



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/073/22

February 8, 2022

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

Dear Hon. Thompson:

Subject: **PROVISIONAL APPROVAL OF THE CIVIL SERVICE AGENCY CORE BUDGET AND SBA PROCUREMENT PLANS FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Civil Service Agency Core Budget, and SBA Procurement Plans for FY 2022 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

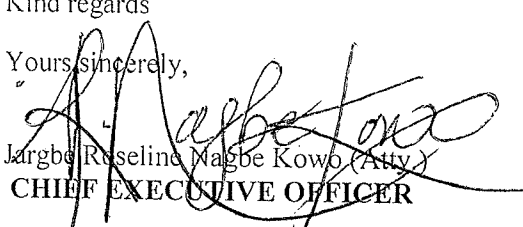
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for CSA's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended six months budget, for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2022.

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

Yours sincerely,


Jargbe Roseline Magbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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



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	19
		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/D RAWINGS	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/001/2022	Stationery	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-Dec-22
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. C SA/RFO/001/2022	Vehicle Rental	N-7710	1 Firm	5,000.00	RFO	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-Dec-22
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. CSA/ RFO/002/2022	Maintenance - Vehicles	G-4520	1 Firm	7,500.00	RFO	01-Feb-22	04-Feb-22	07-Feb-22	10-Feb-22	21-Feb-22	01-Feb-22	24-Feb-22	25-Feb-22	NA	28-Feb-22	30-Dec-22
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. CSA/ RB/001/2022	Spare Parts - Vehicles	G-4530	Assorted	12,500.00	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-Dec-22
UPDATE																		
ACTUAL																		
Sub-Total						57,500.00												

Prepared by: *[Signature]*

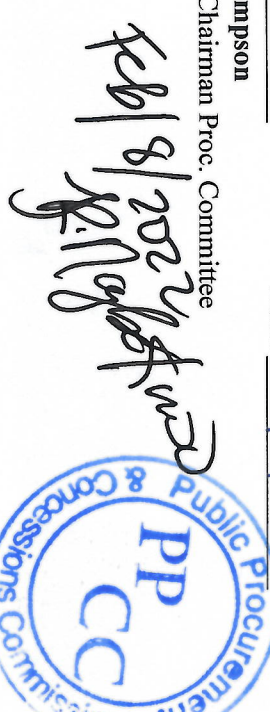
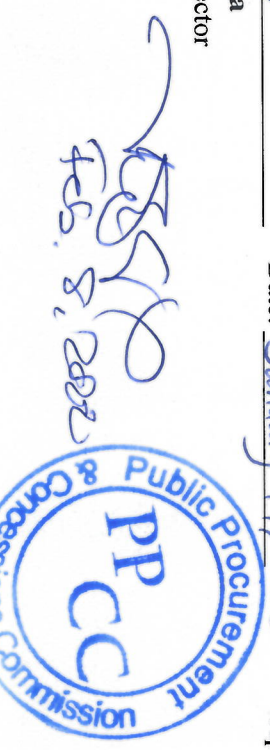
Date: *January 19, 2022*

Approved by: *[Signature]*

Date: *01/16/2022*

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

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





Civil service Agency(CSA)

Procurement Plan (NON- SBA)

Source of Funding : Government of Liberia (GOL)
Calendar Year : 2022



		BASIC DATA										IMPLEMENTATION DATES							
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UPDATE																			
ACTUAL																			
		IFB No. CSA/RFQ/00 3/2022	Printing and Binding Service	C-1811	1 Firm	10,000.00	RFQ	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																			
ACTUAL																			
		IFB No. CSA/RFQ/00 4/2022	Publications Service	J-5813	1 Firm	10,000.00	RFQ	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																			
ACTUAL																			
		IFB No. CSA/RFQ/00 5/2022	Repair and Maintenance ICT Equipment	C-3313	1 Firm	7,000.00	RFQ	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																			
ACTUAL																			
		IFB No. CSA/NCB/00 3/2022	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	30-Dec-22	
SUB TOTAL						39,000.00													
TOTAL																			
ACTUAL																			
GRAND - TOTAL						155,400.00													

Prepared by:

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Date:

January 19, 2022

Approved by:

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Date:

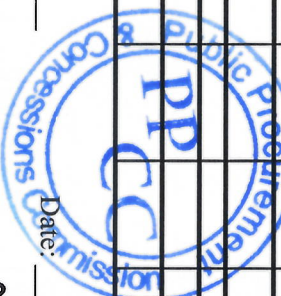
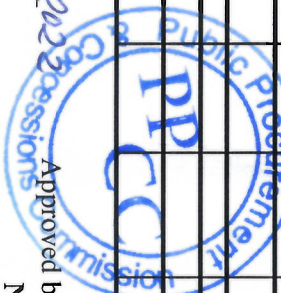
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Name: Yarzawu M. Zaza

Position: Procurement Director

Name: Hon. James A. Thompson

Position: Director-General/Chairman Proc. Committee



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Feb. 8, 2022

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Feb 18 / 2022



Civil service Agency(CSA)

Procurement Plan (NON- SBA)

Source of Funding : Government of Liberia (GOL)

Calendar Year : 2022



Notes to Procurement Plan

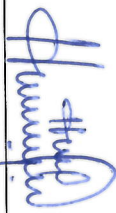
NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/NCB/001/2022- Stationery supply for office use : Business Activity Code: G-4761	From budget line descriptions "Stationery" , the CSA intends to procure assorted stationery materials for Operational use and workshops. An accumulated Budget of US\$32,500.00 is available from Stationery for Calendar Year 2022 . Items to be procured include: A4 sheets-50 cartons, Legal paper-25 cartons, Royal Executive Bond-15 ream, A3 sheets-15 ream, Executive Ball Pens-20 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/RFQ/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 Rental 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/RFQ/001/2022- Maintenance - Vehicle: Business Activity Code: G-4520	From budget line descriptions "Repair and Maintenance -Vehicles " the allocation for this line item is the CSA 2022 budget is US \$20,000.00 but the Agency apportion the amount of US\$7,500.00 for Maintenance of Vehicles , the CSA intends to maintain all CSA assigned Vehicle , An accumulated Budget of US\$ 7,500.00 is available from Maintenance for 2022 Calendar Year.

CSA
8, 2022

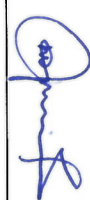
4	IFBNO.CSA/RFQ/001/2022-Spare Parts- Vehicle: Business Activity Code: G-4530	From budget line descriptions "Repair and Maintenance -Vehicles " the allocation for this line item is the CSA 2022 budget is US \$20,000.00 but the Agency aportion the amount of US\$12,500.00 for Repairs of Vehicles , the CSA intends to Repair all CSA assigned Vehicles as the need arises, An accumulated Budget of US\$ 12,500.00 is available from Repairs of Vehicles 2022 Calander Year.
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 Lubricant for Vehicles for all CSA assigned Vehicle , An accumulated Budget of US\$ 28,304.00.00 is available from Fuel and Lubricant for Calendar Year 2022 .
6	IFB No. CSA/NCB/002/2022:Printing and Binding Services-Business Activity Code:C-1811	From budget line descriptions "Printing, Binding and Publication Services " ,the allocation for this line item is the CSA 2022 budget is US \$20,000.00 but the Agency aportion US \$10,000.00 for Printing and Binding Service ,the CSA intends to carry on Printing and Binding Service , An accumulated Budget of US\$ 10,000.00 is available for Printing, and Binding service for 2022 Calander Year.
7	IFB No. CSA/NCB/002/2022:Publications Services-Business Activity Code:C-1811	From budget line descriptions " Publications Services " ,the allocation for this line item is the CSA 2022 budget is US \$20,000.00 but the Agency aportion US \$10,000.00 for Publications Service ,the CSA intends to carry on Publications Service , An accumulated Budget of US\$ 10,000.00 is available for Publications Service for 2022 Calander Year.
8	IFB No. CSA/RFQ/002/2022:Repair and Maintenance ICT Equipment-Business Activity Code:C-3313	From budget line descriptions "Repairs and Maintenance of ITC Equipment " , the CSA intends to apply portion of her budget to Repairs and maintain CSA ITC Equipment An accumulated Budget of US\$ 7,000.00 is available from Repairs and Maintenance of ITC Equipment for 2022 FY.


 Feb. 8, 2022

9	IFB No. CSA/NCB/003/2022:Transport Equipments (Motorcycles)-Business Activity Code:G-4540	From budget line descriptions "Transport Equipments (Motorcycles) ", the CSA intends to procure 12 motorbike for field staff in CSA field offices for effective monitoring CSA , An accumulated Budget of US\$ 12,000.00 is available from Transport Equipments (motorcycles) for 2022 Calendar Year.
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Prepared by: 
Name: Yarzeawu M. Zaza
Position: Procurement Director

Date: January 19, 2022

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

Date: 01/19/2022


FEB-8, 2022