



Republic of Liberia

## Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/0728/'19

October 16, 2019

Hon. Mary T. Broh

**DIRECTOR GENERAL**

General Services Agency

Republic of Liberia

Dear Hon. Broh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the General Services Agency SBA and Non SBA Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform 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 notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for GSA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Sincerely Yours

Jargbe Rosefite Nagbe Kwo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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

## Fiscal year: 2019/2020

[illegible]

Approved by:   
Head of Entity/Chairman Proc. Cmtee

Date: 10/11/2015

Outline  
Oct 15/2019

06/16/2019

~~10~~ 10 Oct-15-19

General Services Agency (GSA)  
PROCUREMENT PLAN (SBA)  
Source of Funding: Government of Liberia  
Fiscal year: 2019/2020

Item NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWING GS	PREPARATION OF BID DOC.	PC APPROV. - BID DOC/ TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./ PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL - BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT. & FINAL PAYMENT
PLANNED 4	IFB No. GSA/SBA/NCB /001/19/20	Security Guard Service	N8010	1 Firm	84,900.00	NCB	10/1/2019	10/4/2019	10/7/2019	10/8/2019	11/5/2019	11/12/2019	11/15/2019	11/18/2019	N/A	6/15/2020	6/30/2020
UPDATE																	
ACTUAL																	
PLANNED 5	IFB No. GSA/SBA/RFQ /001/19/20	Repair of ICT Equipment	C9511	Assorted	9,000.00	RFQ	10/1/2019	10/3/2019	10/7/2019	10/10/2019	10/24/2019	10/31/2019	11/4/2019	11/8/2019	N/A	6/15/2020	6/30/2020
UPDATE																	
ACTUAL																	
PLANNED 6	IFB No. GSA/SBA/RFQ /002/19/20	Printing & Binding Services	C1812	Assorted	2,400.00	RFQ	10/1/2019	10/3/2019	10/7/2019	10/10/2019	10/24/2019	10/31/2019	11/4/2019	11/8/2019	N/A	6/15/2020	6/30/2020
UPDATE																	
ACTUAL																	
PLANNED 7	IFB No. GSA/SBA/SS /001/19/20	Internet connectivity	J6120	1Firm	6,740.00	SS	10/1/2019	10/3/2019	10/7/2019	N/A	N/A	N/A	N/A	11/8/2019	N/A	6/15/2020	6/30/2020
UPDATE																	
ACTUAL																	
GRAND TOTAL					151,121.00												

Prepared by: *Johnson P. Stevens*  
Procurement Director/ Manager

Approved by: *Mary B. Burt*  
Head of Entity/Chairman Proc. Cmtee

Date: *10/11/2019*

*04-15-19*

*04-15-2019*

*[Signature]*



**Name of Entity: General Services Agency**  
**Procurement Plan Explanatory Notes**  
**Fiscal Year: 2019/2020**

No.	Code	Package	Content of the Package
1.	IFB#.GSA/SBA/RB/001/19/120	Scratch Card	This contract package is from the budget line item Telecommunication and Internet which is intended to procure 2,023.6 pieces of assorted scratch cards to facilitate communication at GSA. (1,023 pieces of Lonestar & 1,000 pieces of Orange)
2.	IFB#.GSA/SBA/RB/002/19/20	Petroleum Products	This contract package is from the budget line item Fuel and Lubricants Vehicle and Generator which is intended to procure 7,109 gallons of petroleum products (gasoline and diesel fuels) to facilitate smooth operation of the fleet during the fiscal year 2019/2020.
3.	IFB#.GSA/SBA/RB/003/19/20	Stationery	This contract package is intended to procure the following stationery items: A4 papers 1,200 reams, ballpoint pens, manila folder 80pks, legal paper 75 reams, files etc.
4.	IFB#.GSA/SBA/NCB/001/19/20	Security Service	Initially the first draft budget GSA received there was a line item captured called Professional line, which Service was captured from but after the budget was revised and copy sent to GSA this line item was omitted everything being sent to the basic salary line item and at such security service is now captured under the basic salary line item which is intended for the procurement of 45 persons to serve as security for the Five Forces Logistics Bases turned over to GSA by WFP from July 1, 2019 to June 30 2020.
5.	IFB#.GSA/SBA/RFO/001/19/20	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....
6.	IFB#.GSA/SBA/RFO/002/19/20	Printing Services	This contract package is intended for the procurement of printing, binding, of assorted documents and such as ID cards, letter heads, envelopes, billboards, binding of documents, bid documents etc..
7.	Internet Connectivity include: purchasing of internet services from the Liberia Telecommunication Corporation (LIBTELCO). The fund is paid directly by MFDP to the supplier at the estimated amount of this package is USD6, 740.00.		
8.	Water and Sewage include: purchasing of water supplies and sewage services from the Liberia Water and Sewer Cooperation (LWSC), but is not indicated on the Procurement Plan because it is paid directly by MFDP to the supplier and the estimated amount of this package is USD3, 500.00.		
9.	Electricity include: purchasing of electric power from the Liberia Electricity Cooperation (LEC), but is not indicated on the procurement plan because it is paid directly by MFDP to the supplier and the estimated amount of this package is USD6,500.00.		

004-15-19

Culture  
04/15/2019

  
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