773	Assorted	6,000.00	RFQ	2/13/2024	2/16/2024	2/19/2024	2/22/2024	3/8/2024	3/11/2024	3/12/2024	3/18/2024	N/A	3/25/2024	4/8/2024			
UPDATE																					
ACTUAL																					
PLANNED	4	FB No. NAF/AAR/Q003/2024	Office Consumables (Beverages)	G-4722	Assorted	1,500.00	RFQ	2/13/2024	2/16/2024	2/19/2024	2/22/2024	3/8/2024	3/11/2024	3/12/2024	3/18/2024	N/A	3/25/2024	4/8/2024			
UPDATE																					
ACTUAL																					
PLANNED	5	FB No. NAF/AAR/Q004/2024	Electrical Supplies	G-4759	Assorted	2,500.00	RFQ	2/13/2024	2/16/2024	2/19/2024	2/22/2024	3/8/2024	3/11/2024	3/12/2024	3/18/2024	N/A	3/25/2024	4/8/2024			
UPDATE																					
ACTUAL																					
PLANNED	6	FB No. NAF/AAR/Q005/2024	IT Supplies	G-4641	Assorted	1,500.00	RFQ	2/13/2024	2/16/2024	2/19/2024	2/22/2024	3/8/2024	3/11/2024	3/12/2024	3/18/2024	N/A	3/25/2024	4/8/2024			
UPDATE																					
ACTUAL																					
					SUB TOTAL	72,482.00															

Prepared By: _____

Approved by: _____

Arma Melani-Glassco
DIRECTOR GENERAL

Date: 14-Dec-2023

Patricia E. Kladi
PROCUREMENT DIRECTOR

Handwritten signature and date: FEB. 5, 2024

Handwritten signature and date: 2/16/2024



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2024)
Fiscal period: January 1, 2024 - December 31, 2024

BASIC DATA											IMPLEMENTATION DATES										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP OF BID DOCUMENT	PG APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PGS L/O OPENING	SUBMISSION OF BID EVALUATION REPORT	PG APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS			
PLANNED	7	IFB No. NAF/AA/RFQ/006/2024	Generators Repairs and Maintenance	C-3314	1 Firm	6,400.00	RFQ	1/10/2024	1/17/2024	1/23/2024	1/26/2024	2/9/2024	2/14/2024	2/20/2024	2/27/2024	N/A	4/17/2024	5/17/2024			
UPDATE																					
ACTUAL																					
PLANNED	8	IFB No. NAF/AA/NCB/002/2024	Printing and Production	C-1811	1 Firm	100,605.00	NCB	1/12/2024	1/19/2024	1/28/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024			
UPDATE																					
ACTUAL																					
PLANNED	9	IFB No. NAF/AA/NCB/003/2024	Vehicle Repairs and Maintenance	G-4520	1 Firm	43,000.00	NCB	1/12/2024	1/19/2024	1/28/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024			
UPDATE																					
ACTUAL																					
PLANNED	10	IFB No. NAF/AA/NCB/004/2024	Rice for Employees	G-4711	2,130 bags	36,216.00	NCB	1/12/2024	1/19/2024	1/28/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024			
UPDATE																					
ACTUAL																					
PLANNED	11	IFB No. NAF/AA/SS/001/2024	Subscription Fees (Land Phone)	J-6120	1 FIRM	1,500.00	SS	1/12/2024	1/19/2024	1/26/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024			
UPDATE																					
ACTUAL																					
PLANNED	12	IFB No. NAF/AA/RFQ/007/2024	Hall Rental	L-6810	Assorted	8,000.00	RFQ	2/13/2024	2/16/2024	2/19/2024	2/22/2024	3/8/2024	3/11/2024	3/12/2024	3/18/2024	N/A	3/25/2024	4/8/2024			
UPDATE																					
ACTUAL																					
					SUB TOTAL	185,721.00															

Prepared By: Patrick B. Kadii
 PROCUREMENT DIRECTOR

Approved By: Emma Melich Glasco
 DIRECTOR GENERAL

Date: 14-Dec-2023

Handwritten signature and date: Feb 5, 2024



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2024)
Fiscal period: January 1, 2024 - December 31, 2024

BASIC DATA										IMPLEMENTATION DATES									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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 SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PC LIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & BIDDING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY/INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	19	IFB No. NAF/ANNS/003/2024	VMS Subscription	J-6201	1 Firm	30,500.00	SS	1/12/2024	1/19/2024	1/26/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024	
UPDATE																			
PLANNED	20	IFB No. NAF/ANRFQ/012/2024	Potable Water	G-4722	1,500 Sacks	6,000.00	RFQ	12/28/2023	1/4/2024	1/10/2024	1/30/2024	2/13/2024	2/20/2024	2/27/2024	3/5/2024	N/A	4/24/2024	5/24/2024	
UPDATE																			
PLANNED	21	IFB No. NAF/ANRFQ/013/2024	Courier Services	H-5320	1 Firm	1,500.00	RFQ	3/29/2024	4/5/2024	4/8/2024	4/12/2024	4/26/2024	5/2/2024	5/6/2024	5/13/2024	N/A	6/18/2024	7/18/2024	
UPDATE																			
PLANNED	22	IFB No. NAF/ANNCB/005/2024	Office Equipment	G-4741	Assorted	28,000.00	NCB	1/12/2024	1/19/2024	1/26/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024	
UPDATE																			
PLANNED	23	IFB No. NAF/ANRFB/002/2024	Repair and Maintenance of Non Residential Building	F-4100	1 Firm	20,000.00	RB	1/12/2024	1/19/2024	1/26/2024	1/30/2024	2/27/2024	3/5/2024	3/12/2024	3/26/2024	N/A	11/25/2024	12/27/2024	
UPDATE																			
PLANNED	24	IFB No. NAF/ANRFQ/014/2024	Life Insurance	K-6511	1 Firm	10,000.00	RFQ	3/29/2024	4/5/2024	4/8/2024	4/12/2024	4/26/2024	5/2/2024	5/6/2024	5/13/2024	N/A	6/18/2024	7/18/2024	
UPDATE																			
ACTUAL																			
					SUB TOTAL	96,000.00													
					GRAND TOTAL	404,813.00													

Prepared By:  Patrick A. Kladi
 PROCUREMENT DIRECTOR

Approved by:  Emma Metehi Glasco
 DIRECTOR GENERAL

Date: 14-Dec-2023


 Feb. 5, 2024



National Fisheries and Aquaculture Authority
Explanatory Notes
Non-SBA Core Budget Procurement Plan
January 1, 2024 to December 31, 2024

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/NCB/001/2024	Scratch Cards	This contract package is intended to procure assorted Lonestar and Orange scratch cards at unit costs of US\$5 or US\$1 to facilitate coordination and information flow in NaFAA operations and daily work. Scratch cards will also be given to Board members as part of their benefit for serving. There are distributors of scratch cards that we intend to contract to have the scratch cards supplied. This contract will be financed from the budget line "Communications and ICT".
2.	IFB No. NaFAA/RFQ/001/2024	ICT Software License	This contract package is intended to procure assorted ICT software licenses to be used on the computers of the authority. Basically, this procurement will entail the procurement of antivirus, Microsoft office, windows, etc. This will be funded from the budget line "Communication and ICT".
3.	IFB No. NaFAA/RFQ/002/2024	Janitorial Supplies	This contract package is intended to procure assorted janitorial supplies to include chlorax, dettol, powder soap, tissue, napkins, air freshener, etc. for use by NaFAA. This will be funded from the budget line "Supplies and Consumables".
4.	IFB No. NaFAA/RFQ/003/2024	Office Consumables	This contract package is intended to procure assorted office consumables for use by NaFAA. Those supplies include Water, Juices, Coffee, Tea, Sugar, Milk, etc. This will be funded from the budget line "Supplies and Consumables".
5.	IFB No. NaFAA/RFQ/004/2024	Electrical Supplies	This contract package is intended to procure assorted electrical supplies ranging from light bulbs, surge protectors, sockets, door bells, wires, breakers, etc. This will be funded from the budget line "Supplies and Consumables".
6.	IFB No. NaFAA/RFQ/005/2024	IT Supplies	This contract package is intended to procure assorted IT supplies such as routers, internet cables, USB cables, computer peripheral units, etc. This will be funded from the budget line "Supplies and Consumables".

*WSS & D
Feb. 25, 2024*



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DETAILED DESCRIPTION

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
7.	IFB No. NaFAA/RFQ/006/2024	Generator Repairs and Maintenance	This contract package is intended to contract a firm to supply spare parts for all the generators owned by the Authority. More to this, the contract package will consider hiring the services of a firm to provide routine and corrective maintenance services on all the generators owned by the Authority. This contract will be financed from the budget line "General Repairs and Maintenance".
8.	IFB No. NaFAA/NCB/002/2024	Printing and Production	This contract package is intended to hire the services of a firm to print billboards, ID cards, call cards, license and permit, receipt books, branded letter heads and envelopes, reports (annual and other special reports), certificates, etc. Bidding processes for this contract will be on a LOT-by-LOT basis as there may be other providers of printing services that might not have the expertise and experience in undertaking major printings as may be required but may be able to conduct minor printings.
9.	IFB No. NaFAA/NCB/003/2024	Vehicles Repairs and Maintenance	The Authority has a set of newly acquired and fairly used vehicles - a total of Thirteen (13) vehicles. They include Seven (7) Toyota Hilux DC pickups, three (3) Nissan Hardbody DC pickups, one (1) Toyota RAV 4, One (1) Toyota Fortuner SUV, and One (1) Toyota Prado SUV. The Authority intends to contract the services of a garage to service these vehicles. This will be funded from the budget line "General Repairs and Maintenance".
10.	IFB No. NaFAA/NCB/004/2024	Rice for Employees	This contract package is intended to procure 2,130 bags of rice at an estimated unit cost of US\$17 for employees of NaFAA, within an established bracket on a monthly basis, and for all staff during the festive seasons (July 26 and Christmas). This will be funded from the budget line "Employee Benefits".
11.	IFB No. NaFAA/SS/001/2024	Subscription Fees (Land Phones)	This contract package is intended to pay monthly subscription fees to the would-be service providers of the land phone services. It is understood that a four-digit hotline will be established where the general populace will call in at no cost to them. Hence, NaFAA will be invoiced monthly by the service provider who will then be paid from this budget line.

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FEB. 5, 2024



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DETAILED DESCRIPTION

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
12.	IFB No. NaFAA/RFQ/007/2024	Hall Rental	This contract package is intended to rent halls for hosting of townhall meetings in Montserrat and other environs for awareness campaigns and other businesses NaFAA will conduct. This will be funded from the budget line "Rentals".
13.	IFB No. NaFAA/RFQ/008/2024	Non-Potable Water	This contract package is intended to procure water for use in the bathrooms. Many times, there is no access to the national water grid. Hence, the need to contract the services of a vendor to also supply water to use in the bathrooms at the two offices and do washing of vehicles and others. This will be funded from the budget line "Utility".
14.	IFB No. NaFAA/RB/001/2024	Vehicle Insurance	This contract package is intended to hire the services of an insurance company to provide comprehensive and third-party vehicle insurance services for NaFAA's fleet of vehicles. The Authority currently has 13 vehicles to be insured.
15.	IFB No. NaFAA/SS/002/2024	Data Storage Service	This contract package is intended to re-subscribe to the services of Google. The Company has an online storage platform that can be used to transfer and store data. NaFAA has enumerators in all fishing communities around the country using tablets to collect data on fish and fish species from artisanal fishermen. Also, there is a g-mail suite maintained by the Authority for email exchanges between staff for which each staff has a dedicated email account with domain "nafaa.gov.lr". In view of the above, we request the approval of the Commission for use of single source in line with Section 55 (1) (a) of the PPCA. This will be funded from the budget line "Communications and ICT".
16.	IFB No. NaFAA/RFQ/009/2024	Office Stationery and Supplies	This contract package is intended to procure assorted stationery items for use in the operations of the Authority. Stationery to be procured includes: inks, toners and cartridges, A4 papers, Legal papers, pens, pencil, box files, manila folders, paper clips, staple machines, staple pins, binding clips, correction fluid, etc.
17.	IFB No. NaFAA/RFQ/010/2024	Sanitation	This contract package is intended to hire a sanitation firm to remove garbage from the offices of the Authority. This will be funded from the budget line "Professional Services".

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 Feb. 5, 2024

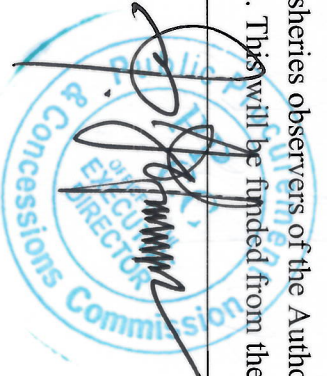


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DETAILED DESCRIPTION

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
18.	IFB No. NaFAA/RFQ/011/2024	Motor Bikes Repair and Maintenance	This contract package is intended to procure spare parts and service for NaFAA's motor bikes. The bikes are used for the operations of the Authority. This contract package will be funded from the budget line "General Repairs and Maintenance".
19.	IFB No. NaFAA/SS/003/2024	VMS Subscription	There has been a long-standing arrangement with FIMS LTD. to enable NaFAA/GOL subscribe to a vessel monitoring system used internationally. Over the period, a formal contract, on an annual basis, has been entered into. The draft of the contract is available and attached to this plan. We seek the approval of the Commission for sole source to continue with FIMS Ltd. for the current fiscal period at the same cost. Also, an addition to the System is anticipated. Discussions are underway to hire the services of SpeedCast to cater to the additional service needs. This contract will be funded from the budget line "Communications and ICT".
20.	IFB No. NaFAA/RFQ/012/2024	Potable Water Supply	This contract package is intended to procure drinking water for use by staff of the Authority. This will be funded from the budget line "Utility".
21.	IFB No. NaFAA/RFQ/013/2024	Courier Services	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.
22.	IFB No. NaFAA/NCB/005/2024	Office Equipment	This contract package is intended to procure assorted office equipment, such as computers and computer supplies for the Authority. This will be funded from the budget line "Office Equipment".
23.	IFB No. NaFAA/RB/002/2024	Repair and Maintenance of Non-Residential Building	This contract package is intended to hire the services of a construction firm to perform repair and maintenance works at the Authority's Offices. The works will include changing of the roofs, tiles, painting, improvement of the fence and building storage. This will be funded from the budget lines "Building Maintenance" and "Leasehold Improvement".
24.	IFB No. NaFAA/RFQ/014/2024	Life Insurance	This contract package is intended to contract the services of an insurance firm to provide life insurance coverage for seafarers, including fisheries observers of the Authority who are usually assigned on fishing vessels to collect first-hand catch data. This will be funded from the budget line "Life Insurance for Seagoers".

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FEB. 4, 2024



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DETAILED DESCRIPTION

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
25.		Local Travel/Domestic Travel	This budget line has no procurement relations. Local Travel – Transportation is given to staff on a daily basis as they commute to undertake NaFAA activities without a vehicle assigned. There is a budget of US\$4,500 that will be financed from petty cash. Local Travel – DSA, amounting to US\$65,500, will be used to finance the upkeep of staff visiting places outside Monrovia.
26.		Public Relations	This budget line has no procurement relations. The Department of Communications, working along with the Finance Department, connects with media houses – many times, more than two (2) – to cover activities of the Authority or to publish instruments (invitation for bids, press releases, etc.) of the Authority.
27.		Vehicle Registration	This budget line has no procurement relations. The Department of Finance has the responsibility of registering the vehicles. The line will be used to update the registration of some of the vehicles that has already expired. Payments will be made to General Revenue Account and processing handled by the Finance Department with the Ministry of Transport.
28.		Electricity	The Liberia Electricity Corporation supplies electricity to the two offices of the Authority. Payments for these utilities with budget amount US\$6,000 (Electricity) to be consumed will be handled by both the Departments of Administration and Finance.

Prepared by: _____

Patrick B. Kiadii
Procurement Director

Approved by: _____

Emma Metieh Glasco
Director General

Date: 14-Dec-2023

WESS
FEB 5, 2024

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