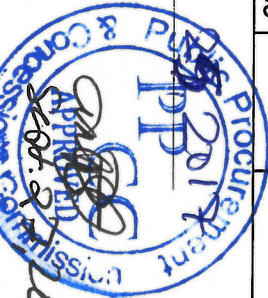


Civil Service Agency
Procurement Plan (Core Budget)
Source of Funding: Government of Liberia
Fiscal Year: 2017/2018

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
	ITEM NO.	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)
PLANNED	1	IFB No. CSA/NCB/001/17/18	Vehicle Repairs & Maintenance Services	G-4520	1 firm	12,019.00	NCB	18-Jul-17	21-Jul-17	28-Jul-17	31-Jul-17	29-Aug-17	01-Sep-17	06-Sep-17	08-Sep-17	NA	16-Sep-17
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No. CSA/NCB/002/17/18	Stationery	G-4761	1 Firm	18,832.00	NCB	18-Jul-17	21-Jul-17	28-Jul-17	31-Jul-17	29-Aug-17	01-Sep-17	06-Sep-17	08-Sep-17	NA	June 10, 2018
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. CSA/SS/001/17/18	Internet Connectivity	J-6120	1 firm	18,750.00	SS	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
UPDATE																	
ACTUAL																	
GRAND TOTAL						49,601.00											

Prepared by: [Signature]
Name: _____
Position: Procurement Director

Date: Sept 2017
Approved by: [Signature]
Name: _____
Head of Entity/Chairman Proc. Committee



Civil Service Agency
Procurement Plan (Core Budget)
Source of Funding: Government of Liberia
Fiscal Year: 2017/2018

Notes to Procurement Plan		
NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/NCB/001/17/18 Vehicle Repairs & Maintenance Services	From the budget line description "Repairs and Maintenance - Veh." the CSA anticipates to acquire a non consultancy firm to perform repairs and maintenance services for all the Agency Seven (7) vehicles. All to this package are aggregated amounts totaling US\$ 12,019.00. The Vehicle to be consider within this package are vehicles assigned to: The Director General Office (2 vehicles), Deputy Director General for Administration (1 vehicle); Deputy Director General for Human Resource management/Policy (1 vehicle), employee transport buses (2 vehicles) and Employment Service Directorate (1 Vehicle)
2	IFB No. CSA/NCB/002/17/18 Stationery	From budget line descriptions "Stationery" and "Workshops, Conferences, Seminars", the CSA intends to Purchase assorted stationery materials for Operational use and workshops. An accumulated Budget of US\$17,182 is available from Stationery. Also, the Agency has decided to hold three (3) workshops during this budget year 2017/2018 and have also budgeted US\$1,650 (\$550 X 3= 1,650.00) for stationery. The amount is added to sum-up the total stationery of US\$18,832.00. Items to be procured include: A4 sheets 200 cartons, Legal paper-60 cartons, Royal Executive Bond-20 ream, A3 sheets-10 ream, Executive Ball Point 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 pieces, Computer cartons and note pads-20 Boxes.
3	IFB No. CSA/SS/001/17/18 - Internet Connectivity	From the budget line description "Telecommunications, Internet", CSA intends to acquire internet service through a mutual understanding with the Liberia Telecommunication Corporation (the sole provider of fibre cable subscription in the country) for the supply of internet service to CSA. For this 2017/2018 FY, the CSA has a budget of US\$18,750.00 to single source LIBTELCO For the provision of Internet connectivity Services

Prepared by: Zefan

Name: Zefan
Position: Procurement Director

Date: 8th Sept 2017



Approved by: [Signature]

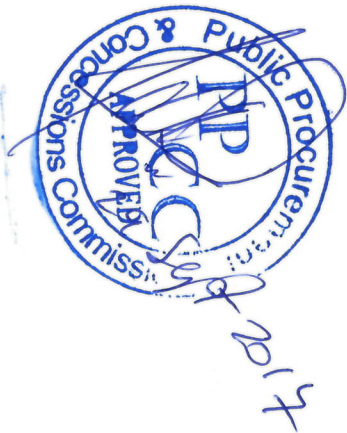
Name: [Signature]
Position: Head of Entity/Chairman Proc. Committee

Date: 8th Sept 2017



Notes to Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
4	Office Building Lease (Continuation of Office Building Lease agreement): Business Activity Code: L-6810	From the budget line description "Office Build. Rental and Lease", the CSA anticipates to procure this procurement item. There are mutual understandings with the following Lessors in continuation of Buildir lease agreements (Thomas Weeks & Others, Comfort H. Jones, Prince Moye and Paye Dowah) for the C offices in various location: 1. Central Office Building Carey Street- USD\$53,000.00 per year; 2. Biometric Center Board and McDonald Streets- USD \$14, 000.00 per year; 3. Gbarnga Regional Office- USD\$9,000 per year; and 4. Zwedru Regional Office- USD\$4,000.00 annually. For this FY2017/2018, the CSA has a budget of US\$80,000.00 to cater for this.
5	Supply of Electricity (Sole Provider of Electricity in the country): Business Activity Code: D-3510	From the budget line description "Electricity", the CSA anticipates to procure this procurement item. The mutual understanding with the Liberia Electricity Corporation (the sole provider of Electricity in the couni for the supply of Electricity to CSA. Payments are made upon submission of an invoice by the LEC. For th FY2017/2018, the CSA has a budget of US\$20,000.00 for this item.
6	Provision of Sewage Services (Sole provider of Sewage services to the agency): Business Activity Code: E-3700	From the budget line description "Water and Sewage", the CSA anticipates to procure this procurement item. There is a mutual understanding with the Liberia Water and Sewage Corpore (the sole provider of Water and Sewerage services in the country) for provision of sewage service for the agency. Payments are made upon submission of invoice by the LWSC. For the FY2017/2 CSA has a budget of US\$7,501.00 for this item.



Prepared by: [Signature]
Name: _____
Position: Procurement Director

Date: [Signature]



Approved by: [Signature]
Name: _____
Position: Head of Entity/Chairman Proc. Committee

Date: [Signature]