



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

Ref. **PPCC/RL/CEO/157/'23**

March 30, 2023

Hon. William V. Dakel
ACTING DIRECTOR GENERAL
General Services Agency (GSA)
Republic of Liberia

Dear Hon. Dakel:

Subject: **PROVISIONAL APPROVAL OF THE GENERAL SERVICES AGENCY PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the General Services Agency Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at **<http://ppcc.gov.lr/vr/index.php/documents>**.

Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the GSA's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the Fiscal Year 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

The Public Procurement and Concessions Commission admonishes and 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.

Kind regards.

Yours sincerely,


Josephine Roseline Nasse Kowo (Cllr.)
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement And Concession Act of Liberia

- Procurement Plan for Goods, Works and Non-Consulting Services -

Name of Entity: General Services Agency
PROCUREMENT PLAN (SBA)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2023

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	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#:GSA/SBA/RB/001/23	Petroleum Products (Diesel & Gasoline)	G4661	4554 @5.22	23,772	RB	3/14/23	3/17/23	3/21/23	3/29/23	4/28/23	5/5/23	5/8/23	5/12/23	N/A	12/15/23	12/30/23
UPDATE																		
ACTUAL																		
PLANNED	2	IFB#:GSA/SBA/RFQ/001/23	Scratch Cards	J6190	1,496 Pcs @5	7,481	RFQ	3/14/23	3/17/23	3/21/23	3/29/23	4/13/23	4/17/23	4/19/23	4/24/23	N/A	12/15/23	12/30/23
UPDATE																		
ACTUAL																		
SUB-TOTAL						31,253												

Prepared by: Johnson F Sloan
Procurement Director/ Manager

WSSD
Mar 30, 2023

Approved by: _____
Head of Entity/Chairman Proc. C'mttee



Date: 03/22/23



- Procurement Plan for Goods, Works and Non-Consulting Services -

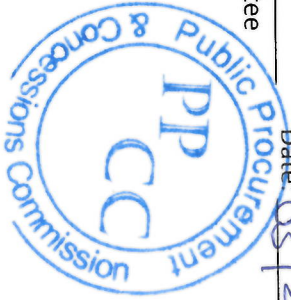
Name of Entity: General Services Agency
PROCUREMENT PLAN (SBA)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2023

1	2	3	4	BASIC DATA				IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCURE MENT 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 (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
3.	PLANNED	IFB#:GSA/SBA/Rfq /003/23	Stationery	G4761	Assorted	7,373	Rfq	3/14/23	3/17/23	3/21/23	3/29/23	4/13/23	4/17/23	4/19/23	4/24/23	N/A	12/15/23	12/30/23
UPDATE																		
ACTUAL																		
4.	PLANNED	IFB#:GSA/SBA/Rfq /003/23	Repair of ICT- Equipment	S9511	1Firm	4,539	Rfq	3/14/23	3/17/23	3/21/23	3/29/23	4/13/23	4/17/23	4/19/23	4/24/23	N/A	12/15/23	12/30/23
UPDATE																		
ACTUAL																		
5.	PLANNED	IFB#:GSA/SBA/Rfq /004/23	Printing & Binding Services	C1812	1Firm	2,326	Rfq	3/14/23	3/17/23	3/21/23	3/29/23	4/13/23	4/17/23	4/19/23	4/24/23	N/A	12/15/23	12/30/23
UPDATE																		
ACTUAL																		
GRAND TOTAL						45,491												

Prepared by: Johnson P. Sten
Procurement Director/ Manager

Approved by: _____
Head of Entity/Chairman Proc. C'mttee

Date: 03/27/23



KESSY
Mar 30, 2023

Name of Entity: General Services Agency
Procurement Plan Explanatory Notes (SBA)

Fiscal Year: 2023

No.	Code	Package	Content of the Package
1.	IFB#. GSA/SBA/RB/001/23	Petroleum Products	This contract package is from the budget line-item Fuel and Lubricants Vehicle and Generator which is intended to procure 4,554 gallons of petroleum products (gasoline and diesel fuels) to facilitate smooth operation of GSA during the fiscal year 2023.
2.	IFB#. GSA/SBA/RFQ/001/23	Telecommunication (Scratch Card)	This contract package is from the budget line-item Telecommunication and Internet which is intended to procure 1,496 pieces of assorted scratch cards to facilitate communication at GSA. (1,000 for Lonestar & 496 for Cellcom).
3.	IFB#. GSA/SBA/RFQ/002/23	Stationery	This contract package is intended to procure the following stationery items: A4 paper 100 reams, ball pen 50 pks, manila folder 20pks, legal paper 25 reams, files etc. The reason why we are using Restricted Bidding as a procurement method in this is irrespective of the threshold is because of section 50(b) of the Act, which says when the cost of considering a large number of bids is disproportionate to the estimated cost price of the procurement
4.	IFB#. GSA/SBA/RFQ/003/23	Repair of ICT-Equipment	This contract package is intended to procure assorted parts for all GSA desktop computers, laptops, such as heavy-duty HP printer, Desktop Computer, A3 Scanner, Network Toolkit etc.
5.	IFB#. GSA/SBA/RFQ/004/23	Printing Services	This contract package is intended for the procurement of printing, binding, and publication of assorted documents and items such as ID Cards, Letter Heads, Envelopes, Billboards, binding of documents, bid documents, notices, etc.

MSO
Mar 29, 2023

