



Republic of Liberia
CIVIL SERVICE AGENCY (CSA)

"Ensuring Merit and Efficiency in the Public Service"



Office of the
Director-General

REF: RL/CSA/JAT/DG/213/2022

December 6, 2022

Atty. Jargbe Roseline Nagbe Kowo
Executive Director
Public Procurement & Concession Commission (PPCC)
Capitol Hill
Monrovia, Liberia

*Received:
Theophilus S.B. Kollie
December 28, 2022
Time: 1:58 pm*

Dear Atty. Kowo:

Subject: CALENDAR YEAR 2022 CORE BUDGET AND SBA QUARTERLY PROCUREMENT REPORTS

The Procurement Committee of the Civil Service Agency herewith submits to you the quarterly procurement reports for Quarters 1, 2, 3 and 4 (Goods, Works and Services) for calendar Year 2022, in accordance with Section 27 (g) and 43 (9), of the Amended and Restated Public Procurement and Concession Act of 2010, which requires each procuring entities to submit quarterly report to the Commission.

Many thanks for your usual cooperation and our compliments in highest esteem.

Kind Regards

James A. Thompson
Director- General



4.0 Annexes:

Annex A: Summary Table

General Information	
CIVIL SERVICE AGENCY	
Quarterly Procurement Report: Quarters 1, 2 , 3 and 4	
Quarters 1, 2, 3 and 4. FY-2022	

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION																		
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Fundin g	Date of Advertise ment/Bids Invitation	Date of Closing of Bids Submissi on	Number of Bids Received	Date of Transmissi on of Contract Award Notice by PC	Actual Contract Value	Name of Supplier /Contractor/Consultant/Service Provider	Supplier/ Contractor /Service Provider PPCC VR Status	Business Legal Owner	Business Benefic iary Owner	Date Contra ct Signed	Date of Delivery /Inspecti on	Propo sed Contr act Completion Date	Contr act progre ss Status (Armo unt Paid)	Re
1.	IFB NO.CS A/RFQ/ 007/202 2	Transport Equipmen t	RFQ	GOL- Core Budget	10-Jun-22	24-Jun- 22	3	8-Jul-22	\$ 6,500.00	United Motor Compan y	Valid	Linda Davies	N/A	22-Jul- 22	29-Aug- 22	30- Dec- 22	\$6,50 0.00	Tf Cc pa we im ntk
2.	IFB NO.CS A/NCB/ 002/202 2	Stationery	NCB	GOL- Core Budget	3-Jun-22	27-Jun- 22	3	8-Jul-22	\$12,000.0 0	Source IT , Liberia	Valid	Akash Dinani Yash Dinani	N/A	25-Jul- 22	31-Aug- 22	30- Dec- 22	\$12,0 00.00	Dr de all the con pai wa im nte pla

3.	FIBNO. CSA/R B/002/2 022	Petroleum Product- Vehicle	RB	GOL- Core Budget	8-June-22	21-June- 22	3	8-July-22	\$10,000	Conex Energy, Liberia	Valid	N/A	N/A	22- July- 22	18-Aug- 22	30- Dec- 22	\$10,000.00	D de al th cc p2 w. ir nt pl
4.	IFB NO.CS A/SBA/ RFQ/00 1/2022	Scratch Cards	RFQ	GOL- Core Budget	14-June- 22	21-June- 22	3	8-July-22	\$5,000.00	Favor Marketi ng INC.	Valid	N/A	N/A	22- July- 22	15-Aug- 22	30- Dec- 22	\$5,000.00	D de al th cc p2 w ir nt pl
5.	IFB NO: CSA/R FQ/001/ 2022	Vehicle - Rental	RFQ	GOL- Core Budget	14-June- 22	21-June- 22	3	8-July-22	\$5,000.00	Excellen t Car Rental	Valid	N/A	N/A	22-Jul- 22	15-Aug- 22	30- Dec- 22	\$5,000.00	
6.	IFB NO: CSA/S BA/RF Q/002/2 022	Cleaning Materials	RFQ	GOL- Core Budget	14-June- 22	24-June- 22	3	8-July-22	\$3,000.00	Metro Clean	Valid	Linda Davies	N/A	27-Jul- 22	15-Aug- 22	30- Dec- 22	\$3,000.00	D de al th cc p2 w ir nt pl

7.	IFBNO. CSA/R FQ/SB A/003/2 022	Air- Tickets	RFQ	GOL- Core Budget	6-Oct- 2022	17-Oct- 22	3	21-Oct-22	\$5,500.84	Jos Travel& Tours Inc.	Valid	N/A	N/A	26- Oct-22	8-Dec- 22	30- Dec- 22	\$5,50 0.84	p T C P W ir m
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Prepared by:

11-5-18

Tisdell S. Yarkpah

Acting Procurement Director

Date:

06/12/22

Approved by:

James A. Thompson

Head of Entity/ Chairman PC

Date:

12/06/2022

Annex B: Copies of the quarterly actualized procurement plans

Attached copy of approved Procurement Plan for FY-2022

Annex C: Copies of notice of award

Annex D: Copies of signed contracts

Please find attached copy of all contracts implemented during FY-2022 by Civil Service Agency

Attached copy of Stationery contract (Source IT Liberia)

Attached copy of Vehicle Rental Contract (Excellent Car Rental)

Attached copy of Transport Equipment Contract (United Motor Company)

Attached copy of Cleaning Materials Contract (Metro Clean)

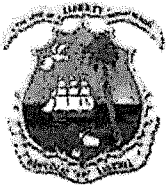
Attached of Petroleum product –Vehicle Contract (Conex Energy Liberia)

Attached copy of Air-Ticket contract (Jos Travel & Tour Inc.)

Attached copy of Scratch contract (Favor Marketing Inc.)

Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report

Please find attached copy of Civil Service Agency (CSA) Procurement Committee minute to endorse FY-2022 quarterly report.



CIVIL SERVICE AGENCY
EJS Ministerial Complex, Congo Town
Monrovia, Liberia



**MINUTES OF PROCUREMENT COMMITTEE (ENTITY TENDER COMMITTEE)
MEETING TO ENDORSE THE AGENCY QUARTERLY PROCUREMENT REPORTS,
FOR QUARTERS 1, 2, 3 AND 4, FOR FY-2022**

December 6, 2022

The Procurement Committee (Tender Committee) of the Civil Service Agency met on Tuesday, December 6, 2022 at 1:00 PM in the conference Room 4th Floor of CSA Building, Ministerial Complex to review, discuss and endorse the Agency procurement quarterly report for the FY-2022.

Below is the summary of major activities implemented in each quarter for FY- 2022 by the Agency.

See below **Table 1:**

NO	Quarter	Major Accomplishments By Each Quarters	Remarks
1.	1 st Quarter : (Jan-March 2022)	CSA Procurement plan for SBA, Non SBA and Consultancy for FY-2022 were prepared sent to PPCC, for provisional approval.	Activity was fully implemented during the 1 st quarter FY-2022
2.	2 nd Quarter: (April-June 2022)	Prepared bidding documents for the below contract packages as indicated in the procurement plan: Vehicle Rental, Stationery, Scratch Cards, Cleaning Materials, Transport Equipment and Petroleum Product- vehicle.	Activities were fully implemented as planed during the 2 nd quarter FY-2022.
3.	3 rd Quarter: (July-September 2022)	Conducted bids opening, bids evaluation and signed contract with the most responsive and winning bidders for the below contract packages: Vehicle Rental, Stationery, Scratch Cards, Cleaning Materials, Transport Equipment and Petroleum Product- vehicle.	Activities were actually implemented as planned during the 3 rd quarter FY-2022.
4.	4 th Quarter (Oct-December 2022)	Prepared and sent out bid document for Air- Tickets for foreign travel to potentials vendors Conducted bid opening, bid evaluation and signed contract with the most responsive vendor for Air-Ticket.	Activities were actually implemented as planed during the 4 th quarter FY-2022

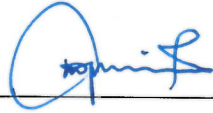


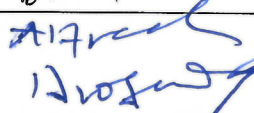
Hon. James Thompson, Director General of CSA, and Chairperson of the Procurement Committee chair the meeting and also welcome all members of the Procurement Committee.

Mr. Tisdell S. Yarkpah, Procurement Officer CSA, provided overview of the Quarterly report for quarters 1, 2, 3, and 4 of FY-2022.

After the discussion and review of Agency quarterly report for FY-2022, the Procurement Committee members that were present during the meeting voted and endorsed the Agency procurement quarterly report for Quarters 1, 2, 3, and 4 of FY-2022.

The Procurement Committee commended the Procurement Unit Staff for a brilliant and detailed report on CSA procurement activities for the past four (4) quarters FY-2022.

The following Procurement Committee Members were in attendance.

No.	Name	Position	Signature	Date
1.	Hon. James A. Thompson	Director General, Chairperson Procurement Committee		12/06/2022
2.	Edwin K. Jallah	Technical Assistant/Officer-in- Charge, General Administration & Finance Member		6 Dec. 2022
3.	Mr. Boakai Jette Varney	Comptroller of CSA Member		6/12/22
4.	Mr. Alfred Drosaye	Principal Administrative Officer/ PAO Member		6/12/2022
5.	Mr. Tisdell S. Yarkpah	Procurement Officer Secretary to the Committee – Non Member		

The meeting closed at 2:00 PM.