



Civil service Agency(CSA)
Procurement Plan (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										IMPLEMENTATION DATES				
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD) METHOD	TECHNICAL SPECS/BOQ/DR AMINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BILC 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/SBA/RFQ/001/2022	Scratch Cards	1-6190	1894.4 pieces	9,472.00 RFQ	02-May-22	13-May-22	20-May-22	27-May-22	21-Jun-22	30-Jun-22	11-Jul-22	20-Jul-22	N/A	25-Jul-22	30-Dec-22
UPDATE																	
ACTUAL																	
UPDATE	2	IFB No. CSA/SBA/RFQ/002/2022	Cleaning Materials	G-4773	Assorted	10,000.00 RFQ	08-Feb-22	15-Feb-22	18-Feb-22	21-Feb-22	07-Mar-22	10-Mar-22	14-Mar-22	18-Mar-22	NA	21-Mar-22	30-Dec-22
UPDATE																	
UPDATE		IFB No. CSA/SBA/RFQ/002/2022	Cleaning Materials	G-4773	Assorted	8,000.00 RFQ	02-May-22	13-May-22	20-May-22	27-May-22	21-Jun-22	30-Jun-22	11-Jul-22	20-Jul-22	N/A	25-Jul-22	30-Dec-22
ACTUAL																	
PLANNED	3	IFBNO.CSA/SBA/SS/001/2022	Office Building Rental	L-6810	2Buildings	12,500.00 SS	NA	08-Feb-22	10-Feb-22	NA	NA	15-Feb-22	21-Feb-22	25-Feb-22	NA	NA	30-Dec-22
UPDATE																	
UPDATE		IFBNO.CSA/SBA/SS/001/2022	Office Building Rental	L-6810	2buildings	12,500.00 SS	N/A	N/A	NA	NA	NA	19-May-22	24-May-22	31-May-22	N/A	N/A	30-Dec-22
ACTUAL																	
PLANNED	4	IFBNO.CSA/RFQ/SBA/003/2022	Air-Tickets	N-7911	1Firm	7,000.00 RFQ	01-Feb-22	04-Feb-22	08-Feb-22	10-Feb-22	23-Feb-22	28-Feb-22	02-Mar-22	04-Mar-22	N/A	07-Mar-22	30-Dec-22
UPDATE																	
UPDATE		IFBNO.CSA/RFQ/SBA/003/2022	Air-Tickets	N-7911	1Firm	7,000.00 RFQ	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-22
ACTUAL																	
PLANNED	5	IFBNO.CSA/SBA/SS/002/2022	Internet Provider service	1-6120	1Firm	6,400.00 RFQ	21-Jan-22	25-Jan-22	27-Jan-22	10-Feb-22	28-Feb-22	04-Mar-22	09-Mar-22	11-Mar-22	NA	14-Mar-22	30-Dec-22
UPDATE																	
UPDATE		IFBNO.CSA/SBA/SS/002/2022	Internet Provider service	1-6120	1Firm	16,500.00 RB	27-May-22	03-Jun-22	09-Jun-22	16-Jun-22	30-Jun-22	08-Jul-22	15-Jul-22	25-Jul-22	N/A	29-Jul-22	30-Dec-22
ACTUAL																	
GRAND TOTAL						53,272.00											

Prepared by:

Date: April 29, 2022

Approved by:

Date: 04/29/2022

Name: Yarzawu M. Zaza
Position: Principal Procurement Officer

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

May 13, 2022

May 14, 2022



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Notes to SBA Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
5	IFB No. CSA/SBA/RFQ/003/2022-Scratch Cards -Business Activity Code: J-6190	From budget line descriptions "Scratch Cards ", the CSA intends to apply portion of her budget for Scratch Cards An accumulated Budget of US\$ 9,474.00 is available from Scratch Cards for 2022 Calendar Year
6	IFB No. CSA/SBA/RFQ/004/2022-Cleaning Materials-Business Activity Code:G-4773	From the budget line descriptions " Cleaning Materials" the CSA intends to procure assorted cleaning materials for operational use. An accumulated Budget of US\$8,000.00 is available from Cleaning Materials for 2022 FY . Items to be procured include: Antibacterial Liquid Hand wash 10 cartons, Lovely Tissue 20 Dozen, Bloom, 5 Dozen, Floor Mop 15 Pcs Air Freshener 8 Dozen, Tide Soap 30 Carton.
7	IFBNO.CSA/SBA/NCB/004/2022-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\$ 16, 300.00 is available from Internet Provider service for 2022 FY.
8	IFBNO.CSA/RFQ/SBA/003/2022-Air-Tickets Activity Code N-7911	From budget line descriptions " Airline -Tickets " , the CSA intends to apply portion of her budget for Airline Tickets , which will be used to procure Travel Tickets from airlines for foreign travels. this amount was apportion from Foreign Travel- Means of Travel An accumulated Budget of US\$ 7,000.00 is available from Airline -Tickets for 2022 FY.
9	Telecommunication, Internet, Postage and courier (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 services through a mutual understanding with the Liberia Telecommunication Corporation (the sole provider of fib cable subscription in the country) through MFDP for the supply of internet service to CSA. For this 2022 F The CSA has a budget of US\$60,000.00 for Internet Services.

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