

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/0377/'18

August 14, 2018

Hon. Mary T. Broh

DIRECTOR GENERAL

General Services Agency

Republic of Liberia

Dear Hon. Broh:

Subject: <u>RECEIPT AND APPROVAL OF CORE AND SBA PROCUREMENT PLANS FOR</u>
<u>FISCAL YEAR 2018/2019</u>

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **General Services Agency** Procurement Plans (*Goods and Services*) for Fiscal Year 2018/2019 in accordance with Section 40(3) of the PPCA, 2010. The Commission wishes to inform the General Services Agency that its Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

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 Commission urges you to continue to remain in compliance with the PPCA, 2010 as we strive to attain equality, fairness, transparency, accountability and public confidence in our procurement and concessions processes.

Kind regard

Yours sincerely.

James Dorbor, Jallah

CHIEF EXECUTIVE OFFICER



REPUBLIC OF LIBERIA United Nations Drive - Old USTC Compound - 1000 Monrovia, 10 Liberia

P.O. Box 9027



MTB-DG-336-2018-GSA

Mr. J. Dorbor Jallah **Executive Director** Public Procurement and Concessions Commission Capitol Hill Monrovia, Liberia

August 10, 2018

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Reference:

SUBMISSION OF GSA DRAFT PROCUREMENT PLAN 2018/2019

Dear Mr. Jallah:

I extend my compliments and I am pleased to submit to your office a GSA draft Procurement Plan for the fiscal year 2018/2019 for provisional approval. This submission is consistent with the draft budget of GSA.

Please find attached a copy of the Procurement plan, the draft Budget, and the Cash plan.

Regards,

Hon. Mary T. Broh Director General/GSA

Cc: File

General Services Agency (GSA)
PROCUREMENT PLAN (SBA-Core Budget)
Source of Funding: Government of Liberia **Budget Period/Fiscal year: 2018/2019**

												105,910.00			SUBTOTAL	S		
																		UPDATE
6/30/20	6/15/2019	N/A	7/2/2018	6/26/2018	6/22/2018	6/15/2018	5/16/2018	5/1/2018	4/27/2018	4/24/2018	NCB	28,541.00	Assorted	G4761	Stationery	IFBNO.GSA/S BA/NCB/ 001/18/19	ω	PLANNED
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UNIT PROCUREMENT

Approved by:

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Héad of Ehrify/Chairman Proc. Cmttee

Date:

General Services Agency (GSA) PROCUREMENT PLAN (General-Core Budget) Source of Funding: Government of Liberia Budget Period/Fiscal year: 2018/2019

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Procurement Director/ Manager	General Total			Generator Spare Parts			Vehicle Insurance			Cleaning Materials & Services			Vehicles Spare Parts			Building Materials	CONTRACT PACKAGE		4
Manager	-			G3314			K6512			G4773			G4530			G4663	Business Activity Code		ъ
9	V	The state of the s		Assorted			1Firm			Assorted			Assorted			Assorted	QTY	BASIC DATA	6
Dission Wes	VOCUT 532,243.00			7,500.00			10,500.00			83,000.00			63,285.00			367,958.00	ESTIMATED COST (USD)		7
				RFQ			RB			NCB			NCB			NCB	PROCUR EMENT METHO D		00
DA PARTIE	0	X		7/2/2018			10/02/2018			04/26/2018			04/26/2018			04/26/2018	TECHNICAL SPECS/BOQ/ DRAWINGS		9
ons (S)	OCUTO			7/5/2018			10/05/2018			04/30/2018			04/30/2018			04/30/2018	PREPARA- TION OF BID DOC.		10
Head of Entity/Ch				7/6/2018			10/10/2018			05/8/2018			05/8/2018			05/8/2018	PC APPROV BID DOC/ TECH SPECS		11
Head of Entity/Chairman Proc. Cmttee				7/9/2018			10/22/2018			05/18/2018			05/18/2018			05/18/2018	BID INVITATIO N & RELEASE OF BID DOC.		12
Cmttee	2			7/16/2018			11/22/2018			06/18/2018			06/18/2018			06/18/2018	BID SUBMSN./ PUBLIC OPENING		13
Date:				7/20/2018			11/30/2018			06/25/2018			06/25/2018			06/25/2018	SUBMISSION OF BID EVAL. REPORT	IMPLEMENTATION DATES	14
	_			7/23/2018			12/10/2018			06/29/2018			06/29/2018			06/29/2018	PC APPROVAL - BID EVAL. REPORT		15
2018				7/30/2018			1/10/2019			07/2/2018			07/2/2018			07/2/2018	AWARD & SIGNING		16
				N/A			N/A			N/A			N/A			N/A	ADVANCE PAYMENT (MOBILIZ ATION)		17
				8/30/2018			1/15/2019			06/15/2019			06/15/2019			06/15/2019	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)		18
				6/30/2019			6/30/201			6/30/201			6/30/201			6/30/201	ACCEPT. (FINAL PAYMEN		19

General Services Agency (GSA) PROCUREMENT PLAN (SBA-Core Budget) Source of Funding: Government of Liberia Budget Period/Fiscal year: 2018/2019

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		ACTUAL	UPDATE	PLANNED		ACTUAL	UPDATE	P) VED	ACTUAL	UPDATE	PLANNED	
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	9			GSA/SBA/NCB /004/18/19	2			IFB No. GSA/SBA/NCB /003/18/19			IFB No. GSA/SBA/NCB /002/18/19	PACKAGE NUMBER (CODE)
	GRAND TOTAL			Service	Cocurity			Repair of ICT Equipment			Printing Services	CONTRACT PACKAGE
	AL			N8010				C9511			C1811	Business Activity Code
				1 Firm				Assorted			Assorted	QTY
	217,810.00			84,900.00				15,000.00			12,000.00	ESTIMATED COST (USD)
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				4/27/2018				4/27/2018			4/27/2018	PREPARA- TION OF BID DOC.
				5/1/2018				5/1/2018			5/1/2018	PC APPROV BID DOC/ TECH SPECS
				5/16/2018				5/16/2018			5/16/2018	BID INVITATIO N & RELEASE OF BID DOC.
				6/15/2018				6/15/2018			6/15/2018	BID SUBMSN./ PUBLIC OPENING
				6/22/2018				6/22/2018			6/22/2018	SUBMISSIO N OF BID EVAL. REPORT
)				6/26/2018				6/26/2018			6/26/2018	PC APPROVAL - BID EVAL. REPORT
				7/2/2018				7/2/2018			7/2/2018	CONTRACT AWARD & SIGNING
				N/A				N/A			N/A	ADVANCE PAYMENT (MOBILIZ ATION)
				6/15/2019				6/15/2019			6/15/2019	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
				6/30/2019				6/30/2019			6/30/2019	ACCEPT. & FINAL PAYMENT

Procurement Director/ Manager

-Bossions Commissions

Approved by:

Head of Entity/Chairman Proc. Cmttee

Date: _

Name of Entity: General Services Agency Procurement Plan Explanatory Notes Fiscal Year: 2018/2019

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
P	IFB NO.GSA/NCB/001/18/19	Building Materials	This contract package is from the budget line item Repair and Maintenance Civil which is intended to procure assorted building
			materials into three lots as follow: Lot-1 General building materials
			80,000.00., Lot-3 Plumbing materials estimated at \$ 67,958.
			However, \$50,000 is being added to the value of the building
			materials contract package from the budget line transfer to Somalia
			drive task force for the procurement of assorted building materials,
			for the refurbishment of the Somalia drive.
2.	IFB N0.GSA/NCB/002/18/19	Vehicles Spare Parts	This contract package is from the budget line item Repair and
ļ			Maintenance Vehicle which is intended to procure assorted vehicles
			spare parts, such as: Air element, Oil Filter, Fuel filter, double hose
			welding, double contact bulb, horn 12v,etc.
μ	IFB#.GSA/SBA/NCB/003/18/19	Cleaning materials & Services	This contract package is intended to procure assorted cleanin
			materials such as toilet tissues, soaps, brooms, towers, chloride, han
			sanitizer, air freshener, etc.; Provision of cleaning services such a
			garbage collection and other related services.
			However, \$15,000 is being added to the value of the cleaning
			materials contract package from the budget line transfer to Somal
			drive task force for the procurement of assorted cleaning material
			for the restoration of the Somalia drive.
4.	IFB NO.GSA/RB/001/18/19	Vehicle Insurance	This contract package is intended to procure the service of an
;			insurance company of motor vehicle insurance service, both
			comprehensive and third party coverage for 24 GSA Vehicles.
5.	IFB NO.GSA/RFQ/001/18/19	Generators Spare Parts	This contract package is from the budget line item repair and
COCI	2		maintenance generator which is intended to procure assorted
100	Sic Y	A CONTRACTOR OF THE PROPERTY O	generator spare parts such as: air filter, fuel filter, air element, oil etc
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Name of Entity: General Services Agency Procurement Plan Explanatory Notes Fiscal Year: 2018/2019

6.	.5	.4	ņ	2.	'n	No.
IFB#.GSA/SBA/NCB/084/18/19	IFB#.GSA/SBA/NCB/003/18/19	IFB#.GSA/SBA/NCB/002/18/19	IFB#.GSA/SBA/NCB/001/18/19	IFB#.GSA/SBA/RB/002/18/19 ·	IFB#.GSA/SBA/RB/001/18/19	Code
Security Service	Repair of ICT Equipment	Printing Services	Stationery	Petroleum Products	Telecommunication (Scratch Card)	Package
This contract package is from the professional line item and is intended for the procurement of 45 persons to serve as security for	This contract package is intended to procure the service of all GSA desktop computers, laptop etc.	This contract package is intended for the procurement of printing binding, and publication of assorted documents and items such as II cards, letter heads, envelopes, billboards, binding of documents, bi documents, notices, etc	This contract package is intended to procure the following stationery items: A4 papers 1,200 reams, ball pen 100 pks, manila folder 80pks, legal paper 75 reams, files etc.	This contract package is from the budget line item Fuel and Lubricants Vehicle and Generator which is intended to procure 14,037 gallons of petroleum products (gasoline and diesel fuels) to facilitate smooth operation of GSA during the fiscal year 2018/2019. However, \$20,000 is being added to the value of the petroleum products contract package from the budget line transfer to Somalia drive task force for the procurement of fuel & lubricants to be used in the operations of the Somalia drive project.	This contract package is from the budget line item Telecommunication and Internet which is intended to procure 5,085 pieces of assorted scratch cards to facilitate communication at GSA. (3,000 for Lonestar & 1,585 for Cellcom & 500 for Novafone).	Content of the Package