



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	19	
		BASIC DATA						IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	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/SBA/NC B/001/2022	Event Catering Service		15621 Firm	23,000.00	NCB	18-Feb-22	25-Feb-22	28-Feb-22	14-Mar-22	28-Mar-22	01-Apr-22	11-Apr-22	14-Apr-22	NA	18-Apr-22	30-Dec-22	
UPDATE																			
ACTUAL																			
	2	IFB No. CSA/SBA/RF Q/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																			
ACTUAL																			
PLANNED	3	IFBNO. CSA/ SBA/SS/001/2 022	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																			
ACTUAL																			
		IFBNO. CSA/ RF Q/ SBA/003/2 022	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																			
ACTUAL																			
PLANNED	5	IFBNO. CSA/ SBA/SS/002/2 022	Internet Provider Service	J-6120	1 Firm	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																			
ACTUAL																			
SUB TOTAL						58,900.00													

Prepared by:

[Signature]

Date:

January 19, 2022

Approved by:

[Signature]

Date:

01/19/2022

Name: Varzeawu M. Zaza

Position: Principal Procurement Officer

Name: Hon. James A. Thompson

Position: Director-General//Chairman Proc. Committee

[Signature]
Feb 8, 2022



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Notes to SBA Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFBNO.CSA/SBA/SS/001/2022 - Office Building Lease (Continuation of Office Building Lease agreement): Business Activity Code: L-6810	From the budget line description "Office Build. Rental and Lease", the CSA anticipates to procure this procurement item. There are mutual understandings with the following Lessors in continuation of Building lease agreements (Yamen Dayoub & Jackie Sayegh, Prince Moye and Paye Dowah) for the CSA offices in various location: USD \$12,500.00 per year; 3. Gbarnga Regional Office- USD\$9,000.00 and 4. Zwedru Regional Office- USD\$3,500.00 annually. For this Calendar 2022, the CSA has a total budget of US\$12,500.00 for this
2	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 Liberia Electricity Corporation (the sole provider of Electricity in the country) for the supply of Electricity to CSA. Payments are made upon submission of an invoice by the LEC. For this Calendar year 2022, the CSA has a budget of US\$7,000.00 for this item.
3	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 Liberia Water and Sewage Corporation (the sole provider of Water and Sewerage services in the country) for provision of sewage services for the agency. Payments are made upon submission of invoice by the LWSC. For the Calendar Year 2022, CSA has a budget of US\$3,000.00 for this item
4	Consultancy Services- Business Activities Code: P9511	From the budget "Consultancy Services" the civil Service Agency is close with the responsibility of paying all consultants across government ministries and agencies through the national budget. An accumulated budget of US \$320,700.00 represent payment of consultancy fees of all Government line Ministries and agencies in the Republic of Liberia for specialized Needs. It is captured in the CSA budget but will be used to pay consultants across MACs and the payment process will be fully initiated by MEDP.

CSA
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5	IFB No. CSA/SBA/RFQ/003/2022-Event Catering Service-Business Activity Code:15621	From budget line descriptions "Event and Catering Service ", the CSA intends to apply portion of her budget for Event and catering service , and an additional amount of Eighteen thousand United States (US\$18,000)was added from workshop, conferences, Symposia and Seminars to the initial Event catering services of Five Thousand (US\$5,000.00)so An accumulated Budget of US\$ 23,000.00 is available from Event Catering Services 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\$10,000.00 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 Freshner 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\$ 6,400.00 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 tickes from airlines for foreign travels. this amount was aportion from Froeign Travel- Means of Travel An accumulated Budget of US\$ 7,000.00 is available fromAirline -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 fiber cable subscription in the country) through MFDP for the supply of internet service to CSA. For this 2022 FY. The CSA has a budget of US\$81,900.00 for Internet Services.

Prepared by:



Date:

January 19, 2022

Name: Yarzawu M. Zaza

Position: Principal Procurement Officer

Approved by:



Date:

01/19/2022

Name: Hon. James A. Thompson

Position: Director-General//Chairman Proc. Committee



Feb. 8, 2022