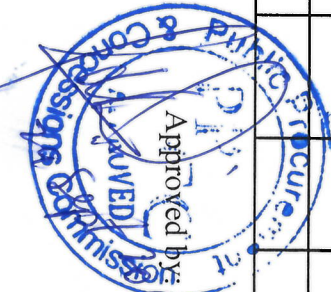
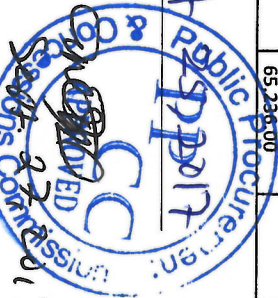


Civil Service Agency  
Procurement Plan (SBA Core Budget-Good & Non-Consultancy)  
Source of Funding: Government of Liberia  
Fiscal Year: 2017/2018

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 (5)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS / BOQ / DRAWING	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/001/17/18	Petroleum Products (Diesel and Gasoline)	G-4661	16,146 gallons @ 3.50	56,511.00	RB	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. SBA/ CSA/RFO/001/17/18	Hall Rental	L-6810	Assorted	2,200.00	RFO	25-Aug-17	30-Aug-17	30-Aug-17	01-Sep-17	08-Sep-17	11-Sep-17	11-Sep-17	15-Sep-17	NA	22-Sep-17
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. SBA/ CSA/RFO/002/17/18	Event Catering	I-5621	Assorted	4,650.00	RFO	25-Aug-17	30-Aug-17	30-Aug-17	01-Sep-17	08-Sep-17	11-Sep-17	11-Sep-17	15-Sep-17	NA	22-Sep-17
UPDATE																	
ACTUAL																	
PLANNED	4	IFB No. SBA/ CSA/RFO/003/17/18	Printing and Binding Services	C-1811	1 Firm	1,875.00	RFO	01-Aug-17	11-Aug-17	16-Aug-17	18-Aug-17	25-Aug-17	01-Sep-17	06-Sep-17	08-Sep-17	NA	16-Sep-17
UPDATE																	
ACTUAL																	
Sub-Total						65,236.00											

Prepared by: Zobu  
Name: \_\_\_\_\_  
Position: Procurement Director

Date: Sept 2017  
Approved by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: Head of Entity/Chairman Proc. Committee

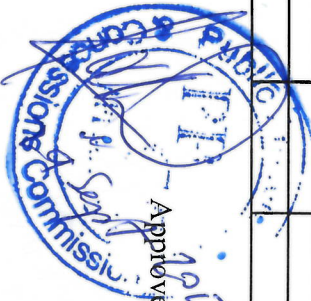
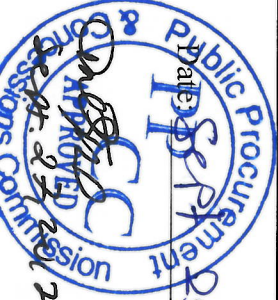


Civil Service Agency  
Procurement Plan (SBA Core Budget-Good & Non-Consultancy)  
Source of Funding: Government of Liberia  
Fiscal Year: 2017/2018

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)	PROCURE MENT METHOD	TECHNICAL SPECS./BOQ/ DRAWINGS	PREP. OF BID DOCUMENT T	PC APPROVAL - BID DOC/ TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N / PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATIO N REPORT	CONTRAC T AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANT IAL COMPLETIC N)
PLANNED	5	IFB No. SBA/ CSA/ NCB / 001/ 17/18	Food Stuffs	G-4630	Assorted	12,000.00	NCB	02-Jan-18	05-Jan-18	05-Jan-18	09-Jan-18	10-Feb-18	13-Feb-18	16-Feb-18	20-Feb-18	NA	27-Feb-18
UPDATE																	
ACTUAL																	
PLANNED	6	IFB No. SBA /CSA/RFQ/004/17/18	Repairs and maintenance of Non-Residential Building	F-4390	1 Firm	16,000.00	RFQ	02-Oct-17	05-Oct-17	05-Oct-17	09-Oct-17	16-Oct-17	23-Oct-17	31-Oct-17	07-Nov-17	NA	15-May-18
UPDATE																	
ACTUAL																	
PLANNED	7	IFB No. SBA /CSA/RFQ/005/17/18	Cleaning materials	G-4773	1 Firm	6,000.00	RFQ	10-Aug-17	14-Aug-17	16-Aug-17	17-Aug-17	25-Aug-17	30-Aug-17	06-Sep-17	07-Sep-17	NA	15-Sep-17
UPDATE																	
ACTUAL																	
PLANNED	8	IFB No. SBA /CSA/RFQ/006/17/18	Newspapers	J-5813	Assorted	2,250.00	RFQ	05-Jun-17	09-Jun-17	11-Jun-17	12-Jun-17	20-Jun-17	26-Jun-17	03-Jul-17	04-Jul-17	NA	12-Jul-17
UPDATE																	
ACTUAL																	
Sub-Total						36,250.00											

Prepared by: Zdan  
Name: \_\_\_\_\_  
Position: Procurement Director

Date: 25, 2017  
Approved by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: Head of Entity/Chairman Proc. Committee







Civil Service Agency  
Procurement Plan (SBA Core Budget-Good & Non-Consultancy)  
Source of Funding: Government of Liberia  
Fiscal Year: 2017/2018


Notes to Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. SBA/ CSA/RFO/001/17/18  Petroleum Products (Diesel and Gasoline)	From the combined budget line of "Fuel & Lubricants for Vehicle & Generator", procurement of fuel and gasoline for all CSA vehicle generators for its operations will be covered by this package. A unit price of US\$3.50 is used to derive at the quantity indicated in the plan. The Restricted Bidding method of procurement is proposed because of the existent petroleum market nature in Liberia. Hence (3) to five (5) of wholesale suppliers of petroleum products will be invited to bid.
2	IFB No. SBA/ CSA/RFO/002/17/18  Hall Rental	From the budget line "Workshops, Conferences, seminars", the CSA decided to hold Three (3) workshops and Conferences during the coming budget year 2017/2018. To facilitate these, three Halls has been allocated at total cost of US\$2,200.00 (at an average cost of US\$733.333 per hall rental). Hall rental is based on the location of participating ministries and agencies and sometimes, hall rental catering are mandatory for some locations; i.e., once you rent the hall, it is the responsibility of the hall owner to provide catering for the event. These irregular occurrences have provided us options to procurement assorted firms.
3	IFB No. SBA/ CSA/RFO/003/17/18  Event Catering	From the budget line "Workshops, Conferences, seminars", the CSA decided to hold Three (3) workshops and Conferences during the coming budget year 2017/2018. To facilitate these, three (3) sets of catering will be required for each of the workshops planned. The amount to cover this packages is at the total cost US\$4,650.00 (at an average cost of 1,550.00 per catering). Catering is procure based on the location or capability of the vendor to transport the service to the required locations. And, sometimes there is compulsion that the hall rental are procure together whereas some areas (Hall) don't make provision for catering and it is discretionary to the client to provide catering. These irregular occurrences have provided us options to procurement assorted firms.
4	IFB No. SBA/ CSA/ NCB /001/ 17/18  Printing and Binding Services	From the budget line "Printing, Binding and Publications", 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), Transmittal Examination forms, Raw Score Tabulation Cards, complimentary cards, Invoices, Policy documents, etc.
5	IFB No. SBA/ CSA/RFO/001/17/18  Food Stuffs	From the budget line description "Entertainment", food stuffs package will include procurement of refreshment items for the Direct other senior staffs of the Agency. Foodstuff items include snacks, mints, mineral water, soft drinks, power malts, super malt, Extra tea & coffee materials, etc for the fiscal year 2017/2018. This package is also considered for supplementing foodstuffs celebration on international holidays where the Agency is the lead implementing agency to the event (for e.g. Public Service Day.)

Prepared by: Zahwa  
Name: \_\_\_\_\_  
Position: Procurement Director

Date: September 25, 2017  


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

Date: September 25, 2017  




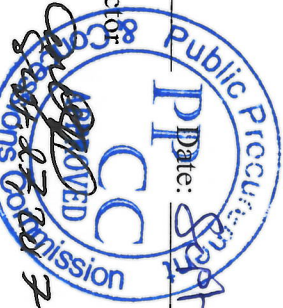
Civil Service Agency  
Procurement Plan (SBA Core Budget-Good & Non-Consultancy)  
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Notes to Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
6	IFB No. SBA/ CSA/ RFQ/ 004/ 17/18 Repairs and maintenance of Residential Building	From the budget line "Repair and Maintenance- Civil", this procurement package will be acquired. This package will facilitate repairs and maintenance on civil service rental properties during the fiscal year 2017/2018. It will be used to provide maintenance for CSA buildings. The amount available for this procurement package for this fiscal year US\$16,000.00
7	IFB No. SBA /CSA/RFQ/005/17/18 Cleaning materials	From the budget line "Cleaning Materials and Services", this procurement package will be acquired. This package will be used to acquire cleaning materials for CSA sanitation staffs to clean the agency. Cleaning materials will include soaps, Dettol, Clorox, and mop. This amount available is US\$6,000.00
8	IFB No. SBA /CSA/RFQ/006/17/18 Newspapers	From the budget line "Newspapers, Books and periodicals", this procurement package will be acquired. This package will be used to facilitate payment to newspapers for advertisement of invitation-to-bids, request for expression of interest and solicitation of proposals. The amount available for this procurement package for this fiscal year is US\$2,250.00. With this package, advertisement will be done is several newspapers.
9	IFB No. SBA /CSA/RFQ/008/17/18 Computer, Repairs and Maintenance Services	From the budget line item of "Computer supplies and ICT service", this contract package will be used to acquire consultancy to provide computer maintenance of the Agency machinery and Equipments including computers and anti-virus, printers, accessories, conditioner and mini-backup batteries, etc. For this fiscal year, a budget of US\$5,000 is available for this package



Prepared by: Zahon  
Name: Zahon  
Position: Procurement Director  
Date: Sept 25, 2017



Approved by: [Signature]  
Name: [Signature]  
Position: Head of Entity/Chairman Proc. Committee  
Date: Sept 25, 2017