



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



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/0732/'19

October 24, 2019

Hon Laurine Wede Johnson  
**DIRECTOR GENERAL**  
Civil Service Agency  
Republic of Liberia

Dear Hon. Johnson:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Civil Service Agency SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 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 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget CSA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 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 (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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 Hoseline Nagbe Kowo (Acty).  
**CHIEF EXECUTIVE OFFICER**

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

Civil Service Agency  
Procurement Plan (Non-IBA)  
Source of Funding: Government of Liberia  
Fiscal Year: 2019/2020

*Provided*

1	2	3	4	5	6	7	8	9	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 METHOD	TECHNICAL SPECS/BOQ/DR AWINGS	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 PAY
1	CSA/RFO/001/1	Stationery	G-4761	Assorted	2,000.00	RFO	12-Aug-19	22-Aug-19	27-Aug-19	03-Sep-19	06-Sep-19	11-Sep-19	13-Sep-19	NA	21-Sep-19	30-Jul
UPDATE																
ACTUAL																
SUB																
TOTAL					2,000.00											

Prepared by: *[Signature]*  
Name: Yarzawu M. Zaza  
Position: Procurement Director

Date: *August 02, 2019*

Approved by: *[Signature]*  
Name: Hon. Laurine Wede Johnson  
Position: Head of Entity/Chairman Proc. Committee


Date: *August 02, 2*

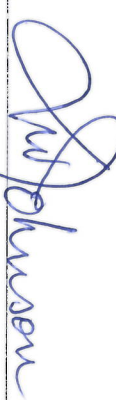
*Issues clarified*  
*[Signature]*  
*08/24/2019*



**Civil Service Agency**  
**Procurement Plan (Non-SBA)**  
**Source of Funding: Government of Liberia**  
**Fiscal Year: 2019/2020**  
**Notes to Procurement Plan**

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/RFQ/001/19/20 - Stationery supply for office use : Business Activity Code: D-3510	From budget line descriptions "Stationery" the CSA intends to Purchase assorted stationery materials for Operational use A4 sheet 10cartoon, Legal paper 5cartoon, Executive Ball Pen 10boxes, Brown envelope and Computer cartridge which amount to <b>\$US2,000.000</b>
2	Office Building Lease (Continuation of Office Building Lease agreement): Business Activity Code: L-6810	From the budget line description "Office Build. Rental and Lease", the CSA anticipates to procure this procurement item. There are mutual understandings with the following Lessors in continuation of Building agreements (Yamen Dayoub & Jackie Sayegh, Yamen Dayoub& Jackie Sayegh, Prince Moye and Paye Dc for the CSA offices in various location: 1. Central Office Building Carey Street- USD\$45,000.00 per year; 2. Biometric Center Board and McDonald Streets- USD \$18,000.00 per year; 3. Gbarnga Regional Office- USD\$9,000.00 and 4. Zwedru Regional Office- USD\$8,000.00 annually. For this FY2019/2020, the CSA has a total budget of <b>US\$80,000.00</b> for this.
3	Supply of Electricity (Sole Provider of Electricity in the country): Business Activity Code: D-3510	From the budget line description "Electricity", the CSA anticipates to procure this procurement item. There is mutual understanding with the Liberia Electricity Corporation (the sole provider of Electricity in the country) for the supply of Electricity to CSA. Payments are made upon submission of an invoice by the LEC. For this FY2019/2020, the CSA has a budget of <b>US\$7,000.00</b> for this item.
4	Provision of Water & Sewage Services (Sole provider of Sewage services to the agency): Business Activity Code: E-3700	From the budget line description "Water and Sewage", the CSA anticipates to procure this procurement item. There is a mutual understanding with the Liberia Water and Sewage Corporation (the sole provider of Water and Sewerage services in the country) for provision of sewage service to the agency. Payments are made upon submission of invoice by the LWSC. For the FY2019/2020, the CSA has a budget of <b>US\$1,000.00</b> for this item.
5	Provision of Internet Services (Sole provider of Internet services to the agency): Business Activity Code: J-6120	From the budget line description "Internet Provider Services", CSA intends to acquire internet service through a mutual understanding with the Liberia Telecommunication Corporation (the sole provider of fiber cable subscription in the country) through MFDP for the supply of internet service to CSA. For FY2019/2020 FY. The CSA has a budget of <b>US\$1,991.00</b> for Internet Services.

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

Date: August 02, 2019  
Approved by:   
Name: Hon. Laurie Wede Johnson  
Position: Head of Entity/Chairman Proc. Committee

Date: August 12, 2019  
