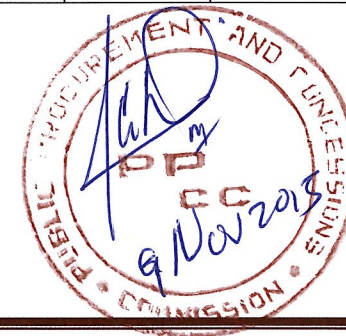
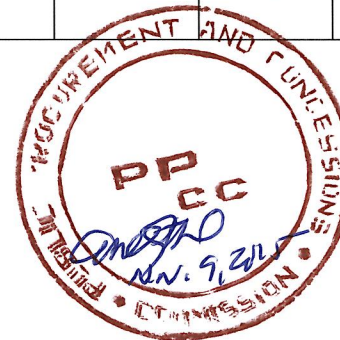
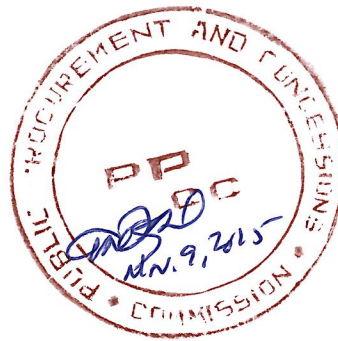


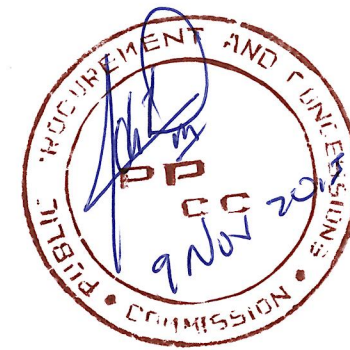
**Civil Service Agency  
Procurement Plan (Core Budget)  
Source of Funding: GOL National Budget  
Fiscal year: 2015/2016**

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	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
		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/NCB/01/15/16	Repairs and Maintenance-Vehicles	G-4520	19 Vehicles	25,812.00	NCB	5/11/15	5/25/15	6/8/15	6/15/15	7/13/15	7/27/15	8/10/15	9/7/15	N/A	6/1/16	6/24/16
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. CSA/RFQ/01/15/16	Repairs and maintenance-Civil Work	F-4390	Four (4) Building	16,358.00	RFQ	6/15/15	6/29/15	7/6/15	7/13/15	7/20/15	8/3/15	8/10/15	9/7/15	N/A	6/10/16	6/30/16
UPDATE																		
ACTUAL																		
Sub-total					42,170.00													

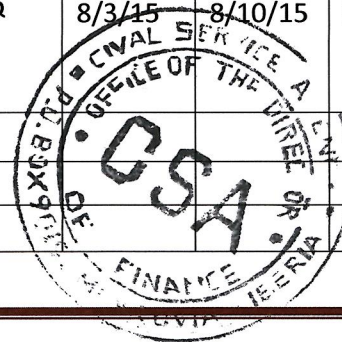




**Civil Service Agency**  
**Procurement Plan (Core Budget)**  
**Source of Funding: GOL National Budget**  
**Fiscal year: 2015/2016**

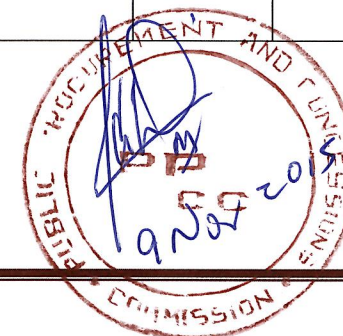
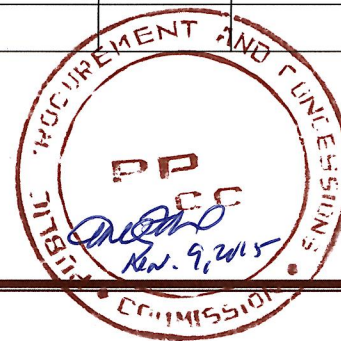
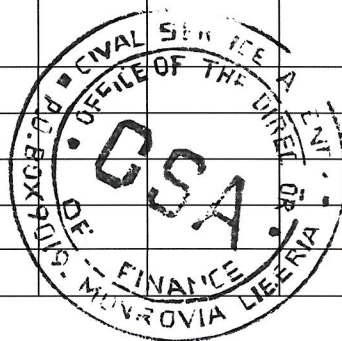


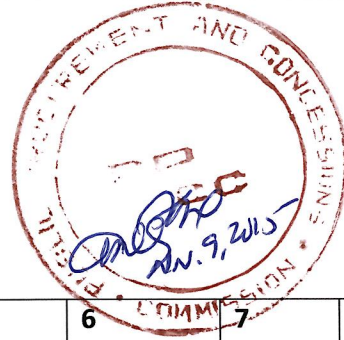
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		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ 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	3	IFB No. CSA/RFQ /002/15/16	Cleaning materials & Services	G-4773	Assorted	6,000.00	RFQ	6/15/15	6/29/15	7/6/15	7/13/15	7/20/15	8/3/15	8/10/15	9/7/15	N/A	6/10/16	6/30/16
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. CSA/NCB /002/15/16	Stationery	G-4761	Assorted	21,867.00	NCB	5/12/15	5/26/15	6/9/15	6/16/15	7/14/15	7/28/15	8/11/15	9/8/15	N/A	6/14/16	6/24/16
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. CSA/RFQ /003/15/16	Printing & Binding	C-1811	Assorted	9,000.00	RFQ	8/3/15	8/10/15	8/17/15	8/18/15	9/1/15	9/8/15	9/15/15	9/22/15	N/A	11/16/15	11/30/15
UPDATE																		
ACTUAL																		
Sub-total					36,867.00													



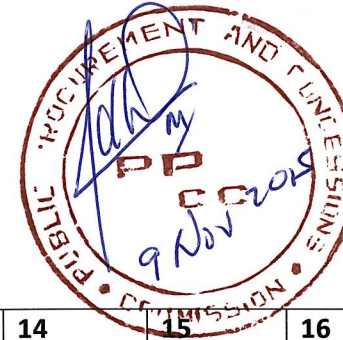


	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
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PLANNED	6	IFB No. CSA/Rfq /004/15/16	Publications	J-5813	Assorted	1,875.00	RFQ	6/15/15	6/29/15	7/6/15	7/13/15	7/20/15	8/3/15	8/10/15	9/7/15	N/A	6/10/16	6/30/16
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. CSA/Rfq /005/15/16	Repair and Maintenance ICT Equipment	C-9511	40 Equipment	6,750.00	RFQ	6/15/15	6/29/15	7/6/15	7/13/15	7/20/15	8/3/15	8/10/15	9/7/15	N/A	6/10/16	6/30/16
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. CSA/Rfq /006/15/16	Newspaper, Books and Periodicals	J-5813	Assorted	2,250.00	RFQ	6/22/15	7/6/15	7/13/15	7/20/15	7/27/15	8/10/15	8/25/15	9/22/15	N/A	6/15/16	6/27/16
UPDATE																		
ACTUAL																		
ACTUAL																		
Sub-total					10,875.00													

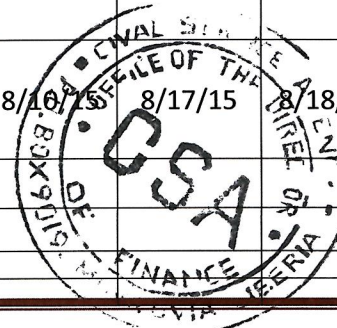




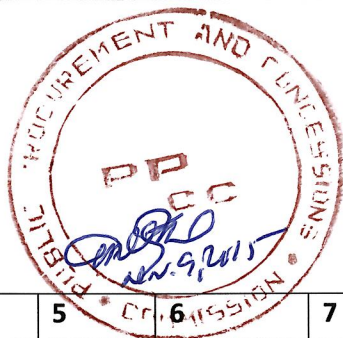
**Civil Service Agency**  
**Procurement Plan (Core Budget)**  
**Source of Funding: GOL National Budget**  
**Fiscal year: 2015/2016**



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
		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	9	IFB No. CSA/SS/001/15/16	Internet Services	J-6120	Assorted	25,680.00	SS	5/11/15	5/25/15	6/8/15	6/15/15	7/13/15	7/27/15	8/10/15	9/7/15	N/A	6/1/16	6/24/16
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. CSA/RFQ/007/15/16	Postage and Courier Service	H-5310	Assorted	1,870	RFQ	8/3/15	8/10/15	8/17/15	8/18/15	9/1/15	9/8/15	9/15/15	9/22/15	N/A	11/16/15	11/30/15
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No. CSA/RFQ/008/15/16	Communication Cards	J-6120	1,990	9,950.00	RFQ	8/3/15	8/10/15	8/17/15	8/18/15	9/1/15	9/8/15	9/15/15	9/22/15	N/A	11/16/15	11/30/15
UPDATE																		
ACTUAL																		
SUB TOTAL						37,500												



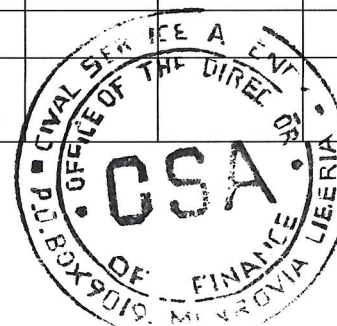




**Civil Service Agency**  
**Procurement Plan (Core Budget)**  
**Source of Funding: GOL National Budget**  
**Fiscal year: 2015/2016**



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
		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	12	IFB No. CSA/Rfq /009/15/16	Computer Supplies & ICT Service	G-4651/G-4741	Assorted	10,000.00	RFQ	6/19/15	7/3/15	7/10/15	7/17/15	7/24/15	8/7/15	8/21/15	9/18/15	N/A	6/14/16	6/24/16
UPDATE																		
ACTUAL																		
PLANNED		IFB No. CSA/SS/002/15/16	Office Building Rental & Lease	L-6810	Four (2) Building	27,000.00	SS	5/11/15	5/25/15	6/8/15	6/15/15	7/13/15	7/27/15	8/10/15	9/7/15	N/A	6/1/16	6/24/16
UPDATE																		
ACTUAL																		
SUB TOTAL						37,000.00												
GRAND TOTAL						US \$164,412.00												



Prepared by: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Procurement Director

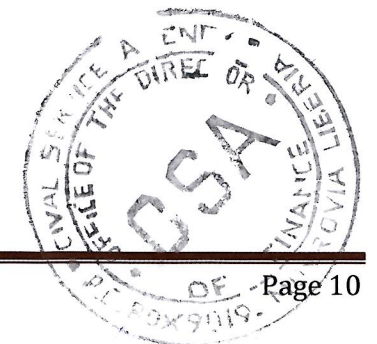
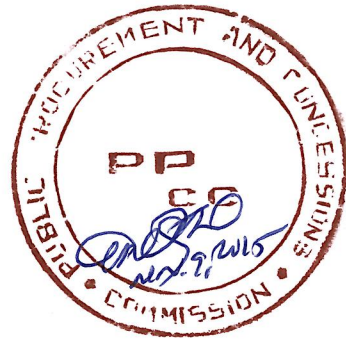
Approved by: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Chairperson Procurement Committee

Date: \_\_\_\_\_

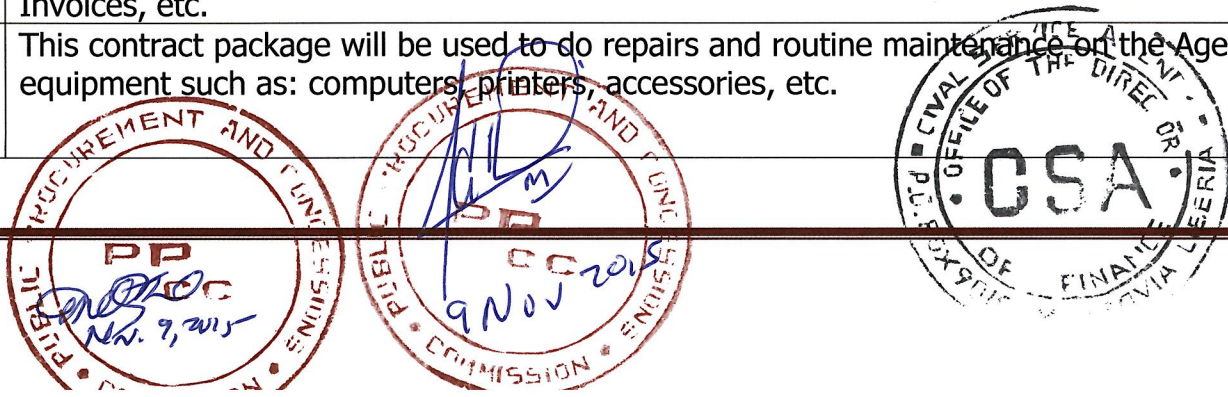
September 29, 2015




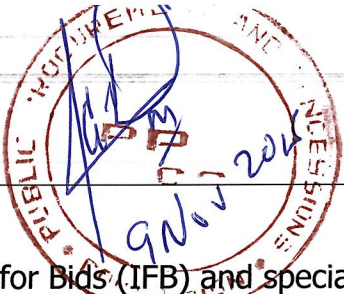


### Notes to Procurement Plan

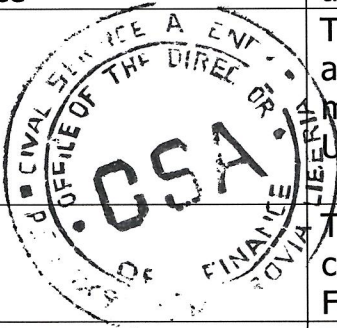
NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. CSA/NCB/001/15/16-Repair and Maintenance - Vehicles	To procure various spare parts based on needs and to obtain those parts that are needed on a routine basis such as fuel filters, air filters, hydraulic arm seal, hydraulic oil, brake fluid, battery, pressure plate, clutch disc, tires, release bearing, universal joint brake pad, differential oil, horns, gear oil, spark plugs, water separate filter, master cylinder, priming pump, etc. Also, the procurement of lubricants for the vehicles will be done from this contract package.
2.	IFB No. CSA/RFQ/001/15/16- Repairs and maintenance-Civil Work	For annual renovation of four office (4) buildings that are being lease by the Civil Service Agency as listed below: Civil Service Central Office Building Carey Street Civil Service McDonald Street (Biometric Office) Civil Service Gbarnga Branch Civil Service Zwedru Branch
3.	IFB No. CSA/RFQ/002/15/16-Cleaning materials& Services	This line item include the procurement of soaps, Dettol, Clorox, mops, tissue and other materials used for cleaning purposes.
4.	IFB No. CSA/NCB/002/15/16-Stationery	Purchase of assorted stationery materials for the CSA. Items to be procured include: A4 sheets-300 cartons, Legal paper-60 cartons, Royal Executive Bond-20 ream, A3 sheets-10 ream, Executive Ball Pens-20 boxes, Manila folder-60 boxes, Staple pins-15 boxes, Calculator-10 pieces, Stick on pads -5 boxes, Highlighter -3 boxes, Brown envelope-10 cartons, Stapler -10 pieces, Marker-20 boxes, Box file-10 cartons, Perforators-20 pieces, Handling folder-30 boxes, 05A Ink- 20 pieces, 35A Ink-15, Computer cartridges, note pads-20 Boxes, etc. The CSA decided to hold four (4) workshops during the budget year 2015/2016. It will be used for Stationery usage. \$3,200.00USD (\$800.00 X 4= 3,200.00) was added from the workshop, Conference, Seminars for stationery.
5.	IFB No. CSA/RFQ/003/15/16-Printing & Binding	This contract package will be expanded for printing of Personnel Listings; Personnel Action Notices for Employment (PAN), Printing of Letterheads, Reports (quarterly, biannually and quarterly), Other HR Policy Manuals, Transmittal Slips, and Examination Forms, Complimentary Cards, Raw Score Tabulation Cards, Invoices, etc.
6.	IFB No. CSA/RFQ/004/15/16 - Repair and Maintenance ICT Equipment	This contract package will be used to do repairs and routine maintenance on the Agency's machinery and equipment such as: computers, printers, accessories, etc.





7.	IFB No. CSA/RFQ/005/15/16 Newspaper, Books and Periodicals	Payment to Newspapers for advertisement of Invitation for Bids (IFB) and special announcement.
8.	IFB No. CSA/SS/001/15/16 Internet	These items will be used to procure internet services through a mutual understanding with the Liberia Telecommunication Corporation (the sole provider of fiber cable subscription in the country) for the supply of internet service to CSA. For this 2015/2016 FY, For Internet service to upgrade from 2-4g, the CSA has a budget of Twenty five, six Hundred-Eighty United state Dollars (\$25,680.00 ) to single source LIBTELCO For the provision of Internet Service .
9.	IFB No. CSA/RFQ/006/15/16 Communication Cards	Under this contract package, communication cards will be procured for the operation of the Agency through the shopping method of procurement. The CSA intends to use \$ 9,950.00 USD for the supply of communication cards for Directors and other senior staffs of the Agency. The numbers of cards to be procured are 1,990pcs at \$5USD per card.
10.	IFB No. CSA/RFQ/007/15/16- Postage and Courier Service.	This contract package is used to cater for postage and courier services to the Agency, the Agency intends to use \$1,870.00
11.	IFB No. CSA/RFQ/008/15/16-Computer supplies and ICT service	Funds will be used for the procurement of computers, printers and other ICT related infrastructure to enable the CSA effectively perform its duties
12.	Water and Sewage	There is a mutual understanding with the Liberia Water and Sewage Corporation (the sole provider of Water and Sewage services in the country) for the supply of water to CSA and the cleaning of the sewage system made upon submission of an invoice by the LWSC. For this FY2015/2016, the CSA has a budget of US\$10,000.00 to cater for this.
13.	Electricity	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 FY2015/2016, the CSA has a budget of US\$21,250.00 to cater for this.
14.	Office Building Rental & Lease	There is a mutual understanding with the following Lessors (Yamen Dayoub & Jackie Sayegh, Yamen Dayoub & Jackie Sayegh, Prince Moye and Paye Dowah) for the CSA offices in the various location: Central Office





		Building Carey Street- USD\$45,000.00 per year, Zwedru Regional Office- USD\$8000.00. Biometric Center Board and McDonald Streets- USD \$18,000.00 per year, While Gbarnga Regional Office- USD\$9000.00(The Biometric Central office and the Gbarnga Regional Office Lease contract has been renew For this FY2015/2016 budget year). The CSA has a total budget of US\$80,000.00 to cater for this.
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