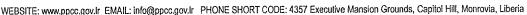


### REPUBLIC OF LIBERIA

### PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

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 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.

Bodger Scott Johnson (Hon.)

CHIÉF EXECUTIVE OFFICER



# Civil service Agency(CSA) Procurement Plan (SBA-) Source of Funding: Government of Liberia (GOL) Calendar Year: 2023

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	_	3		BASIC DATA									CHARLES OF THE PARTY OF			
	ITEM NO.	PACKAGE NUMBER CONTRACT	CONTRACT	Business Activity Code	QTY	ESTIMATED PROCUREM COST (USD) T METHOD	罗	TECHNICAL SPECS/BOQ/DRAW INGS	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATION & BID RELEASE OF BID SUB	MISSION/P	BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATI
		IFB No.	Cleaning	G-4773	Assorted	4,000.00 RFQ	RFQ	08-Feb-23	15-Feb-23	17-Feb-23	20-Feb-23	27-Feb-23	06-Mar-23	06-Mar-23	13-Mar-23	NA
PLANNED	1	1/2023	Materials												3	,
D ATC		IFB No.	Cleaning	G-4773	Assorted	4,000.00 RFQ	RFQ	17-Aug-23	23-Aug-23	30-Aug-23	12-Sep-23	20-Sep-23	27-Sep-23	03-Oct-23	11-Oct-23	NA
OPDATE	ŀ	1/2023	Materials													
ACTUAL																
		IERNO CSA/REO/S					BEO	01-Mar-23	06-Mar-23	10-Mar-23	14-Mar-23	20-Mar-23	23-Mar-23	27-Mar-23	29-Mar-23	N/A
PLANNED	2	BA/002/2023	Air-Tickets	N-7911	Trirm	3,000.00	2					,	3-6-33	02 04 23	13-Oct-23	Z
IPDATE	2	IFBNO.CSA/RFQ/S	Air-Tickets	N-7911	1Firm	5,000.00 RFQ	RFQ	15-Aug-23	22-Aug-23	31-Aug-23	11-Sep-23	21-Sep-23	25-Sep-23	02-061-23	13-04-23	
		DH/002/2023														
ACTUAL																
PLANNED	ω	IFBNO.CSA/SBA/R FO/003/2023	Scratch	15621	1 Firm	5,000.00 RFQ	RFQ	03-Feb-23	07-Feb-23	10-Feb-23	13-Feb-23	21-Feb-23	22-Feb-23	27-Feb-23	03-Mar-23	N A
			Cards									2. 6. 23	13 Oct 23	18-Oct-23	23-Oct-23	NA
IJPDATF	ω	IFBNO.CSA/SBA/R Scratch	Scratch	15621	1 Firm	5,000.00 RFQ	RFQ	18-Aug-23	22-Aug-23	29-Aug-23	13-Sep-23	22-Sep-22	10-000-20	10 000 20		
0.00		FQ/003/2023	Carus													
ACTUAL																
GRAND-						14,000.00										
TOTAL																

Prepared by: \_

Name: Tisdell S. Yarkpah
Position: Asst. Director of Procurement

Approved by:\_

Name: James A. Thompson

Position: Director-General//Chairman Proc. Committee

Date: \_





Civil service Agency(CSA)

Procurement Plan (SBA-)

Source of Funding: Government of Liberia (GOL)

Calendar Year: 2023

	Calcillati toat . 1925	
	Notes to SBA	Notes to SBA Procurement Plan
NO.		EXPLANATION/BREAKDOWN
1	): Business Activity Code: D-3510	From the budget line description "Electricity", the CSA anticipates to procure this procurented the Liberia Electricity Corporation (the sole provider of Electricity in the country) for the supply of Electric upon submission of an invoice by the LEC. For this Calendar year 2023, the CSA has a budget of <b>US\$7</b> ,
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 understanding with the Liberia Water and Sewage Corporation (the sole provider of Water and Sewerag provision of sewage services for the agency. Payments are made upon submission of invoice by the LWS CSA has a budget of US\$1,000.00 for this item.
ω	Consultancy Services- Business Activities Code: P9511	From the budget "Consultancy Services" the civil Service Agency is close with the responsibility of paying ministries and agencies through the nationla budget. An accumulated budget of <b>US \$2,652,995.00</b> reported in the Property of all Government line Ministries and agencies in the Republic of Liberia for specialized Needs. It is captured to pay consultants across MACs and the payment process will be fully initiated by MFDP.
4	IFB No. CSA/SBA/RFQ/001/2023-Cleaning Materials-Business Activity Code:G-4773	From the budget line descriptions "Cleaning Materials" the CSA intends to procure assorted cleaning materials budget of <b>US\$4,000.00 is</b> available from Cleaning Materials for 2023 FY . Items to be produced budget of <b>US\$4,000.00 is</b> available from Cleaning Materials for 2023 FY . Items to be produced budget of <b>US\$4,000.00 is</b> available from Cleaning Materials for 2023 FY . Items to be produced budget of the state of
5	IFBNO.CSA/RFQ/SBA/002/2023-Air-Tickets, Activity Code N-7911	From budget line descriptions "Airline -Tickets", the CSA intends to apply portion of her budget for the procure Travel tickes from airlines for foreign travels. this amount was aportion from Froeign Travels.  Budget of <b>US\$ 5,000.00</b> is available from Airline -Tickets for 2023 I
6	IFBNO.CSA/SBA/RFQ/003/2023-Scratch Cards, Activity Code -15621	From budget line descriptions "Scratch Cards", the CSA intends to apply portion of her budget for Scrot US\$5,000.00 is available from Scratch Cards for 2023 Calendar Year.
ľ	1+51 Date: 22/08/22	Approved by: Date: _



Uns Com

Prepared by:\_

Name: Tisdell S. Yarkpah
Position: Asst. Director of Procurement





# Civil service Agency(CSA) Procurement Plan (NON-SBA)

Source of Funding: Government of Liberia (GOL)

Calendar Year: 2023

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	2	3	4	5	6	//	œ	2	OT	11			CAPATATION DATE			
				BASIC DATA	Þ							IMP	IMPLEMENTATION DATES			
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED PROCUREMEN COST (USD) T METHOD	2	TECHNICAL SPECS/BOQ/DR AWINGS	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 A AWARD & P SIGNING (I	ADVA PAYM (MOB
PLANNED	-	IFB No. CSA/RFO/001/2023 Stationery	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	
UPDATE	-	IFB No. Stationery	Stationery	G-4761	Assorted	10,000.00	RFQ	15-Aug-23	22-Aug-23	29-Aug-23	08-Sep-23	19-Sep-23	26-Sep-23	29-Sep-23	03-Oct-23	
ACTUAL																
ANNED	2	IFBNo.CSA/RFQ/0 02/2023	Vehicle Rental	N-7710	1Firm	5,000.00 RFQ	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	
UPDATE	2	IFBNo.CSA/RFQ/0 02/2023	Vehicle Rental	N-7710	1Firm	5,000.00 RFQ	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	
ACTUAL																
PLANNED	3	IFBNO.CSA/RFQ/0 Maintenance 03/2023 Vehicles	Maintenance Vehicles	G-4520	1Firm	3,000.00 RFQ	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	
UPDATE	3	IFBNO.CSA/RFQ/0 Maintenance 03/2023 Vehicles	Maintenance Vehicles	G-4520	1Firm	3,000.00 RFQ	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	
ACTUAL			2													
PLANNED	4	IFBNO.CSA/RFQ/0 Spare Parts - 04/2023 Vehicles	Spare Parts - Vehicles	G-4530	1Firm	3,000.00 RFQ	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	
UPDATE	4	IFBNO.CSA/RFQ/0 Spare Parts 04/2023 Vehicles	Spare Parts - Vehicles	G-4530	1Firm	3,000.00 RFQ	RFQ	17-Aug-23	22-Aug-23	30-Aug-23	13-Sep-23	25-Sep-23	13-Oct-23	18-Oct-23	23-Oct-23	
ACTUAL																
Sub-Total		5	9			21,000.00					1					

Prepared by:

Position: Asst. Director of Procurement

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Approved by: \_

Position: Director-General/Chairman Proc. Committee Second Second



### Civil service Agency(CSA)

Procurement Plan ( NON- SBA ) Source of Funding: Government of Liberia (GOL)

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	Prepared by:	GRAND -	SUB TOTAL	ACTUAL	UPDATE	ACTUAL PLANNED	UPDATE	ACTUAL PLANNED	UPDATE	PLANNED	TUAL	UPDATE	PLANNED	
Name: Ti	+				8	8	7	7	6	6		υ	S	ITEM NO.
Name: Tisdell S. Yarkpah Position: Asst. Director of Procurement	, , , , , , , , , , , , , , , , , , ,	0			IFBNO.CSA/SS/002 Office Building /2023	IFBNO.CSA/SS/002 Office Building /2023 Rental	1FBNO.CSA/SS/001 Provider /2023 service	IFBNO.CSA/SS/001 /2023	IFB No. CSA/RFQ/006/2023	IFB No. CSA/RFQ/006/2023		IFB No. CSA/RFQ/005/2023	IFB No. CSA/RFQ/005/2023	PACKAGE NUMBER (CODE)
emento	8 A	(30/1			Office Buildin Rental	Office Buildin	Provider service	Internet Provider	Maintenance	Maintenance ICT Equipment		Petroleum Products- Vehicles	Petroleum Products- Vehicles	CONTRACT PACKAGE
	7	Ĭ	Procu		g L-6810	L-6810	J-6120	J-6120	C-3313	C-3313		G-4661	G-4661	Business Activity Code (s)
	1	13			3Buildings	3Buildings	1 Firm	1 Firm	1Firm	1Firm		1Firm	1Firm	QTY
36	Date:	56,159.00	35,159.00		18,500.00	18,500.00	6,400.00	6,400.00	2,259.00	2,259.00		8,000.00	8,000.00	ESTIMATED COST (USD)
	-7/80H	0	7		SS	SS	SS	SS	RFQ	RFQ		RFQ	RFQ	ESTIMATED PROCUREME COST (USD) NT METHOD
8					NA	NA	16-Aug-23	03-Feb-23	14-Aug-23	08-Feb-23		15-Aug-23	01-Feb-23	TECHNICAL SPECS/BOQ/D RAWINGS
D. A. Mark		-	1		15-Aug-23	08-Feb-23	21-Aug-23	07-Feb-23	21-Aug-23	10-Feb-23		22-Aug-23	07-Feb-23	PREP. OF BID DOCUMENT
28/1	Approved by: _				18-Aug-23	10-Feb-23	25-Aug-23	10-Feb-23	29-Aug-23	14-Feb-23		31-Aug-23	13-Feb-23	PC APPROVAL - BID DOC/TECH SPECS
Position: D	Name: Jam	4			NA A	NA	06-Sep-23	13-Feb-23	08-Sep-23	16-Feb-23		11-Sep-23	17-Feb-23	INVITATION & RELEASE OF BID DOC
irector-General/Cl1a	Name: James A. Thompson	***			NA	NA	21-Sep-23	21-Feb-23	20-Sep-23	23-Feb-23		21-Sep-23	23-Feb-23	BID SUBMISSION/PUB LIC OPENING
Position: Director-General/Chairman Proc. Committee					06-Sep-23	15-Feb-23	29-Sep-23	72-Feb-23	28-Sep-23	25-Feb-23		27-Sep-23	28-Feb-23	SUBMISSION OF BID EVALUATION REPORT
Sono s	F		110 0		14-Sep-23	21-Feb-23	02-000-20	27-Feb-23	04-Oct-23	28-Feb-23		02-Oct-23	07-Mar-23	
		1	ocurs.		19-Sep-23	25-Feb-23	11-00120	03-Mar-23	12-Oct-23	01-Mar-23		13-Oct-23	10-Mar-23	CONTRACT AWARD & SIGNING
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### Civil service Agency(CSA)

Procurement Plan ( NON- SBA )

Source of Funding: Government of Liberia (GOL)



	ω	7	6	5	4	ω	2	<u> -</u>	No.	
	FBNO.CSA/SS/001/2022 - Office Building Lease (Continuation of Office Building Lease agreement): Business Activity Code: L-6810	IFBNO.CSA/SS/001/2023-Internet Provider service-Business Activity Code : J-6110	IFB No. CSA/RFQ/002/2022:Repair and Maintenance ICT Equipment-Business Activity Code:C-3313	IFB No. CSA/RFQ/002/2023-Fuel and Lubricant Vehicles-Business Activity Code:C-1920	IFBNO.CSA/RFQ/001/2023-Spare Parts- Vehicle: Business Activity Code: G-4530	IFBNO.CSA/RFQ/001/2023- Maintenance - Vehicle: Business Activity Code: G-4520	IFBNo.CSA/RFQ/002/2023 - Vehicle Rental: Business Activity Code: N-7710	IFB No. CSA/RFQ/001/2023 - Stationery supply for office use : Business Activity Code: G-4761	CONTRACT PACKAGES	Calendar Year: 2023
)	understandings with the following Lessors in continuation of Building lease agreements (Yamen Day understandings with the following Lessors in continuation of Building lease agreements (Yamen Day understandings with the following Lessors in continuation of Building lease agreements (Yamen Day understanding lease agreements) and the Paye Dowah) for the CSA offices in various location: USD \$18,500.00 per year; 3. Gbarnga Regional Office- USD\$3,500.00, Grand Bassa office - US\$ 6,000.00 annually. For this Calendar 2 US\$18,500.00 for this.	From budget line descriptions "Internet Provider Service", the CSA interiors to apply portions.  An accumulated Budget of US\$ <b>6,400.00</b> is available from Internet Provider service for 2023 FY. This institution LIBTELCO.  Institution LIBTELCO.	From budget line descriptions "Repairs and Maintenance of IIC Equipment , the CSA interior of Parameters and maintain CSA ITC Equipment An accumulated Budget of US\$ <b>2,259.00</b> is available from Repair for 2023 FY.	From budget line descriptions "Fuel and Lubricant Vehicles", the CSA intends to procure tuel and Lubric assigned Vehicle, An accumulated Budget of US\$ 8,000.00 is available from Fuel and Lubric	From budget line descriptions "Repair and Maintellaine "Verlices" in Colors to but the Agency aportion the amount of US\$3,000.00 for Maintenance of Vehicles , the CSA intends to but the Agency aportion the amount of US\$3,000.00 is available from Maintenance for 202  An accumulated Budget of US\$ 3,000.00 is available from Maintenance for 202	but the Agency aportion the amount of US\$3,000.00 for Maintenance of Vehicles , the CSA intends to but the Agency aportion the amount of US\$3,000.00 for Maintenance of Vehicles , the CSA intends to but the Agency aportion the amount of US\$3,000.00 is available from Maintenance for 202.  An accumulated Budget of US\$3,000.00 is available from Maintenance for 202.	Fronti bruget little descriptions ("Renair and Maintenance -Vehicles" the allocation for this line item is:	An accumulated Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to An accumulated Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to An accumulated Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to An accumulated Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to An accumulated Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget of <b>US\$10,000.00</b> is available from Stationery for Calendar Year 2023. Items to Accumulate Budget For Venture	the CSA intends to procure assorted stationery materials f	EXPLANATION/BREAKDOWN

Prepared by:

Position: Asst. Director of Procurement

Name: Tisdell S. Yarkpah

Aublic Procure

Approved by:

Position: Director-General/Chairman Proc. Committee

Septimo Summit

Name: James A. Thompson