

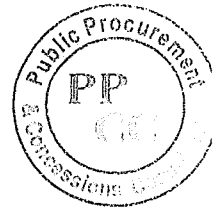


REPUBLIC OF LIBERIA

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.**

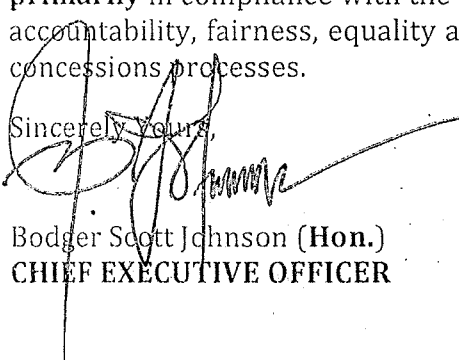
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Civil Service Agency (CSA) Updated Non-SBA, SBA Procurement Plan for Fiscal Year 2023 in accordance with **Section 40 (3)** of the PPCA, 2010.

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,


Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER



Civil service Agency(CSA)

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

Calendar Year : 2023

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|-----------------|--------------------------|-------------------------------------|----------------------------------|--------|-------------------------|-----------------------|-------------------------------------|--------------------------|--|---|---|--|---|--------------------------------|-----------------------------------|
| | | BASIC DATA | | | | | | IMPLEMENTATION DATES | | | | | | | |
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Activity Code (s) | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQ/DRAW INGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | SUBMISSION & BID SUBMISSION/P UBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATI |
| PLANNED | 1 | IFB No. CSA/SBA/RFQ/00 1/2023 | Cleaning Materials | G-4773 | Assorted | 4,000.00 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 |
| UPDATE | 1 | IFB No. CSA/SBA/RFQ/00 1/2023 | Cleaning Materials | G-4773 | Assorted | 4,000.00 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 |
| ACTUAL | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFBNO.CSA/RFQ/S BA/002/2023 | Air-Tickets | N-7911 | 1Firm | 5,000.00 RFQ | 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 |
| UPDATE | 2 | IFBNO.CSA/RFQ/S BA/002/2023 | Air-Tickets | N-7911 | 1Firm | 5,000.00 RFQ | 15-Aug-23 | 22-Aug-23 | 31-Aug-23 | 11-Sep-23 | 21-Sep-23 | 25-Sep-23 | 02-Oct-23 | 13-Oct-23 | NA |
| ACTUAL | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFBNO.CSA/SBA/R FQ/003/2023 | Scratch Cards | 15621 | 1 Firm | 5,000.00 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 | NA |
| UPDATE | 3 | IFBNO.CSA/SBA/R FQ/003/2023 | Scratch Cards | 15621 | 1 Firm | 5,000.00 RFQ | 18-Aug-23 | 22-Aug-23 | 29-Aug-23 | 13-Sep-23 | 25-Sep-23 | 13-Oct-23 | 18-Oct-23 | 23-Oct-23 | NA |
| ACTUAL | | | | | | | | | | | | | | | |
| GRAND- TOTAL | | | | | | 14,000.00 | | | | | | | | | |

Prepared by:

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

Date: 22/08/23

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

Notes to SBA Procurement Plan

| NO. | CONTRACT PACKAGES | EXPLANATION/BREAKDOWN |
|-----|---|--|
| 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. The Liberia Electricity Corporation (the sole provider of Electricity in the country) for the supply of Electricity upon submission of an invoice by the LEC. For this Calendar year 2023, the CSA has a budget of US\$7,000.00 . |
| 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 Sewerage 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. |
| 3 | 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 national budget. An accumulated budget of US \$2,652,995.00 is used 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 accumulated Budget of US\$4,000.00 is available from Cleaning Materials for 2023 FY. Items to be purchased include: Hand wash 10 cartons, Lovely Tissue 20 Dozen, Bloom, 5 Dozen, Floor Mop 15 Pcs Air Freshener 8 Dozen. |
| 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 foreign travel procure Travel tickets from airlines for foreign travels. this amount was apportioned from Foreign Travel Budget of US\$ 5,000.00 is available from Airline -Tickets for 2023 FY. |
| 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 scratch cards. A budget of US\$5,000.00 is available from Scratch Cards for 2023 Calendar Year. |

Prepared by: [Signature]
Name: Tisdell S. Yarkpah
Position: Asst. Director of Procurement

Date: 22/08/23

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

Date: _____



9/16/23





Civil service Agency(CSA)

Procurement Plan (NON-SBA)

Source of Funding : Government of Liberia (GOL)

Calendar Year : 2023

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------|--------------------------|-----------------------------|----------------------------------|--------|-------------------------|-----------------------|-------------------------------------|--------------------------|--|--|--------------------------------------|---|---|--------------------------------|----------------------|
| BASIC DATA | | | | | | | | IMPLEMENTATION DATES | | | | | | | |
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Activity Code (s) | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | 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 AWARD & SIGNING | ADVA PAYM (MOB |
| PLANNED | 1 | IFB No. CSA/RFQ/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 |
| UPDATE | 1 | IFB No. CSA/RFQ/001/2023 | 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 | IFirm | 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 |
| UPDATE | 2 | IFBNo.CSA/RFQ/0 02/2023 | Vehicle Rental | N-7710 | IFirm | 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 |
| ACTUAL | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFBNO.CSA/RFQ/0 03/2023 | Maintenance Vehicles | G-4520 | IFirm | 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 |
| UPDATE | 3 | IFBNO.CSA/RFQ/0 03/2023 | Maintenance Vehicles | G-4520 | IFirm | 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 |
| ACTUAL | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFBNO.CSA/RFQ/0 04/2023 | Spare Parts - Vehicles | G-4530 | IFirm | 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 |
| UPDATE | 4 | IFBNO.CSA/RFQ/0 04/2023 | Spare Parts - Vehicles | G-4530 | IFirm | 3,000.00 | 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 | | | | | | 21,000.00 | | | | | | | | | |

Prepared by:

Name: Tisdell S. Yarkpah

Position: Asst. Director of Procurement

Date:

22/08/23

Approved by:

Name: James A. Thompson

Position: Director-General/Chairman Proc. Committee





Civil service Agency(CSA)
Procurement Plan (NON- SBA)
Source of Funding : Government of Liberia (GOL)

| BASIC DATA | | | | | | | | | | IMPLEMENTATION DATES | | | | | | |
|------------------|--------------------------|-----------------------------|------------------------------------|--------|-------------------------|-----------------------|-------------------------------------|--------------------------|--|--|--------------------------------------|---|---|--------------------------------|-----------------------|--|
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Activity Code (s) | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQ/D RAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION/PUB LIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVA PAYM (MOE) | |
| PLANNED | 5 | IFB No. CSA/RFO/005/2023 | Petroleum Products- Vehicles | G-4661 | 1Firm | 8,000.00 | RFQ | 01-Feb-23 | 07-Feb-23 | 13-Feb-23 | 17-Feb-23 | 23-Feb-23 | 28-Feb-23 | 07-Mar-23 | 10-Mar-23 | |
| UPDATE | 5 | IFB No. CSA/RFO/005/2023 | Petroleum Products- Vehicles | G-4661 | 1Firm | 8,000.00 | 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 | |
| ACTUAL | | | | | | | | | | | | | | | | |
| PLANNED | 6 | IFB No. CSA/RFO/006/2023 | Maintenance ICT Equipment | C-3313 | 1Firm | 2,259.00 | RFQ | 08-Feb-23 | 10-Feb-23 | 14-Feb-23 | 16-Feb-23 | 23-Feb-23 | 25-Feb-23 | 28-Feb-23 | 01-Mar-23 | |
| UPDATE | 6 | IFB No. CSA/RFO/006/2023 | Maintenance | C-3313 | 1Firm | 2,259.00 | RFQ | 14-Aug-23 | 21-Aug-23 | 29-Aug-23 | 08-Sep-23 | 20-Sep-23 | 28-Sep-23 | 04-Oct-23 | 12-Oct-23 | |
| ACTUAL | | IFBNO.CSA/SS/001 | Internet Provider | J-6120 | 1 Firm | 6,400.00 | SS | 03-Feb-23 | 07-Feb-23 | 10-Feb-23 | 13-Feb-23 | 21-Feb-23 | 22-Feb-23 | 27-Feb-23 | 03-Mar-23 | |
| UPDATE | 7 | IFBNO.CSA/SS/001 | Provider service | J-6120 | 1 Firm | 6,400.00 | SS | 16-Aug-23 | 21-Aug-23 | 25-Aug-23 | 06-Sep-23 | 21-Sep-23 | 29-Sep-23 | 02-Oct-23 | 11-Oct-23 | |
| ACTUAL | | IFBNO.CSA/SS/002 | Office Building Rental | L-6810 | 3Buildings | 18,500.00 | SS | NA | 08-Feb-23 | 10-Feb-23 | NA | NA | 15-Feb-23 | 21-Feb-23 | 25-Feb-23 | |
| UPDATE | 8 | IFBNO.CSA/SS/002 | Office Building Rental | L-6810 | 3Buildings | 18,500.00 | SS | NA | 15-Aug-23 | 18-Aug-23 | NA | NA | 06-Sep-23 | 14-Sep-23 | 19-Sep-23 | |
| ACTUAL | | | | | | | | | | | | | | | | |
| SUB TOTAL | | | | | 35,159.00 | | | | | | | | | | | |
| GRAND - TOTAL | | | | | 56,159.00 | | | | | | | | | | | |

Prepared by:

Handwritten signature

Date: 22/08/23

Approved by:

Handwritten signature

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

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

