



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: 1357

Ref: PPCC/RL/CEO/308/22

May 20, 2022

Hon. James A. Thompson  
**DIRECTOR GENERAL**  
Civil Service Agency  
Republic of Liberia

Dear Hon. Thompson:

Subject: RECEIPT AND APPROVAL OF THE CIVIL SERVICE AGENCY UPDATED NON SBA AND SBA PROCUREMENT PLANS FOR FISCAL YEAR 2022.

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Civil Service Agency Non SBA and SBA Procurement Plans in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the CSA that its 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 Plans, upon conclusion of stipulated processes.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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 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,



Jargbe Roseline Nagbe Kowo (Atty).  
CHIEF EXECUTIVE OFFICER



# Civil service Agency(CSA)

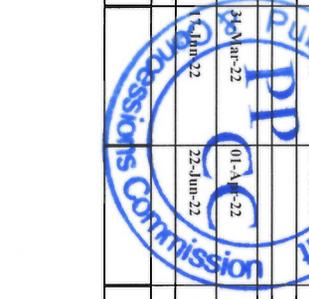
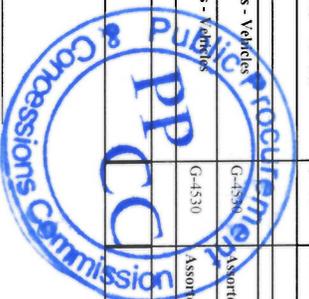
Procurement Plan (NON-SBA)

Source of Funding : Government of Liberia (GOL)

Calendar Year : 2022



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA																	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRA WINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLI COPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE PAYMENT
PLANNED	1	IFB No. CSA/NCB/001/2022	G-4761	Assorted	32,500,000	NCB	10-Feb-22	15-Feb-22	18-Feb-22	01-Mar-22	21-Mar-22	23-Mar-22	25-Mar-22	28-Mar-22	NA	30-Mar-22	30
UPDATE		IFB No. CSA/NCB/001/2022	G-4761	Assorted	22,500,000	NCB	17-May-22	23-May-22	30-May-22	06-Jun-22	27-June-22	04-Jul-22	11-Jul-22	18-Jul-22	N/A	22-Jul-22	30
ACTUAL																	
PLANNED	2	IFB No. CSA/RFQ/001/2022	N-7710	1 Firm	5,000,000	FRQ	03-Feb-22	07-Feb-22	14-Feb-22	17-Feb-22	04-Mar-22	09-Mar-22	11-Mar-22	16-Mar-22	N/A	21-Mar-22	30
UPDATE		IFB No. CSA/RFQ/001/2022	N-7710	1 Firm	5,000,000	RFQ	16-May-22	20-May-22	27-May-22	31-May-22	10-Jun-22	15-Jun-22	20-Jun-22	23-Jun-22	N/A	27-Jun-22	30
ACTUAL																	
PLANNED	3	IFB No. CSA/RFQ/002/2022	G-4520	1 Firm	7,500,000	RFQ	01-Feb-22	04-Feb-22	07-Feb-22	10-Feb-22	21-Feb-22	01-Feb-22	24-Feb-22	28-Feb-22	NA	28-Feb-22	30
UPDATE		IFB No. CSA/RFQ/002/2022	G-4520	1 Firm	8,000,000	RFQ	16-May-22	20-May-22	27-May-22	31-May-22	10-Jun-22	15-Jun-22	20-Jun-22	23-Jun-22	N/A	27-Jun-22	30
ACTUAL																	
PLANNED	4	IFB No. CSA/RFQ/003/2022	G-4530	Assorted	12,500,000	RB	23-Feb-22	25-Feb-22	28-Feb-22	02-Mar-22	24-Mar-22	29-Mar-22	31-Mar-22	01-Apr-22	NA	04-Apr-22	30
UPDATE		IFB No. CSA/RFQ/003/2022	G-4530	Assorted	10,000,000	RFQ	27-May-22	03-Jun-22	09-Jun-22	16-Jun-22	03-Jul-22	14-Jun-22	14-Jun-22	22-Jun-22	N/A	28-Jun-22	30
ACTUAL																	
Sub-Total					45,500,000												



*Signature*

*Signature*

Prepared by:

Date: April 29, 2022

Approved by:

Date: 04/29/2022

Name: **Yarzaewu M. Zaza**  
Position: Procurement Director

Name: **Hon. James A. Thompson**  
Position: Director-General/Chairman Proc. Committee

*Signature*  
May 13, 2022

*Signature*  
May 10, 2022



**Civil service Agency(CSA)**  
 Procurement Plan (NON-SBA)  
 Source of Funding : Government of Liberia (GOL)  
 Calendar Year : 2022



BASIC DATA										IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRA WINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLI C OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT/ PAYMEN		
PLANNED	5	IFB No. CSA/RB/002/2022	Petroleum Products- Vehicles	G-4661	5660.8	28,304,000 RB	18-Jan-22	20-Jan-22	21-Jan-22	25-Jan-22	18-Feb-22	21-Feb-22	23-Feb-22	25-Feb-22	NA	02-Mar-22	30-Dec-22		
UPDATE		IFB No. CSA/RB/002/2022	Petroleum Products- Vehicles	G-4661	3884	23,304,000 RB	20-May-22	25-May-22	30-May-22	07-Jun-22	20-Jun-22	27-Jun-22	30-Jun-22	08-Jul-22	NA	12-Jul-22	30-Dec-22		
ACTUAL																			
PLANNED	6	IFB No. CSA/RFO/004/2022	Printing and Binding Service	C-1811	1 Firm	10,000,000 RFO	07-Feb-22	10-Feb-22	14-Feb-22	16-Feb-22	10-Feb-22	15-Feb-22	17-Feb-22	18-Feb-22	NA	21-Feb-22	30-Dec-22		
UPDATE		IFB No. CSA/RFO/004/2022	Printing and Binding Service	C-1811	1 Firm	10,000,000 RFO	25-May-22	30-May-22	03-Jun-22	08-Jun-22	22-Jun-22	27-Jun-22	30-Jun-22	04-Jul-22	NA	08-Jul-22	30-Dec-22		
ACTUAL																			
PLANNED	7	IFB No. CSA/RFO/005/2022	Publications of Journals	M-7310	1 Firm	10,000,000 RFO	08-Feb-22	10-Feb-22	14-Feb-22	16-Feb-22	23-Feb-22	25-Feb-22	28-Feb-22	01-Mar-22	NA	03-Mar-22	30-Dec-22		
UPDATE		IFB No. CSA/RFO/005/2022	Publications of Journals	M-7310	1 Firm	10,000,000 RFO	01-Jun-22	06-Jun-22	10-Jun-22	15-Jun-22	29-Jun-22	07-Jul-22	13-Jul-22	18-Jul-22	NA	25-Jul-22	30-Dec-22		
ACTUAL																			
PLANNED	8	IFB No. CSA/RFO/006/2022	Repair and Maintenance ICT Equipment	C-3313	1 Firm	7,000,000 RFO	08-Feb-22	10-Feb-22	14-Feb-22	16-Feb-22	23-Feb-22	25-Feb-22	28-Feb-22	01-Mar-22	NA	02-Mar-22	30-Dec-22		
UPDATE		IFB No. CSA/RFO/006/2022	Repair and Maintenance ICT Equipment	C-3313	1 Firm	7,000,000 RFO	31-May-22	13-Jun-22	17-Jun-22	21-May-22	30-May-22	14-Jun-22	20-Jun-22	24-Jun-22	NA	30-Jun-22	30-Dec-22		
ACTUAL																			
PLANNED	9	IFB No. CSA/NCB/003/2022	Transport Equipments (Motorcycles)	G-4540	12	12,000,000 NCB	10-Feb-22	15-Feb-22	18-Feb-22	02-Mar-22	22-Mar-22	25-Mar-22	28-Mar-22	29-Mar-22	NA	31-Mar-22	30-Dec-22		
UPDATE		IFB No. CSA/RFO/007/2022	Transport Equipments (Motorcycles)	G-4540	4	6,564,000 RFO	17-May-22	23-May-22	30-May-22	06-Jun-22	27 June-22	04-Jul-22	11-Jul-22	18-Jul-22	NA	22-Jul-22	30-Dec-22		
ACTUAL																			
SUB TOTAL						56,868,000													
GRAND-TOTAL						102,368,000													

Prepared by: *H. H. H.*

Date: *April 29, 2022*

Approved by: *[Signature]*

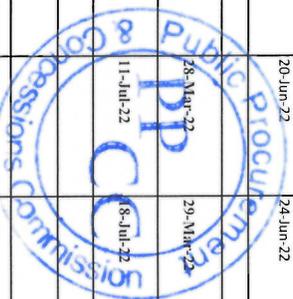
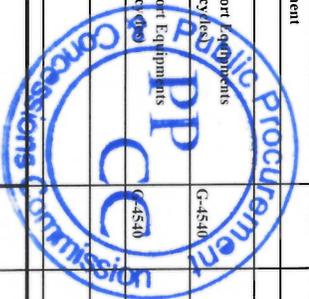
Date: *04/29/2022*

Name: **Yarzewu M. Zaza**  
 Position: **Procurement Director**

Name: **Hon. James A. Thompson**  
 Position: **Director-General/Chairman Proc. Committee**

*[Signature]*  
*May 13, 2022*

*[Signature]*  
*May 12, 2022*





# Civil Service Agency(CSA)

Procurement Plan (NON-SBA)

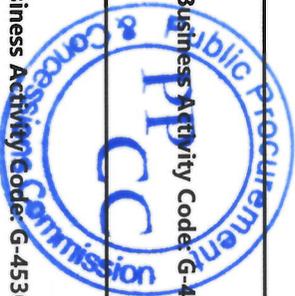
Source of Funding : Government of Liberia ( GOL)

Calendar Year : 2022

Notes to Procurement Plan



NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/NCB/001/2022- Stationery supply for office use : Business Activity Code: G-4761	From budget line descriptions "Stationery", the CSA intends to procure assorted stationery materials for Operational use and workshops. An accumulated Budget of <b>US\$22,500.00</b> is available from Stationery for Calendar Year 2022 . Items to be procured include: A4 sheets-50 cartons; Legal paper-25 cartons; Royal E Bond-15 ream, A3 sheets-15 ream, Executive Ball Pens-20 boxes, Manila folder-6 boxes, Staple pins-10 bc Calculator-8pieces, Stick on pads -14 boxes, Highlighter -7 boxes, Brown envelope-6 cartons, Stapler -10 Marker-5boxes, Box file-5 cartons, Performers-20 pieces, Handling folder-3 boxes, 05A Ink- 20 pieces, 35f pieces, Computer cartridges, and note pads-5 Boxes.
2	IFBNo.CSA/RFO/001/2022- Vehicle Rental	From budget line descriptions " Vehicle Rental ", the CSA intends to apply portion of her budget for Vehicle Rental , this amount was apportion from Domestic Travel- Means of Travel. which will be used for vehicle service for field visit, workshop, seminars and conferences. An accumulated Budget of <b>US\$ 5,000.00</b> is available from Vehicle Rental for 2022 FY.
3	IFBNO.CSA/RFO/002/2022- Maintenance - Vehicle: Business Activity Code: G-4520	From budget line descriptions "Repair and Maintenance -Vehicles " the allocation for this line item is the 2022 budget is US \$18,000.00 but the Agency apportion the amount of US\$7,500.00 for Maintenance of V the CSA intends to maintain all CSA assigned Vehicle , An accumulated Budget of <b>US\$ 8,000.00</b> is available from 2022 Calendar Year.
4	IFBNO.CSA/RFO/003/2022-Spare Parts- Vehicle: Business Activity Code: G-4530	From budget line descriptions "Repair and Maintenance -Vehicles " the allocation for this line item is the 2022 budget is US \$18,000.00 but the Agency apportion the amount of <b>US\$10,000.00</b> for Repairs of Vehicle as the need arises. An accumulated Budget of US\$ 12,000.00 is available from Repairs of Vehicles 2022 Calendar Year.



Prepared by: [Signature]

Date: April 29, 2022

Name: Yarzawu M. Zaza  
Position: Procurement Director

Approved by: [Signature]

Date: 04/29/2022

Name: Hon. James A. Thompson  
Position: Director-General/Chairman Proc. Committee

[Signature]  
May 13, 2022

[Signature]  
May 20, 2022



# Civil Service Agency(CSA)

Procurement Plan (NON-SBA)

Source of Funding : Government of Liberia ( GOL)

Calendar Year : 2022

Notes to Procurement Plan



NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
5	IFB No. CSA/RB/002/2022-Fuel and Lubricant Vehicles-Business Activity Code:C-1920	From budget line descriptions "Fuel and Lubricant Vehicles ", the CSA intends to procure fuel and Lubri Vehicles for all CSA assigned Vehicle , An accumulated Budget of US\$ <b>23,304.00.00</b> is available from F Lubricant for Calendar Year 2022.
6	IFB No. CSA/RFO/004/2022:Printing and Binding Services-Business Activity Code:C-1811	From budget line descriptions "Printing, Binding and Publication Services ", the allocation for this line ite CSA 2022 budget is US \$20,000.00 but the Agency aportion US \$10,000.00 for Printing and Binding Ser CSA intends to carry on Printing and Binding Service , An accumulated Budget of US\$ <b>10,000.00</b> is ava Printing, and Binding service for 2022 Calander Year.
7	IFB No. CSA/RFO/005/2022:Publications of Journal-Business Activity Code: M-7310	From budget line descriptions " Publications Services ", the allocation for this line item is the CSA 2022 l US \$20,000.00 but the Agency aportion US \$10,000.00 for Publications Service ,the CSA intends to ce Publications Service , An accumulated Budget of US\$ <b>10,000.00</b> is available for Publications Service f Calendar Year.
8	IFB No. CSA/RFO/006/2022:Repair and Maintenance of Equipment-Business Activity Code:C-3313	From budget line descriptions "Repairs and Maintenance of TTC Equipment ", the CSA intends to apply p her budget to Repairs and maintain CSA TTC Equipment An accumulated Budget of US\$ <b>7,000.00</b> is e from Repairs and Maintenance of TTC Equipment for 2022 FY.
9	IFB No. CSA/RFO/007/2022:Transport Equipments (Motorcycles) Business Activity Code:G-4540	From budget line descriptions "Transport Equipments (Motorcycles) ", the CSA intends to procure 6 mot field staff in CSA field offices for effective monitoring CSA An accumulated Budget of US\$ <b>6,564.00</b> is from Transport Equipments (motorcycles) for 2022 Calendar Year.

Prepared by:

Name: Yarzawu M. Zaza

Position: Procurement Director

Date: April 29, 2022

Approved by:

Name: Hon. James A. Thompson

Position: Director-General/Chairman Proc. Committee

Date: 04/29/2022

May 13, 2022

May 20, 2022

