



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/0205/25'

January 23, 2025

Hon. Emma Metieh Glassco
DIRECTOR-GENERAL
National Fisheries and Aquaculture Authority
Monrovia, Liberia

Dear Hon. Glassco:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 17, 2025, which sought the approval of the Commission for National Fisheries and Aquaculture Authority (NaFAA) Annual Core and SBA Procurement Plan for 2025.

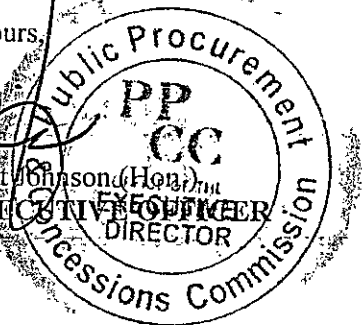
Following thorough review, the Commission hereby approves the National Fisheries and Aquaculture Authority (NaFAA) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs NaFAA that the procurement plan will be duly forwarded to the Ministry of 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,


Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER
DIRECTOR





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-018/'25

January 17, 2024

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 2025 (January 2025-December 2025)

I present my compliments and write 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 2025 (January 2025 - December 2025). 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 2025, copies of the Procurement Committee/Unit Listings, and Contract Award Information Report for Fiscal Year 2024.

As I look forward to your timely approval of the plan, I wish 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



John Sambo
07765917657
01/20/2025
TIME: 3:42PM

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN (CONSULTANCY SERVICES)
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2025)
Fiscal period: January 1, 2025 - December 31, 2025

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	Request for Expression of Interest, if applicable				Request for Proposals and award of contract									
								PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT/SHORTLIST	PREPARATION AND SUBMISSION OF RFP DOCUMENT	PC APPROVAL FINAL TOR & RFP DOCUMENT	INVITATION FOR PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL AND FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) & PAYMENT		
PLANNED	1	RFP No. NaFAA/CQS/001/2025	Development of Fishery Management Plan	M-7490	1 FIRM	25,000.00	CQS	12/29/2024	N/A	N/A	N/A	N/A	1/3/2025	1/8/2025	1/14/2025	2/4/2025	2/11/2025	2/17/2025	3/3/2025	12/30/2025	
UPDATE																					
ACTUAL																					
GRAND TOTAL					25,000.00																

Prepared By: 
 Patrick Kiadii
 PROCUREMENT DIRECTOR

Approved by: 
 Emma Metieh Glassco
 DIRECTOR GENERAL

Date: 17-Jan-2025




 1/23/25



National Fisheries and Aquaculture Authority
Explanatory Notes
Non-SBA Core Budget Procurement Plan (Consultancy Services)
January 1, 2025 to December 31, 2025

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	RFP No. NaFAA/CQS/001/2025	Development of Fishery Management Plan	This contract package is intended to hire the services of an individual consultant to develop a Fisheries Management Plan for the different species in the Liberian waters, including Shrimp and Demersal. The Authority intends to open the long untapped shrimp fisheries and with the successful conduct of the stock assessment, it is only wise and sustainable to have a management plan for the exploitation of the species identified. This contract will be funded from the budget line "Professional Services".

Prepared by: _____

Patrick B. Kiadii
Procurement Director

VPCC
1/23/25

Approved by: _____

Emma Metieh Glassco
Director General



Date: _____

17-Jan-2025


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1/23/25



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA CORE BUDGET PROCUREMENT PLAN (CONSULTANCY SERVICES)
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2025)
Fiscal period: January 1, 2025 - December 31, 2025

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	Request for Expression of Interest, if applicable				Request for Proposals and award of contract									
								PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT/SHORTLIST	PREPARATION AND SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR & RFP DOCUMENT	INVITATION FOR PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL AND FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) & PAYMENT		
PLANNED	1	RFP No. NaFAA/SBA/LCS/01/2025	Legal Retainer Services	M-6910	1 FIRM	36,000.00	LCS	12/29/2024	N/A	N/A	N/A	N/A	1/3/2025	1/8/2025	1/14/2025	2/4/2025	2/11/2025	2/17/2025	3/3/2025	12/30/2025	
UPDATE																					
ACTUAL																					
PLANNED	2	RFP No. NaFAA/SBA/SS/001/2025	Software Maintenance	J-6201	1 FIRM	2,000.00	SS	12/29/2024	N/A	N/A	N/A	N/A	1/3/2025	1/13/2025	1/16/2025	1/23/2025	1/28/2025	1/30/2025	2/6/2025	12/30/2025	
UPDATE																					
ACTUAL																					
PLANNED	3	RFP No. NaFAA/SBA/CQS/01/2025	Full Migration to IFRS Accounting	J-6201	1 FIRM	15,000.00	CQS	12/29/2024	N/A	N/A	N/A	N/A	1/3/2025	1/8/2025	1/14/2025	2/4/2025	2/11/2025	2/17/2025	3/3/2025	12/30/2025	
UPDATE																					
ACTUAL																					
					GRAND TOTAL	53,000.00															

Prepared By: 
 Patrick R. Kladii
 PROCUREMENT DIRECTOR

Approved by: 
 Emma Metieh Glasco
 DIRECTOR GENERAL

Date: 17-Jan-2025








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National Fisheries and Aquaculture Authority
Explanatory Notes
SBA Core Budget Procurement Plan (Consultancy Services)
January 1, 2025 to December 31, 2025

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	RFP No. NaFAA/SBA/LCS/001/2025	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/001/2025	Software Maintenance	This contract package is intended to recontract SMART SYSTEMS to continuously maintain the financial management software developed for and currently in use by the Authority. In FY 2021, 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. 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/001/2025	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 (IPSAS) to the International Financial reporting Standards (IFRS)

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4.		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.
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Prepared by: _____

Patrick E. Kiadii
Procurement Director

Approved by: _____

Emma Metieh Glassco
Director General

Date: 17-Jan-2025

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1/23/25

[Signature]
1/23/25




**NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2025)
Fiscal period: January 1, 2025 - December 31, 2025**


	BASIC DATA							IMPLEMENTATION DATES											REMARKS	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB No. NaFAA/RFQ/001/2025	Scratch Cards	J-6190	1200 pcs @ \$5	6,000.00	RFQ	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. NaFAA/RFQ/002/2025	ICT Software License	G-4651	Assorted	10,000.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	4/7/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. NaFAA/RFQ/003/2025	Janitorial Supplies	G-4773	Assorted	3,500.00	RFQ	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No. NaFAA/RFQ/004/2025	Office Furniture and Fixture	G-4649	Assorted	2,000.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	4/7/2025		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No. NaFAA/RFQ/005/2025	Electrical Supplies	G-4759	Assorted	2,500.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	12/11/2025		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No. NaFAA/RB/001/2025	Vehicles	G-4510	2 units	70,000.00	RB	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/25/2025	3/31/2025	4/1/2025	4/7/2025	N/A	4/14/2025	12/30/2025		
UPDATE																				
ACTUAL																				
					SUB TOTAL	94,000.00														

Prepared By: 
Patricia B. Kiadli
PROCUREMENT DIRECTOR

Approved by: 
Emma Meteh Glasco
DIRECTOR GENERAL

Date: 7-Jan-2025




1/23/25

**NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2025)
Fiscal period: January 1, 2025 - December 31, 2025**

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	BASIC DATA										IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED	7	IFB No. NaFAA/RFQ/006/2025	Generators Repairs and Maintenance	C-3314	1 Firm	10,000.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	12/11/2025		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. NaFAA/NCB/001/2025	Printing and Production	C-1811	1 Firm	89,000.00	NCB	1/15/2025	1/22/2025	1/29/2025	2/3/2025	3/4/2025	3/11/2025	3/18/2025	4/1/2025	N/A	11/18/2025	12/18/2025		
UPDATE																				
ACTUAL																				
PLANNED	9	IFB No. NaFAA/NCB/002/2025	Vehicle Repairs and Maintenance	G-4520	1 Firm	30,000.00	NCB	1/15/2025	1/22/2025	1/29/2025	2/3/2025	3/4/2025	3/11/2025	3/18/2025	4/1/2025	N/A	11/18/2025	12/18/2025		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB No. NaFAA/RFQ/007/2025	Rice for Employees	G-4711	529 bags	9,000.00	RFQ	6/12/2025	6/19/2025	6/26/2025	6/30/2025	7/7/2025	7/10/2025	7/14/2025	7/17/2025	N/A	12/22/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	11	IFB No. NaFAA/SS/001/2025	Internet Services	J-6120	1 FIRM	27,000.00	SS	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/25/2025	3/31/2025	4/1/2025	4/7/2025	N/A	4/14/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	12	IFB No. NaFAA/RFQ/008/2025	Hall Rental	L-6810	Assorted	5,500.00	RFQ	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
					SUB TOTAL	170,500.00														

Prepared By: Patrick B. Kardi
PROCUREMENT DIRECTOR

Approved by: Emma Metieh Glasco
DIRECTOR GENERAL

Date: 17-Jan-2025

Handwritten signature and date:
1/23/25



**NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2025)
Fiscal period: January 1, 2025 - December 31, 2025**

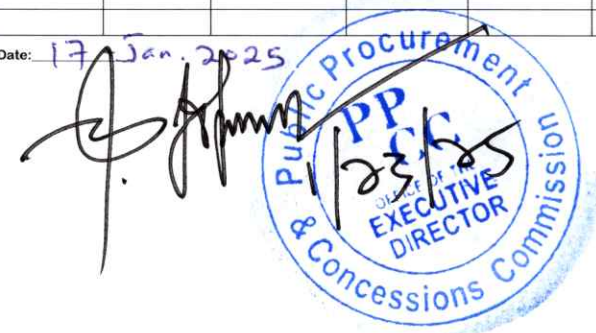
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	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)			ACCEPTANCE & FINAL PAYMENT
PLANNED	13	IFB No. NaFAA/RFQ/009/2025	Non Potable Water	E-3600	225,000 Gal	9,000.00	RFQ	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	14	IFB No. NaFAA/RFQ/010/2025	Vehicle Insurance	K-6512	1 Firm	4,500.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	4/7/2025		
UPDATE																				
ACTUAL																				
PLANNED	15	IFB No. NaFAA/SS/002/2024	Data Storage Service	J-6311	1 Firm	20,000.00	SS	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	16	IFB No. NaFAA/RFQ/011/2025	Office Stationery and Supplies	G-4761	Assorted	8,000.00	RFQ	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	17	IFB No. NaFAA/SS/003/2025	Website Maintenance and Hosting	J-6311	1 firm	1,500.00	SS	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	18	IFB No. NaFAA/RFQ/012/2025	Motor Bikes - Repairs and Maintenance	G-4540	1 Firm	2,200.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	4/7/2025		
UPDATE																				
ACTUAL																				
						SUB TOTAL														
						45,200.00														

Prepared By: 
Patrick B. Mendi
PROCUREMENT DIRECTOR

Approved by: 
Emma Metieh Glasco
DIRECTOR GENERAL

Date: 17 Jan. 2025


1/23/25



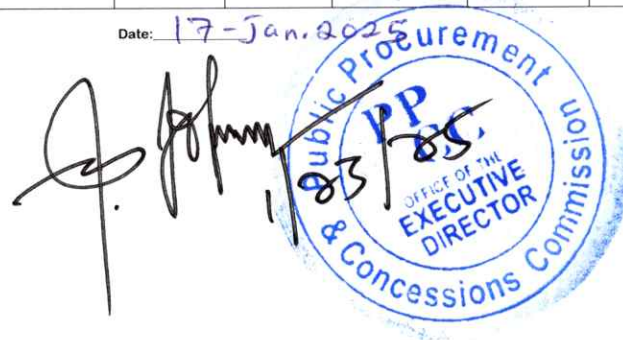
NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2025)
Fiscal period: January 1, 2025 - December 31, 2025


	BASIC DATA							IMPLEMENTATION DATES												
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	19	IFB No. NaFAA/SS/004/2025	VMS Subscription	J-6201	1 firm	25,786.00	SS	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	20	IFB No. NaFAA/RFQ/013/2025	Potable Water	G-4722	2,250 Sacks	9,000.00	RFQ	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	21	IFB No. NaFAA/RFQ/014/2025	Courier Services	H-5320	1 Firm	1,500.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	4/7/2025		
UPDATE																				
ACTUAL																				
PLANNED	22	IFB No. NaFAA/NCB/003/2025	Office Equipment	G-4741	Assorted	17,949.82	NCB	1/15/2025	1/22/2025	1/29/2025	2/3/2025	2/10/2025	2/17/2025	2/24/2025	3/10/2025	N/A	11/10/2025	12/10/2025		
UPDATE																				
ACTUAL																				
PLANNED	23	IFB No. NaFAA/RFQ/015/2025	Repair and Maintenance of Non Residential Building	F-4100	1 Firm	16,500.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	4/7/2025		
UPDATE																				
ACTUAL																				
						SUB TOTAL														
						70,735.82														
						GRAND TOTAL														
						430,435.82														

Prepared By: 
 Patrick B. Kadil
 PROCUREMENT DIRECTOR

Approved by: 
 Emma Metieh Classco
 DIRECTOR GENERAL

Date: 17-Jan-2025

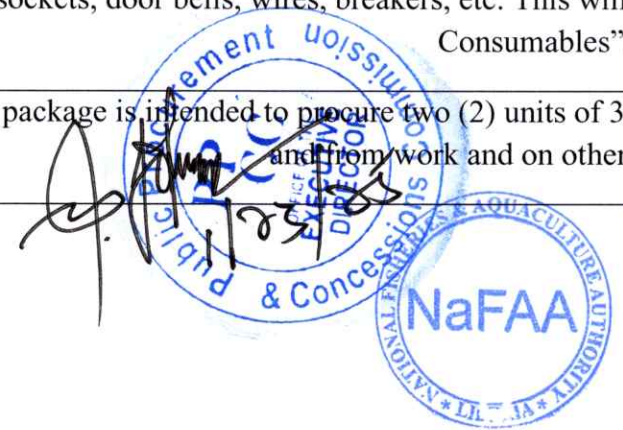



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National Fisheries and Aquaculture Authority
Explanatory Notes
Non-SBA Core Budget Procurement Plan
January 1, 2025 to December 31, 2025

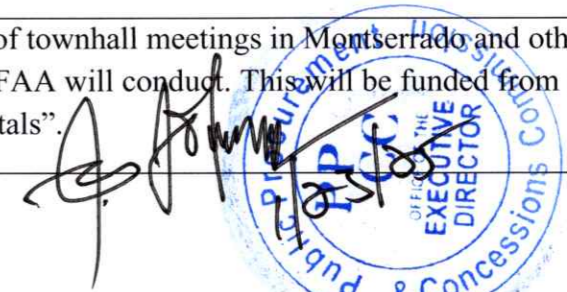
NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/RFQ/001/2025	Scratch Cards	This contract package is intended to procure assorted Lonestar and Orange scratch cards at unit costs of US\$5 or US\$1 to be used as utility cards to facilitate coordination and information flow in NaFAA operations and daily work. 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/002/2025	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/003/2025	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/004/2025	Office Furniture and Fixture	This contract package is intended to procure assorted office furniture and fixtures to be used both at the technical and administrative offices for use for the convenience of staff. The materials to be procured will include chairs, desk, blinds, workstations, cabinets, etc. consumables for use by NaFAA.
5.	IFB No. NaFAA/RFQ/005/2025	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/RB/001/2025	Vehicles	This contract package is intended to procure two (2) units of 32-seater buses to be used to transport the staff to and from work and on other assignments.

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 Public Procurement Commission
 & Concessions
 NaFAA
 NATIONAL FISHERIES AND AQUACULTURE AUTHORITY

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
7.	IFB No. NaFAA/RFQ/006/2025	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/001/2025	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/002/2025	Vehicles Repairs and Maintenance	The Authority has a set of newly acquired and fairly used vehicles - a total of Fifteen (15) vehicles. They include Seven (7) Toyota Hilux DC pickups, five (5) Toyota Land Cruiser SUV's, 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/RFQ/007/2025	Rice for Employees	This contract package is intended to procure 529 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/001/2025	Internet Services	This contract package is intended to hire the services of LTC Mobile to provide internet connectivity for NaFAA's two offices. LTC Mobile selection is based on the blanket authorization given to the entity by PPCC to provide same to all government MAC's. This contract will be financed from the budget line "Communications and ICT".
12.	IFB No. NaFAA/RFQ/008/2025	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".

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NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
13.	IFB No. NaFAA/RFQ/009/2025	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/RFQ/010/2025	Vehicle Insurance	This contract package is intended to hire the services of an insurance company to provide third-party vehicle insurance services for NaFAA's fleet of vehicles. The Authority currently has 15 vehicles to be insured.
15.	IFB No. NaFAA/SS/002/2025	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/011/2025	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/SS/003/2025	Website Maintenance and Hosting	This contract package is intended to recontract Stargate Technologies to continue the redesign, maintenance, and hosting of the Authority's website. Stargate Technologies began redesigning the Authority's website in Fiscal Year 2024 by including custom interface with layout, colors, fonts, website architecture, and content management system (CMS) integration and the firm is currently conducting training of relevant staff of the Authority so as to ensure ownership thereafter. Hence, in line with Section 55 (1)(B) and (E) of the PPCA, the Authority requests the approval of the Commission to further contract STARGATE TECHNOLOGIES to maintain and host the Authority's website and continue to provide further training of relevant IT staff. This contract will be funded from the budget line "Communication and ICT".

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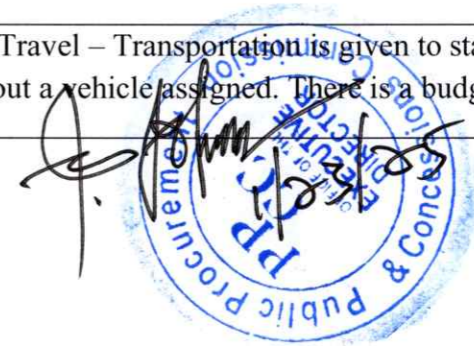
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NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
18.	IFB No. NaFAA/RFQ/012/2025	Motor Bikes Repair and Maintenance	This contract package is intended to procure spare parts and service for NaFAA's motor bikes. The bikes are used for the operations of the Authority. This contract package will be funded from the budget line "General Repairs and Maintenance".
19.	IFB No. NaFAA/SS/004/2025	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. This contract will be funded from the budget line "Communications and ICT".
20.	IFB No. NaFAA/RFQ/013/2025	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/014/2025	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. This will be funded from the budget line "Shipping/ Handling".
22.	IFB No. NaFAA/NCB/003/2025	Office Equipment	This contract package is intended to procure assorted office equipment, such as computers (Desktops and Laptops), printers and computer supplies for the Authority. This will be funded from the budget line "Office Equipment".
23.	IFB No. NaFAA/RFQ/015/2025	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.		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\$5,000 that

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NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			will be financed from petty cash. Local Travel – DSA, amounting to U\$35,000, will be used to finance the upkeep of staff visiting places outside Monrovia.
25.		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.
26.		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.
27.		Electricity	The Liberia Electricity Corporation supplies electricity to the two offices of the Authority. Payments for these utilities with budget amount U\$10,000 (Electricity) to be consumed will be handled by both the Departments of Administration and Finance.
28.		Capacity Building	Funds from this line will be used to pay for short term local and international trainings, seminars, and workshops for staff of the Authority who are desirous of building their capacities.

Prepared by:


Patrick B. Kiadli
 Procurement Director

Approved by:


Emma Metieh Glassco
 Director General

Date:

17-Jan-2025




 1/23/25

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA PROCUREMENT PLAN

Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2025)
Fiscal period: January 1, 2025 - December 31, 2025

BIDDING DATA										IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (GOODS)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTHIN BEGINS	BID INVITATION & RELEASE OF BID DOG	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (REGULATION)	BIDDING/INSPECTION (SUBSTITUTIONAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB No. NAFASBAR/001/2025	Petroleum Products	G-4861	16,152 gals @ \$4.21	68,000.00	RB	12/24/2024	12/31/2024	1/7/2025	1/10/2025	1/24/2025	1/31/2025	2/7/2025	2/21/2025	N/A	12/29/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. NAFASBAN/001/2025	Catering Services	I-5621	1 Firm	60,000.00	NCB	1/5/2025	1/22/2025	1/29/2025	2/3/2025	3/4/2025	3/11/2025	3/18/2025	4/1/2025	N/A	11/18/2025	12/18/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. NAFASBAR/002/2025	Security Guard Services	N-8010	1 Firm	55,000.00	RB	12/24/2024	12/31/2024	1/7/2025	1/10/2025	1/24/2025	1/31/2025	2/7/2025	2/21/2025	N/A	12/29/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. NAFASBAN/002/2025	Vehicle Rental	H-4822	1 Firm	26,000.00	NCB	1/5/2025	1/22/2025	1/29/2025	2/3/2025	3/4/2025	3/11/2025	3/18/2025	4/1/2025	N/A	11/18/2025	12/18/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. NAFASBAR/001/2025	Office Equipment - Repairs and Maintenance	S-9511	1 Firm	1,100.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	12/11/2025	
UPDATE																			
ACTUAL																			
					SUB TOTAL	210,100.00													

Prepared By:

[Signature]
Patricia B. Kasili
PROCUREMENT DIRECTOR

Approved by:

[Signature]
Emma Melah Glasco
DIRECTOR GENERAL



DATE:

17-Jan-2025

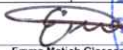
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NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA PROCUREMENT PLAN
 Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2025)
 Fiscal period: January 1, 2025 - December 31, 2025


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	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/SBOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS																						
																				BASIC DATA										IMPLEMENTATION DATES											
PLANNED	6	IFB No. NaFAA/SBA/NCB/003/2025	Air Tickets	N-7911	1 Firm	66,000.00	NCB	1/15/2025	1/22/2025	1/29/2025	2/3/2025	3/4/2025	3/11/2025	3/18/2025	4/1/2025	N/A	11/18/2025	12/18/2025																							
UPDATE																																									
ACTUAL																																									
PLANNED	7	IFB No. NaFAA/SBA/RFQ/002/2025	Repairs and Maintenance ICT Equipment	S-9511	1 Firm	300.00	RFQ	2/13/2025	2/17/2025	2/20/2025	2/24/2025	3/5/2025	3/10/2025	3/11/2025	3/17/2025	N/A	3/24/2025	12/11/2025																							
UPDATE																																									
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Prepared By: 
 Patrick B. Madii
 PROCUREMENT DIRECTOR

Approved by: 
 Emma Metieh Glasson
 DIRECTOR GENERAL

Date: 17-Jan-2025




 1/23/25





National Fisheries and Aquaculture Authority
Explanatory Notes
SBA Procurement Plan
January 1, 2025 to December 31, 2025

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/SBA/RB/001/2025	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\$4.21, we intend to procure 16,152 gallons of petroleum products. This will be procured from the budget line "Fuel".
2.	IFB No. NaFAA/SBA/NCB/001/2025	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/SBA/RB/002/2025	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".
4.	IFB No. NaFAA/SBA/NCB/002/2025	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/001/2025	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/003/2025	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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NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			the budget line "Foreign Travel – Air Tickets. Note that Foreign Travel – DSA amounting to U\$35,000.00 will be used as payment for daily sustenance and incidental expenses to staff visiting other countries.
7.	IFB No. NaFAA/SBA/RFQ/002/2025	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".

Prepared by: _____

Patrick B. Kiarii
Procurement Director

Approved by: _____

Emma Metieh Glassco
Director General

Date: _____

17-Jan-2025



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