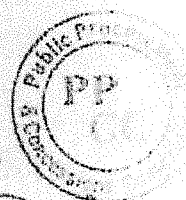


REPUBLIC OF LIBERIA

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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref: PPCC/RL/ED/192/23

September 11, 2023

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

Dear Hon. Thompson:

Subject: RECEIPT AND APPROVAL OF THE CIVIL SERVICE AGENCY (CSA) UPDATED
NON-SBA, SBA PROCUREMENT PLAN FOR FISCAL YEAR 2023.

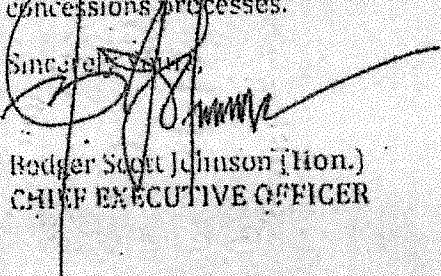
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Civil Service Agency (CSA) Updated Non-SBA, SBA Procurement Plan for Fiscal Year 2023 in accordance with Section 19 (3) of the PPCA, 2010.

The Commission wishes to inform the CSA that its Procurement Plan will be 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 or 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,


Rodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER

Procurement Plan (SDA)

Calendar Year: 2023

[illegible]

22/03/22

Printed by
Nutt, James & Thompson
Printed and Published for the Proprietors, by J. G. & W. G. Smith, 15, Ave-Maria-Lane, London.

02-24-23

Handwritten signature and circular stamp.

22/11/16





Ministry of Economy and Finance
Procurement Plan (SPP)
Source of Funding: Government of Liberia (GOL)
Calendar Year: 2023



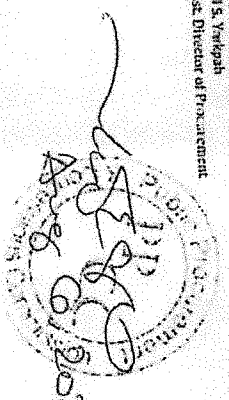
CONTRACT PACKAGES		EXPLANATION/DETAILS	
1	Supply of Electricity (Sole Provider of Electricity in the country); Business Activity Code: D-3510	From the budget line description "Electricity", the CSA anticipates to procure this procurement item. There is a mutual understanding with the Lib. Elec. Co. (LSEC) for the sole provider of Electricity in the country for the year 2023. For the calendar year 2023, the CSA has a budget of US\$7,000,000 for this item.	
2	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 Lib. Water and Sewage Corporation (the sole provider of Water and Sewerage services in the country) for the provision of sewage services for the agency. Payments are made upon submission of invoice by the LWSC. For the Calendar Year 2023, CSA has a budget of US\$1,000,000 for this item.	
3	Consultancy Services- Business Activities Code: P9511	From the budget "Consultancy Services", the Civil Service Agency is close with the regional body of paying all consultants across government ministries and agencies through the national budget. An accumulated budget of US \$2,652,995.00 represent payment of consultancy fees of all Government Ministries and agencies in the Republic of Liberia for accumulated budget. It is captured in the CSA budget but will be used to pay consultants across MFC and the payment process will be fully initiated by MFC.	
4	ITB No. CSA/SBA/RFQ/001/2023-Cleaning Materials-Business Activity Code:G-4773	From the budget line description "Cleaning Materials", the CSA intends to procure several cleaning materials for operational use. An accumulated budget of US\$4,000.00 is available from Cleaning Materials for 2023 FY. Items to be procured include: Antibacterial Liquid Hand Soap 10 cartons, 100% Tissue 20 Dozen, Bleach, 5 Dozen, Floor Wipe 15 Pcs, Air Freshener 8 Dozen, Tide Soap 30 Carton.	
5	ITB No. CSA/RFQ/SBA/002/2023-Air Tickets, Activity Code H-7911	From budget line description "Airline Tickets", the CSA intends to apply portion of the budget for Airline Tickets, which will be used to procure Travel tickets from airlines for foreign travels. The amount was apportioned from Freedom Travel. Means of Travel. An accumulated budget of US\$ 5,000.00 is available from Airline Tickets for 2023 FY.	
6	ITB No. CSA/SBA/RFQ/003/2023-Scratch Cards, Activity Code -15621	From budget line description "Scratch Cards", the CSA intends to apply portion of the budget for Scratch Cards. An accumulated budget of US\$5,000.00 is available from Scratch Cards for 2023 Calendar Year.	

Prepared by: [Signature]
Name: Hilda S. Yankah
Position: Asst. Director of Procurement

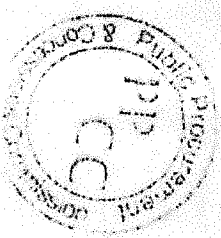
Date: 22/08/23

Approved by: [Signature]
Name: James A. Thompson
Position: Director General/Chairman Proc. Committee

Date: 09/12/23



[Signature]
9/16/23





Civil Service Agency(CSA)
Procurement Plan (NOPS- SPA)
Source of Funding : Government of Liberia (GOL)
Calendar Year : 2023



		BASIC DATA										IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED PROCUREMENT COST (USD) METHOD	TECHNICAL SPEC/PROG/PR AWARDS	FILED OF END DOCUMENT	PC APPROVAL AND DOC/TECH SPECS	BID ATTENTION & RELEASE OF BID DOC	BID SUBMISSION/PRD COMPLIANCE	SIGNATURE OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (AMOUNT/DATE)	DELIVERY INSTRUCTION (SUSTAINMENT CONNECTION)	ACCEPTANCE & FINAL PAYMENT					
1	IPB No. CSA/RFP/001/2023	Stationery	G-4761	Assorted	10,000.00 RFQ	01-Feb-23	06-Feb-23	07-Feb-23	10-Feb-23	20-Feb-23	23-Feb-23	24-Feb-22	27-Feb-23	NA	29-Feb-23	29-Dec-23					
1	IPB No. CSA/RFP/001/2023	Stationery	G-4761	Assorted	10,000.00 RFQ	15-Aug-23	22-Aug-23	29-Aug-23	06-Sep-23	19-Sep-23	26-Sep-23	29-Sep-23	02-Oct-23	NA	11-Oct-23	29-Dec-23					
2	IPB No. CSA/RFP/001/2023	Vehicle Rental	N-7710	1 item	5,000.00 RFQ	01-Mar-23	08-Mar-23	13-Mar-23	15-Mar-23	24-Mar-23	27-Mar-23	28-Mar-23	29-Mar-23	NA	31-Mar-23	29-Dec-23					
2	IPB No. CSA/RFP/001/2023	Vehicle Rental	N-7710	1 item	5,000.00 RFQ	16-Aug-23	23-Aug-23	30-Aug-23	12-Sep-23	20-Sep-23	27-Sep-23	03-Oct-23	11-Oct-23	NA	17-Oct-23	29-Dec-23					
3	IPB No. CSA/RFP/001/2023	Maintenance Vehicles	G-4520	1 item	3,000.00 RFQ	01-Feb-23	06-Feb-23	07-Feb-23	10-Feb-23	20-Feb-23	27-Feb-23	02-Mar-23	08-Mar-23	NA	13-Mar-23	29-Dec-23					
3	IPB No. CSA/RFP/001/2023	Maintenance Vehicles	G-4520	1 item	3,000.00 RFQ	15-Aug-23	22-Aug-23	31-Aug-23	11-Sep-23	21-Sep-23	27-Sep-23	02-Oct-23	13-Oct-23	NA	19-Oct-23	29-Dec-23					
4	IPB No. CSA/RFP/001/2023	Spare Parts - Vehicles	G-4530	1 item	3,000.00 RFQ	01-Feb-23	06-Feb-23	07-Feb-23	10-Feb-23	20-Feb-23	27-Feb-23	02-Mar-23	08-Mar-23	NA	13-Mar-23	29-Dec-23					
4	IPB No. CSA/RFP/001/2023	Spare Parts - Vehicles	G-4530	1 item	3,000.00 RFQ	17-Aug-23	22-Aug-23	28-Aug-23	11-Sep-23	25-Sep-23	03-Oct-23	13-Oct-23	21-Oct-23	NA	29-Oct-23	29-Dec-23					
Sub-Total					21,000.00																

Name: Isobel S. Yankah
Position: Asst Director/Procurement

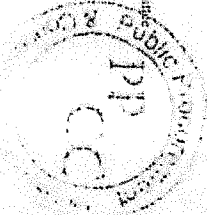
Date: 22/08/23

Approved by:

Name: James A. Thompson
Position: Director/General Management

Date: 29/08/23

2023/08/23
2023/08/23





(L) (H) SERVICE AGENCY (S.A.)
Procurement Plan (S.G.P. - S.H.A.)
Source of Funding : Government of Liberia (GOL)

Calendar Year: 2023



CONTRACT PACKAGE5		EXPLANATION/BREAKDOWN
1	IFB No. CSA/RFQ/001/2023 - Stationery supply for office use : Business Activity Code : G-4761	From budget line descriptions "Stationery", the CSA intends to procure assigned stationery materials for Operational use and workshops. An accumulated budget of US\$10,000.00 is available from Stationery for Calendar Year 2023. Items to be procured include: A4 sheets-50 cartons, Local paper-25 cartons, Royal Executive Bond-15 ream, A3 sheets-15 ream, Executive Ball Pens-20 boxes, Manila folder-6 boxes, Stapler pins-10 boxes, Calculator-5 pieces, Stick on pads-14 boxes, Highlighter-2 boxes, Brown envelope-6 cartons, Stapler-10 pieces, Marker-2 boxes, Box file-5 cartons, Perfumers-20 pieces, Handing folder-3 boxes, USA ink-20 pieces, 35A ink-15 pieces, Computer cartridges, and note pads-5 boxes.
2	IFB No. CSA/RFQ/002/2023 - Vehicle Rental: Business Activity Code: N-7710	From budget line descriptions "Vehicle Rental", the CSA intends to apply portion of her budget for Vehicle Rental, this amount was apportioned from Domestic Travel- Items of Travel, which will be used for vehicle Rental service for field work, workshop, seminars and conferences. An accumulated Budget of US\$ 5,000.00 is available from Vehicle Rental for 2023 FY.
3	IFB No. CSA/RFQ/001/2023 - Maintenance - Vehicle Business Activity Code: G-4530	From budget line descriptions "Repair and Maintenance - Vehicles" the allocation for this line item is the CSA 2023 budget of US \$6,000.00 but the Agency apportion the amount of US\$ 3,000.00 for Maintenance of Vehicles, the CSA intends to maintain all CSA assigned Vehicle. An accumulated Budget of US\$ 3,000.00 is available from Maintenance for 2023 Calendar Year.
4	IFB No. CSA/RFQ/001/2023 - Spare Parts- Vehicle: Business Activity Code: G-4530	From budget line descriptions "Repair and Maintenance - Vehicles", the CSA intends to procure fuel and lubricant for Vehicles for all CSA assigned Vehicle. An accumulated Budget of US\$ 3,000.00 is available from Maintenance for 2023 Calendar Year.
5	IFB No. CSA/RFQ/002/2023 - 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\$ 8,000.00 is available from Fuel and Lubricant for Calendar Year 2023.
6	IFB No. CSA/RFQ/002/2023- Repair and Maintenance ICT Equipment: Business Activity Code: C-3313	From budget line descriptions "Repairs and Maintenance of ICT Equipment", the CSA intends to apply portion of her budget to Repairs and maintain CSA ICT Equipment. An accumulated Budget of US\$ 2,250.00 is available from Repairs and Maintenance of ICT Equipment for 2023 FY.
7	IFB No. CSA/SS/001/2023-Internet Provider service: Business Activity Code : J-6110	From budget line descriptions "Internet Provider Service", the CSA intends to apply portion of her budget for Internet Provider service. An accumulated Budget of US\$ 6,400.00 is available from Internet Provider service for 2023 FY. This service is usually carried out by GOL Institution LIBTEL CO
8	IFB No. CSA/SS/001/2022 - Office Building Lease (Continuation of Office Building lease agreement): Business Activity Code: L-6010	From the budget line description "Office Build Rental and Lease", the CSA anticipates to procure this procurement item. There are mutual understanding with the following lessors in continuation of Building lease agreements (Kamen Dayong & Jackie Sogah, Prince Moye and Pape Sogah) for the CSA office in various locations: USD \$10,500.00 per year, 3 Onyima Regional Office- USD\$9,000.00 and 4 Zvezdu Regional Office- USD\$3,500.00. Grand Total: USD \$6,000.00 annually. For this Calendar 2023, the CSA has a total budget of US\$18,500.00 for this

Prepared by

Name: Tadeo S. Yankah
Position: Asst. Director of Procurement

Date: 22/06/23

Approved by

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

Date: 29/06/23

11/2
22/06/23
4-8-6, 2023

9/10/23

11/2