



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

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Ref. **PPCC/RL/CEO/302/'24**

June 17, 2024

Josiah F. Joekai, Jr.
DIRECTOR-GENERAL
Civil Service Agency
Republic of Liberia

Dear Hon. Joekai:

Subject: **RECEIPT AND APPROVAL OF THE MOD SPECIAL PROJECT PROCUREMENT PLAN (SBA / NON SBA / CONSULTANCY) - FISCAL YEAR 2024**

We present compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Civil Service Agency (CSA) of its Special Project Procurement Plan. The Commission has received and approves the CSA's Special Project Procurement Plan for Fiscal Year 2024 in accordance with **Section 40** of the PPCA, 2010, and informs the **CSA** that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission."

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Best regards.

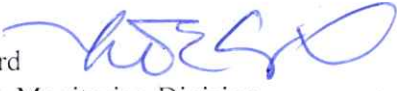
Yours Sincerely,



Rodger Scott-Johnson (Hon.)
CHIEF EXECUTIVE OFFICER

MEMORANDUM

June 17, 2024

To: Bodger Scott Johnson (Hon.)
Executive Director

Thru: Mr. Himmie E. Langford 
Director, Compliance & Monitoring Division

From: Barsay M. Dowah 
Compliance Manager

Subject: Civil Service Agency (CSA) Submission of Employees Status Regularization Project (ESRP) Procurement Plan for the fiscal year 2024

The Civil Service Agency (CSA), consistent with Section 40 of the Public Procurement and Concessions Act 2010, has submitted its special project procurement plan for the Commission's approval. Also, per the Commission's requirement for procurement planning, the entity submitted the following required documents:

1. The transmittal letter;
2. Budget (MFDP evidence of funding)
3. Cash Plan
4. Project Procurement plan
5. Procurement Unit and Committee Listing

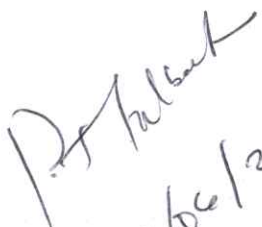
To ensure conformity with the PPCA of 2010 requirements for public procurement planning, a thorough review was conducted. Below are the findings:

- It has been determined that CSA complies with Section 40 of the PPCA
- That CSA have not submitted the 1st Quarter Report for fiscal year 2024

In light of the foregoing, I recommend the following:

- That the Commission approves the Civil Service Agency (CSA) Project procurement plan for fiscal year 2024 and request the CSA to comply with the reporting requirements in accordance with the Public Procurement and Concessions Act, 2010.

Best Regards,


17/06/24

Josephine
Gelesca
17/06/24