



Civil service Agency(CSA)

Employee Status Regularization Project(ESRP) Special Procurement Plan (SBA-)
Source of Funding : Government of Liberia (GOL)
Calendar Year : 2024



		1	2	3	4	5	6	7	8	9	11	12	13	14	15	16	17	18	19	
		BASIC DATA					IMPLEMENTATION DATES													
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED PROCUREMENT COST (USD) T METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	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	IFBNO.CSA/ESRP/ SBA/RFQ/001/2024	J5813	1Firm	3,700.00	RFQ	11-Jun-24	18-Jun-24	11-Jun-24	16-Jul-24	23-Jul-24	13-Aug-24	N/A	22-Aug-24	11-Sep-24					
UPDATE																				
ACTUAL																				
PLANNED	2	IFBNO.CSA/ESRP/ SBA/RFQ/002/2024	M-7310	1Firm	3,000.00	RFQ	11-Jun-24	18-Jun-24	11-Jun-24	16-Jul-24	23-Jul-24	13-Aug-24	N/A	22-Aug-24	11-Sep-24					
UPDATE																				
ACTUAL																				
PLANNED	3	IFBNO.CSA/ESR P/SBA/RFQ/003/2 024	J6190	Assorted	3,300.00	RFQ	13-Jun-24	21-Jun-24	18-Jul-24	30-Jul-24	08-Aug-24	19-Aug-24	N/A	28-Aug-24	17-Sep-24					
UPDATE																				
ACTUAL																				
PLANNED	4	IFBNO.CSA/ESR P/SBA/RFQ/004	C-4761	Assorted	3,985.00	RFQ	13-Jun-24	21-Jun-24	18-Jul-24	30-Jul-24	08-Aug-24	19-Aug-24	N/A	28-Aug-24	17-Sep-24					
UPDATE																				
ACTUAL																				
PLANNED	5	IFBNO.CSA/ESR P/SBA/RFQ/005/2 024	C-1812	1Firm	5,530.00	RFQ	14-Jun-24	17-Jun-24	12-Jul-24	19-Jul-24	25-Jul-24	14-Aug-24	N/A	23-Aug-24	06-Sep-24					
UPDATE																				
ACTUAL																				
PLANNED	6	IFBNO.CSA/ESR P/SBA/RFQ/006/2 024	J5813	Firms	2,000.00	RFQ	14-Jun-24	17-Jun-24	12-Jul-24	19-Jul-24	25-Jul-24	14-Aug-24	N/A	23-Aug-24	06-Sep-24					
UPDATE																				
ACTUAL																				
PLANNED	7	IFBNO.CSA/ESR P/SBA/RFQ/007/2 024	G-4761	1Pc	1,200.00	RFQ	14-Jun-24	17-Jun-24	12-Jul-24	19-Jul-24	25-Jul-24	14-Aug-24	N/A	23-Aug-24	06-Sep-24					
UPDATE																				
ACTUAL																				
GRAND-TOTAL																				

Prepared by: *[Signature]*
 Name: Tisdell S. Yarkpah
 Position: Director of Procurement
 Date: 9/17/24

Approved by: *[Signature]*
 Name: Josiah F. Jockai, Jr.
 Position: Director-General//Chairman Proc. Committee
 Date: 9/11/2024

[Handwritten notes and signatures]
 Date: 9/11/2024



NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFBNO.CSA/ESRP/SBA/RFQ/001/2024-Jingles, Business Activity Code: J5813	From the ESRP project budget " Publication Jingles " This line item will be used for the Employees Status Regularization Project, messages for the project through Jingle Production to enlighten citizens especially civil servants on the significance of the project.. These jingle will be developed in different languages using developed messages that will be turned into jingles for airing across the country. The CSA wishes to use the Request for Quotation method (RFQ) of procurement. In order for the CSA to meet up with the project as indicated on the time line, the CSA request the Commission approval for the use of the above method. An accumulated budget of US\$3,000.00 is available from Publications (Newspapers) during the project implementation FY-2024.
2	IFBNO.CSA/ESRP/SBA/RFQ/002/2024-Publications -Business Activity Code: G-4761	From the ESRP Project Budget " Publications-NewsPaper" This line item will be used to transmit information/messages about the Employee Status Regularization Project to the public in and around the country. Taking into consideration the importance of these messages or information, the CSA ask the Commission approval to use most of the legally operating newspapers within the country. Some of the messages or information include the importance of the project, the step in regularizing your status, actors involved and all other information relating to the ESRP. This service will be based on price and coverage and payment. This contract package will be funded from the budget line Publicity and Media as indicated in the project budget. An accumulated budget of US\$3,000.00 is available from Publications (Newspapers) during the project implementation FY-2024.
3	IFBNO.CSA/ESRP/SBA/RFQ/003/2024-Scratch Cards -Business Activity Code: 15621	From the ESRP Project Budget " Scratch Cards" This line item will be used for the procurement of Six Hundred Sixty pieces of scratch cards at the unit price of US\$5.00 totalling US \$3,300.00. This contract package will be funded from the budget of the ESRP Scratch Cards as indicated in the Project budget. The CSA asks the Commission for no objection to use the Request for Quotation Method of procurement (RFQ).
4	IFBNO.CSA/ESRP/SBA/RFQ/004/2024-Stationery -Business Activity Code: G-4761	From the ESRP project budget " Stationery" This procurement package represents assorted stationery materials for the Employee Status Regularization Project. Items to be procured include: A4 sheets, Legal paper, Royal Executive Bond, A3 sheets, Manila folder, Staple pins, Calculator, Stick on pads, Highlighter, Brown envelope, Stapler, Marker, Handling folder, Ink, Computer cartridges, note pads, assorted markers, masking tape, envelopes, flipchart, notice boards, paper glue, , etc. This package will be financed from the line Stationery as indicated in the project budget. The CSA wishes to use the Request for Quotation Method of procurement. In order for the CSA to meet up with the start of the project as indicated on the time line, the CSA request the Commission approval for the use of the above method. An accumulated budget of US\$5,185.00 is available for Stationery during the implementation of the project FY-2024.
5	IFBNO.CSA/ESRP/SBA/RFQ/005/2024-Printing and Binding- Business Activity Code: C-1812	From the ESRP project budget " printing and Binding". This line item is slated for the project specific materials to be use by the project staff and binding of project report. Material to be printed are Jackets and Project Report. This package will be financed from the line Stationery and outfits as indicated on the cash plan. The Procurement Committee asks the Commission approve the method propose by the CSA. The Request for Quotation will be use for this procurement. In order for the CSA to meet up with the project as indicated on the time line, the CSA request the Commission approval for the use of the above method. An accumulated budget of US\$5,530.00 is available for Printing and binding during the implementation of the project FY-2024.
6	IFBNO.CSA/ESRP/SBA/RFQ/006/2024-Electronic media services-Business Activity Code: J5813	From the ESRP project budget " Publication (Airing)" This line item will be used for the Employees Status Regularization Project, messages for the project through airing of jingles on various local communities radio stations in Liberia to enlighten citizens especially civil servants on the significance of the project. The CSA wishes to use the Request for Quotation method of procurement. In order for the CSA to meet up with the project as indicated on the time line, the CSA request the Commission approval for the use of the above method. An accumulated budget of US\$2,000 is available for Publications(Airing) during the implementation of the project FY-2024.
	IFBNO.CSA/ESRP/SBA/RFQ/007/2024-Printer-Business Activity Code: G-4761	From the ESRP Project Budget " Printer" This line item will be used for the procurement of one printer for the project office, the budget available for printer is US \$1,200.00. This contract package will be funded from the budget of the ESRP Printer as indicated in the Project budget. The CSA asks the Commission for no objection to use the Request for Quotation Method of procurement (RFQ).

Prepared by: Tisdell S. Yarkpah
 Position: Director of Procurement

Date: 14 Oct 2024

Approved by: [Signature]
 Name: Hon. Jssiah F. Joekai, Jr.
 Position: Director-General/Chairman Proc. Committee

Date: 06/11/2024



[Signature]
 Date: 6/11/24



Civil service Agency(CSA)
Employee Status Regularization Project(ESRP)Special Procurement Plan (NON- SBA)
Source of Funding : Government of Liberia (GOL)

		Calendar Year : 2024																		
		IMPLEMENTATION DATES																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		BASIC DATA																		
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (S)	QTY	ESTIMATED PROCUREMENT COST (USD) T METHOD	TECHNICAL SPECS/BOQ/DR AWINGS	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/ESRP/RB/001/2024	Vehicle Rental	H-4922	1 Firm	24,000.00 RB	13-Jun-24	21-Jun-24	28-Jun-24	08-Jul-24	05-Aug-24	12-Aug-24	14-Aug-24	29-Aug-24	NA	13-Sep-24	03-Oct-24				
UPDATE																				
ACTUAL																				
PLANNED	2 IFBNO.CSA/ESRP/RB/002/2024	Petroleum products	G-4661	1 Firm	11,075.00 RB	13-Jun-24	21-Jun-24	28-Jun-24	08-Jul-24	05-Aug-24	12-Aug-24	14-Aug-24	29-Aug-24	NA	13-Sep-24	03-Oct-24				
UPDATE																				
ACTUAL																				
PLANNED	3 IFBNO.CSA/ESRP/RB/003/2024	Software Licenses	G-4651	1 Firm	28,100.00 RB	17-Jun-24	26-Jun-24	05-Jul-24	27-Jun-24	25-Jul-24	01-Aug-24	12-Aug-24	26-Aug-24	NA	13-Sep-24	14-Oct-24				
UPDATE																				
ACTUAL																				
PLANNED	4 IFB NO. CSA/ESRP/RB/004/2024	ICT Equipment & Software Development	G-4741	Assorted	92,500.00 RB	17-Jun-24	26-Jun-24	05-Jul-24	27-Jun-24	25-Jul-24	01-Aug-24	12-Aug-24	26-Aug-24	NA	13-Sep-24	14-Oct-24				
UPDATE																				
ACTUAL																				
PLANNED	5 IFB NO. CSA/ESRP/RB/005/2024	Vehicle Purchase	G-4510	1 PC	40,000.00 RB	13-Jun-24	21-Jun-24	28-Jun-24	08-Jul-24	05-Aug-24	12-Aug-24	14-Aug-24	29-Aug-24	NA	13-Sep-24	03-Oct-24				
UPDATE																				
ACTUAL																				
Sub-Total					195,675.00															

Date: 06/11/2024

Approved by: *[Signature]*

Name: Hon. Joseph F. Jockai, Jr.
Position: Director-General/Chairman Proc. Committee

Date: June 11, 2024

Prepared by: *[Signature]*

Name: Tisdell S. Yarkpah
Position: Director of procurement



[Handwritten signature]
06/17/24



Civil Service Agency(CSA)
 Employee Status Regularization Project (ESRP) Special Procurement Plan (NON- SBA)
 Source of Funding : Government of Liberia (GOL)



Calendar Year : 2024

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB NO. CSA/ESRP/RB/001/2024-Vehicle Rental: Business Activity Code :H-4922	From the ESRP Project budget line " Vehicle Rental". This line will be used to rent five (5) pickups or jeeps for one hundred twenty five (125) days. The vehicles listed above will be rented for the movement of teams from county to county for the regularization of employees status across the country. An accumulated budget of US\$24,000.00 is available from Vehicle Rental for the project period FY-2024. In order for the CSA to meet up with the timeline of the project, the CSA request the Commission approval for the use of the Restricted Bidding Method consistent with section 50 (a). This contract package will be financed from the line-item Vehicle Rental as indicated on the cash plan and the national competitive bidding method will be used for this procurement.
2	IFBNO.CSA/ESRP/RB/002/2024-Petroleum products -Vehicles: Business Activity Code: G-4661	From the ESRP Project budget line " Petroleum Products-Vehicles " This line item will be used for the procurement of fuel for all rented vehicles, CSA vehicles, and generators for its operations during the conduct of the Employee Status Regularization Project. In order for the CSA to meet up with the start date of the Employee Status Regularization Project as indicated on the timeline, the CSA request the Commission approval for the use of the Restricted bidding method consistent with Section 50 (a). This contract package will be financed from the cash plan lines Fuel. An accumulated budget of US \$11,075.00 is available from Petroleum Products-Vehicles during the implementation of the project FY-2024. This amount will be used to procure Two thousands One hundred seventy one(2,171) gallons of petroleum products for the rented vehicles.
3	IFBNO.CSA/ESRP/RB/003/2024-Software Licenses : Business Activity Code: G4651	From the project budget line " Software Licenses" This line item is specified for the procurement of a secured certified licenses and accessories for the project. This contract package will be funded from the budget line system development and Information Technology as indicated in the project budget and the Restricted bidding method (RB) will be used for this procurement consistent with Section 50. the CSA wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the CSA meet all time bound activities for the conduct of the ESRP Project. An accumulated budget of US\$28,100.00 is available from System Development accessories for the project period FY- 2024.
4	IFB NO. CSA/ESRP/RB/003/2024-ICT Equipment & Software Development : Business Activity Code : G-4741	From the project budget " ICT Equipment & Software Development " This line item will be used to procure 20 pcs of advanced android tablets, with rugged tablet cases, security and facial recognition software. 20 pcs of power bank and, data collection and verification that will be used for the Employee Status Regularization Project. the firm will design, develop, test, and deploy back-end services using authorized programming languages and frameworks, develop user-friendly and responsive front-end interfaces using authorized frameworks and libraries, integrate front-end and back-end components to create cohesive software applications, Write clean, well-documented, and maintainable code, Conduct unit testing and participate in integration testing to ensure code quality and functionality, Troubleshoot and debug software issues to ensure optimal application performance, maintain existing software applications and implement bug fixes and feature enhancements as required. This line will be financed from the line Software Development and Information Technology Equipment as indicated in the project budget and the Restricted bidding method (RB) will be used for this procurement. In consonance with the PCCA Section 50, Subsection (5), the CSA wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the CSA meet all time bound activities for the conduct of the Project. This line item is specified for the procurement of a secured certified license and accessories for the project. This contract package will be funded from the budget line system development and an accumulated budget of US\$92,500.00 is available from IT Equipment during the implementation of the project FY-2024.
5	IFB NO. CSA/ESRP/RB/004/2024-Vehicle Purchase: Business Activity Code : G-4510	From the Project budget line " Transport Equipment (Vehicle). This line item will be used to procure one pickup vehicle which will be used by the Civil Service Agency for the supervision of field activities. The vehicle will be required for the implementation of field activities, like monitoring of the regularization project. The line transport equipment (vehicles) will be used to finance this procurement and the restricted bidding method (RB) will be used for this procurement. In consonance with the PCCA Section 50, Subsection (5), the CSA wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the CSA meet all time bound activities for the conduct of the ESRP project. An accumulated budget of US \$40,000. is available from Transport Equipment-Veholle during the project implementation FY-2024.

Prepared by: Tisdell S. Yarkpah
 Position: Director of Procurement

Date: June 11, 2024

Approved by: [Signature]
 Name: Hon. Joseph F. Jockai, Jr.
 Position: Director-General/Chairman Proc. Committee

Date: 06/11/2024



[Signature]
 6/17/24