



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: **RECEIPT AND APPROVAL OF CORE AND SBA PROCUREMENT PLANS FOR FISCAL YEAR 2018/2019**

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 regards.

Yours sincerely,

James Dorbor. Jallah

CHIEF EXECUTIVE OFFICER



Office of the Director General

REPUBLIC OF LIBERIA GENERAL SERVICES AGENCY

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

10 AUG 2018
BY J. Barry 2:04 PM

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

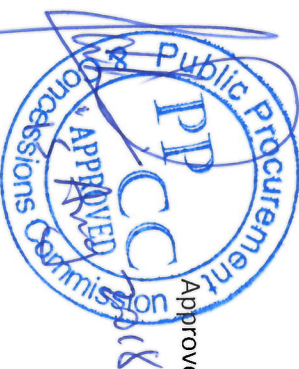
Budget Period/Fiscal year: 2018/2019

[illegible]

Procurement Director/ Manager

Head of Entity/Chairman Proc. Cmtee

8/10/2018



Budget Period/Fiscal year: 2018/2019

[illegible]

Date:

8/10/2018



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

		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWING S	PREPARA- TION OF BID DOC.	PC APPROV.- BID DOC/ TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC.	BID SUBMSN./ PUBLIC OPENING	SUBMISSIO N OF BID EVAL. REPORT	PC APPROVAL - BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT. & FINAL PAYMENT
PLANNED	4	IFB No. GSA/SBA/NCB /002/18/19	Printing Services	C1811	Assorted	12,000.00	NCB	4/24/2018	4/27/2018	5/1/2018	5/16/2018	6/15/2018	6/22/2018	6/26/2018	7/2/2018	N/A	6/15/2019	6/30/2019
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. GSA/SBA/NCB /003/18/19	Repair of ICT Equipment	C9511	Assorted	15,000.00	NCB	4/24/2018	4/27/2018	5/1/2018	5/16/2018	6/15/2018	6/22/2018	6/26/2018	7/2/2018	N/A	6/15/2019	6/30/2019
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. GSA/SBA/NCB /004/18/19	Security Service	N8010	1 Firm	84,900.00	NCB	4/24/2018	4/27/2018	5/1/2018	5/16/2018	6/15/2018	6/22/2018	6/26/2018	7/2/2018	N/A	6/15/2019	6/30/2019
UPDATE																		
ACTUAL																		
GRAND TOTAL						217,810.00												



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



Approved by: _____

Head of Entity/Chairman Proc. Cmtee

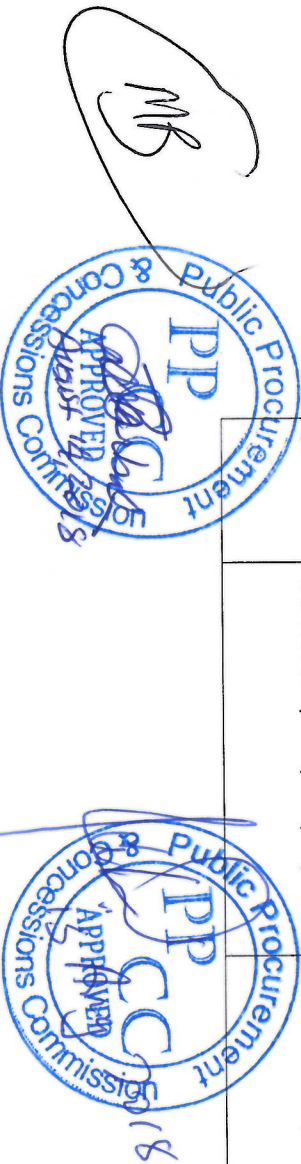
Date: _____

8/10/2018

Name of Entity: General Services Agency
Procurement Plan Explanatory Notes

Fiscal Year: 2018/2019

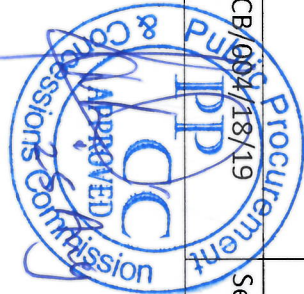
Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.GSA/NCB/001/18/19	Building Materials	This contract package is from the budget line item Repair and Maintenance Civil which is intended to procure assorted building materials into three lots as follow: Lot-1 General building materials estimated at \$ 220,000.00, Lot-2 Electrical materials estimated at \$ 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 NO.GSA/NCB/002/18/19	Vehicles Spare Parts	This contract package is from the budget line item Repair and 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.
3.	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 e garbage collection and other related services. However, \$15,000 is being added to the value of the cleanir 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/RFO/001/18/19	Generators Spare Parts	This contract package is from the budget line item repair and maintenance generator which is intended to procure assorted generator spare parts such as: air filter, fuel filter, air element, oil etc



Name of Entity: General Services Agency
Procurement Plan Explanatory Notes

Fiscal Year: 2018/2019

No.	Code	Package	Content of the Package
1.	IFB#.GSA/SBA/RB/001/18/19	Telecommunication (Scratch Card)	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).
2.	IFB#.GSA/SBA/RB/002/18/19	Petroleum Products	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.
3.	IFB#.GSA/SBA/NCB/001/18/19	Stationery	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.
4.	IFB#.GSA/SBA/NCB/002/18/19	Printing Services	This contract package is intended for the procurement of printing binding, and publication of assorted documents and items such as ll cards, letter heads, envelopes, billboards, binding of documents, bi documents, notices, etc..
5.	IFB#.GSA/SBA/NCB/003/18/19	Repair of ICT Equipment	This contract package is intended to procure the service of all GSA desktop computers, laptop etc.
6.	IFB#.GSA/SBA/NCB/004/18/19	Security Service	This contract package is from the professional line item and is intended for the procurement of 45 persons to serve as security for



2018