



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: 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 C OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZAT ION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTED PAYMENT
PLANNED	1	IFB No. CSA/NCB/001/2022	G-4761	Assorted	32,500.00	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	22,500.00	NCB	17-May-22	23-May-22	30-May-22	06-Jun-22	27-Jun-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	5,000.00	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	5,000.00	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	7,500.00	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	8,000.00	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/001/2022	G-4530	Assorted	12,500.00	RB	23-Feb-22	26-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	10,000.00	RFQ	27-May-22	03-Jun-22	09-Jun-22	16-Jun-22	03-Jul-22	14-Jul-22	16-Jul-22	22-Jun-22	N/A	28-Jun-22	30
ACTUAL																	
Sub-Total					45,500.00												

Prepared by:  Name: Yarzawu M. Zaza
Position: Procurement Director

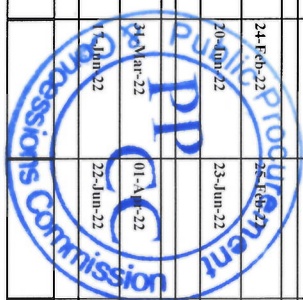
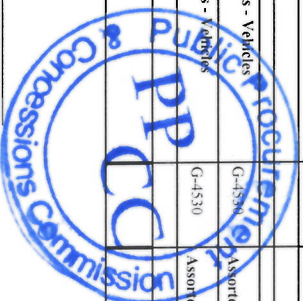
Date: April 29, 2022

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

Date: 04/29/2022


May 13, 2022


May 13, 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 (MOBILIZAT ION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT PAYMENT									
PLANNED	5	IFB No. CSA/RB/002/2022	Petroleum Products- Vehicles	G-4661	5660.8	28,304.00 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	3									
UPDATE		IFB No. CSA/RB/002/2022	Petroleum Products- Vehicles	G-4661	3884	23,304.00 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	N/A	12-Jul-22	30-Dec-									
ACTUAL																										
PLANNED	6	IFB No. CSA/RFO/004/2022	Printing and Binding Service	C-1811	1Firm	10,000.00 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-									
UPDATE		IFB No. CSA/RFO/004/2022	Printing and Binding Service	C-1811	1Firm	10,000.00 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	N/A	08-Jul-22	30-Dec-									
ACTUAL																										
PLANNED	7	IFB No. CSA/RFO/005/2022	Publications of Journals	M-7310	1 Firm	10,000.00 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-									
UPDATE		IFB No. CSA/RFO/005/2022	Publications of Journals	M-7310	1 Firm	10,000.00 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	N/A	25-Jul-22	30-Dec-									
ACTUAL																										
PLANNED	8	IFB No. CSA/RFO/006/2022	Repair and Maintenance ICT Equipment	C-3313	1Firm	7,000.00 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	3									
UPDATE		IFB No. CSA/RFO/006/2022	Repair and Maintenance ICT Equipment	C-3313	1Firm	7,000.00 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	N/A	30-Jun-22	30-Dec-									
ACTUAL																										
PLANNED	9	IFB No. CSA/NCB/003/2022	Transport Equipments (Motorcycles)	G-4540	12	12,000.00 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	3									
UPDATE		IFB No. CSA/RFO/007/2022	Transport Equipments (Motorcycles)	G-4540	4	6,564.00 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	N/A	22-Jul-22	3									
ACTUAL																										
SUB TOTAL						56,868.00																				
GRAND - TOTAL						102,368.00																				

Prepared by:

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Date:

April 29, 2022

Approved by:

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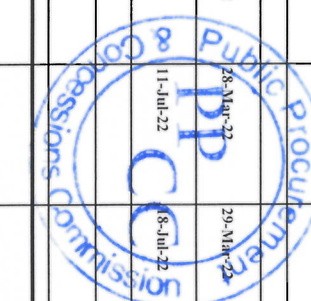
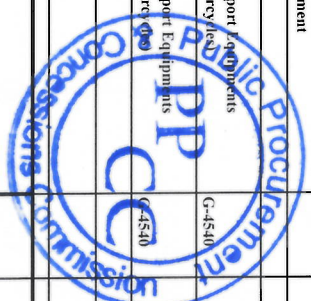
Date:

04/29/2022

Name: Yarzawu M. Zaza
Position: Procurement Director

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

Handwritten 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 US\$22,500.00 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, Perforators-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 US\$ 5,000.00 is available fromVehicle 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 US\$ 8,000.00 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 US\$10,000.00 for Repairs of Vehicle. The CSA intends to Repair all CSA assigned Vehicles as the need arises. An accumulated Budget of US\$ 12,000.00 is available from Repairs of Vehicles 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



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\$ 23,304.00.00 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 apportion US \$10,000.00 for Printing and Binding Ser CSA intends to carry on Printing and Binding Service , An accumulated Budget of US\$ 10,000.00 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 apportion US \$10,000.00 for Publications Service ,the CSA intends to ce Publications Service , An accumulated Budget of US\$ 10,000.00 is available for Publications Service 1 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 ITCE Equipment ", the CSA intends to apply p her budget to Repairs and maintain CSA ITCE Equipment An accumulated Budget of US\$ 7,000.00 is e from Repairs and Maintenance of ITCE 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 moti field staff in CSA field offices for effective monitoring CSA , An accumulated Budget of US\$ 6,564.00 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: May 24, 2022

May 13, 2022

May 20, 2022