

Civil Service Agency
Procurement Plan (SBA Core Budget-Good Non-Consultancy)
Source of Funding: Government of Liberia (GOL)

Fiscal Year: 2016/2017

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA																	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOC/DRA WINGS	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)
PLANNED	1	IFB No. SBA/ CSA/RB/001/16 /17	Petroleum Products (Diesel and Gasoline)	G-4661	32,505.71 Gallons	113,769.00	RB	11-May-16	25-May-16	08-Jun-16	15-Jun-16	13-Jul-16	27-Jul-16	10-Aug-16	07-Sep-16	N/A	02-Jun-17
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No. SBA/ CSA/RFQ/001/16 /17	Hall Rental	L-6110	Assorted	3,121.08	RFQ	30-May-16	13-Jun-16	20-Jun-16	27-Jun-16	04-Jul-16	18-Jul-16	25-Jul-16	22-Aug-16	N/A	24-Apr-17
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. SBA/ CSA/RFQ/002/16 /17	Catering Services	I-5621	Assorted	4,868.73	RFQ	22-Jun-16	06-Jul-16	13-Jul-16	20-Jul-16	27-Jul-16	10-Aug-16	17-Aug-16	14-Sep-16	N/A	09-Jun-17
UPDATE																	
ACTUAL																	
PLANNED	4	IFB No. SBA/ CSA/ NCB / 002/16/17	Food Stuffs	N-7990	Assorted	12,632.00	NCB	30-May-16	13-Jun-16	27-Jun-16	04-Jul-16	01-Aug-16	15-Aug-16	29-Aug-16	26-Sep-16	N/A	06-Jun-17
UPDATE																	
ACTUAL																	
SUBTOTAL-1						134,390.81											

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PLANNED	5	IFB No. SBA /CSA/RFQ/003/16/17	Repairs and maintenance of Non-Residential Building	F-4390	Four (4) Building	16,358.00	RFQ	14-Jun-16	28-Jun-16	05-Jul-16	12-Jul-16	19-Jul-16	02-Aug-16	09-Aug-16	06-Sep-16	N/A	12-Jun-17	03-
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. SBA /CSA/RFQ/004/16/17	Cleaning materials	G-4773	Assorted	6,000.00	RFQ	14-Jun-16	28-Jun-16	05-Jul-16	12-Jul-16	19-Jul-16	02-Aug-16	09-Aug-16	06-Sep-16	N/A	12-Jun-17	03-
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. SBA /CSA/RFQ/005/16/17	Repair and Maintenance of Office Machinery and Equipment	C-9511	40 Equipment	2,250.00	RFQ	15-Jun-16	29-Jun-16	06-Jul-16	13-Jul-16	20-Jul-16	03-Aug-16	10-Aug-16	07-Sep-16	N/A	13-Jun-17	03-
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. SBA /CSA/RFQ/006/16/17	Newspapers	J-5813	Assorted	2,250.00	RFQ	22-Jun-16	06-Jul-16	13-Jul-16	20-Jul-16	27-Jul-16	10-Aug-16	17-Aug-16	14-Sep-16	N/A	16-Jun-17	27-
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. SBA /CSA/RFQ/007/16/17	Scratch Cards	J-6120	1,990 pieces	9,950.00	RFQ	03-Aug-16	17-Aug-16	24-Aug-16	31-Aug-16	07-Sep-16	21-Sep-16	28-Sep-16	26-Oct-16	N/A	20-Dec-16	03-
UPDATE																		
ACTUAL																		
SUB TOTAL						36,808.00												

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Fiscal Year: 2016/2017[illegible]

Date: 07/07/16

Signature: _____
Name: _____
Position: Head of Entity/Chairman Proc. Committee

Date: _____



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Notes to Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. SBA/ CSA/RB/001/16/17- Petroleum Products (Diesel and Gasoline)	This line item will be used for the procurement of fuel and gasoline for all CS vehicles and generators for its operations. A unit cost of US\$3.50 was used to derive at the quantity indicated in the plan. The Restricted Bidding method of procurement is proposed here whereby all capable suppliers of petroleum products will be invited to bid.
2	IFB No. SBA/ CSA/RFQ/001/16/17- Hall Rental	The CSA decided to hold Three (3) workshops, Conference during the budget year 2016/2017. It will be used for Hall rental. Hall Rental..... \$1,040.36 (\$1,043 = \$3,121.08 USD)
3	IFB No. SBA/ CSA/RFQ/002/16/17 -Catering Services	The CSA decided to hold Three (3) workshops during the budget year 2016/2017. This contract package covers the budget line Workshops, Conference, Seminar Catering Service..... \$1,622.91 @ atleast 90 participants. (\$1,622.91 X 3=\$4,868
4	IFB No. SBA/ CSA/ NCB / 002/ 16/17- Food Stuffs	This will include the purchase of refreshment items for Directors and other staffs of the Agency. Foodstuff items include snacks, mineral water, soft drink power malts, super malt, Extra Juice, tea materials, etc for the fiscal year 2016/2017. This package is also consider for complementing foodstuffs celebration of international holidays where the Agency is the lead implementing agency
5	IFB No. SBA /CSA/RFQ/003/16/17 - Repairs and maintenance of Non-Residential Building	For annual renovation of four office (4) buildings that are being lease by the 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
6	IFB No. SBA /CSA/RFQ/004/16/17 - Cleaning materials	This line item include the procurement of soaps, Dettol, Clorox, mops, tissue and other materials used for cleaning purposes.

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7	IFB No. SBA /CSA/RFQ/005/16/17 - Repair and Maintenance of Office Machinery and Equipment	This contract package will be used to do repairs and routine maintenance or Agency's machinery and equipment such as: Computers, printers, accessories etc.
8	IFB No. SBA /CSA/RFQ/006/16/17-Newsletters	Payment to Newsletters for advertisement of Invitation for Bids (IFB) and s announcement.
9	IFB No. SBA /CSA/RFQ/007/16/17 - Scratch Cards	Under this contract package, communication cards will be procured for the operation of the Agency through the shopping method of procurement. The intends to use \$9,950.00 USD for the supply of communication cards for Dir and other senior staffs of the Agency. The numbers cards to be procured ar pcs at \$5USD per card.
10	IFB No. CSA/RFQ/008/16/17-Computer, Repairs and Maintenance Services	Funds will be used for the procurement of a firm to perform routine comput maintenance services of its computer infrastructures for fiscal year 2016/2 enable the CSA effectively perform its duties.

