

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/CEO/1456/'20

September 10, 2020

Hon. Teetee Pailey

DEPUTY DIRECTOR GENERAL

Civil Service Agency

Republic of Liberia

Dear Hon. Pailey:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Civil Service Agency (MOS) SBA, Non SBA and Core Budget Procurement Plans for FY 2020/2021 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for CSA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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.

Kind regards.

Sincerely Yours

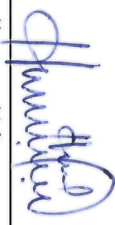
Jargbe Roseline Nagbe Kowo (Atty).

CHIEF EXECUTIVE OFFICER

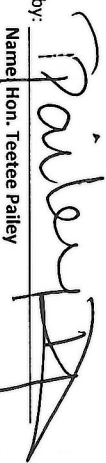
Regulating and Monitoring Compliance with the Public Procurement And Concession Act of
Liberia

Civil Service Agency
Procurement Plan (Non-SBA)
Source of Funding: Government of Liberia
Fiscal Year: 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	BASIC DATA							IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT ENT 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. CSA/NCB/001/20/21	Stationery	G-4761	Assorted	17,004.00	NCB	12-Aug-20	18-Aug-20	23-Aug-20	28-Aug-20	25-Sep-20	02-Oct-20	09-Oct-20	23-Oct-20	NA	22-Nov-20	22-Dec-2
UPDATE																		
ACTUAL																		
	2	IFB No. CSA/RB/001/20/21	Vehicle	G-4510	1	56,000.00	RB	14-Aug-20	19-Aug-20	27-Aug-20	02-Sep-20	30-Sep-20	07-Oct-20	14-Oct-20	28-Oct-20	NA	11-Nov-20	11-Dec-2
UPDATE																		
ACTUAL																		
SUB TOTAL						\$ 73,004.00												

Prepared by: 
Name: Yarzawu M. Zaza
Position: Principal Procurement Officer

Date: July 23, 2020

Approved by: 
Name: Hon. Teete Pailey
Position: Deputy Director-General/Adm./Chairman Proc. Committee

Date: July 23 -

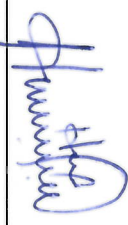

9/17/20

Sept 10/2020
R. J. J. J.


Civil Service Agency
Procurement Plan (Non-SBA)
Source of Funding: Government of Liberia
Fiscal Year: 2020/2021


Notes to Non SBA Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/NCB/001/20/21- Stationery supply for office use - Business Activity Code: G-4761	From budget line descriptions "Stationery", the CSA intends to Purchase assorted stationery materials for Operational use and workshops. An accumulated Budget of US\$17,004.00 is available from Stationery for 2020/2021 FY. Items to be procured include: A4 sheets-25 cartons, Legal paper-15 cartons, Royal Executive Bond-10 ream, A3 sheets-15 ream, Executive Ball Pens-13 boxes, Manila folder-6 boxes, Staple pins-10 boxes, Calculator-8pieces, Stick on pads -14 boxes, Highlighter -7 boxes, Brown envelope-6 cartons, Stapler -10 pieces, Marker-5boxes, Box file-5 cartons, Perforators-20 pieces, Handling folder-3 boxes, 05A Ink- 20 pieces, 35A Ink-15 pieces, Computer cartridges, and note pads-5 Boxes.
2	IFBNO. CSA/RB/001/20/21 - Vehicle Purchase : Business Activity Code: G-4510	From the budget line description "Purchase of Vehicle", the CSA anticipates to a procure vehicle for official use of the Agency. For the FY2020/2021, CSA has a budget of US\$56,000.00 for this item. PLEASE NOTE: That MFDP is the one making the commitment of said amount to procure the vehicle for use by the CIVIL SERVICE AGENCY and the CSA intend to use Restricted Bidding Method for the procurement process.

Prepared by: 
Name: Yarzawu M. Zaza
Position: Principal Procurement Officer

Date: July 23, 2020


9/7/20

Approved by: 
Name: Hpn. Teetee Pailey
Position: Deputy Director-General/Adm./Chairman Proc. Committee

Date: July 23-2

Approved
9/10/2020
