



REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.ppcc.gov.lr EMAIL: info@ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/020/25'**

January 14, 2025

Hon. Johnson P. Sloan

DEPUTY DIRECTOR GENERAL FOR ADMINISTRATION

General Service Agency

Monrovia, Liberia

Dear Hon. Sloan:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN AND PUBLIC SECTOR INVESTMENT PROJECT (PSIP) PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the General Service Agency (GSA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the GSA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the GSA that the 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 plan.

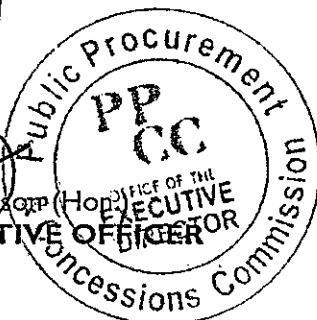
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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

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

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

Sincerely yours,

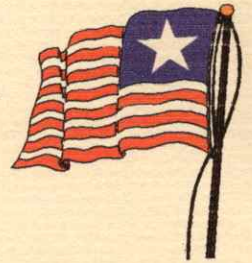
Bodger Scott Johnson (Hon)
CHIEF EXECUTIVE OFFICER





Office of the Deputy Director
General for Administration

Republic of Liberia
GENERAL SERVICES AGENCY



JPS-GSA-DDGA-17-2025

Hon. Bodger Scott Johnson
Chief Executive Officer
Public Procurement and Concessions Commission
Capitol Hill
Monrovia, Liberia

January 3, 2025

Reference: SUBMISSION OF GSA DRAFT PROCUREMENT PLAN FOR 2025

Dear Hon. Johnson:

I extend my compliments and I am pleased to submit to your office GSA draft procurement plan for the fiscal year 2025 for provisional approval. This Submission is consistent with the draft budget of GSA.

Please find attached a copy of the procurement plan, the draft Budget, members of the procurement committee and the procurement unit.

Regards,

Hon. Johnson P. Sloan
Deputy Director General/Administration

Cc. File



John Sloan

Jan 3, 2024

TIME: 3:59 PM



- Procurement Plan Template for Goods, Works and Non-Consulting Services -

General Services Agency
Procurement Plan (Non-SBA), FY 2025
Source of Funding: Government of Liberia

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Activity Code	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)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB No#:GSA/NCB/001/25	Building Materials	G4663	Assorted	451,162	NCB	1/9/25	1/13/25	1/18/25	1/22/25	2/21/25	2/27/25	3/3/25	3/7/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No#:GSA/NCB/002/25	Vehicle Spare parts	G4530	Assorted	18,000	NCB	1/9/25	1/13/25	1/18/25	1/22/25	2/21/25	2/27/25	3/3/25	3/7/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No#:GSA/NCB/003/25	Cleaning Materials	G4773	Assorted	14,941	NCB	1/9/25	1/13/25	1/18/25	1/22/25	2/7/25	2/27/25	3/3/25	3/7/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$484,103.00														



Prepared by: 
Procurement Director

Approved by: 
Head of Entity/Chairman Proc. Committee



Date: 01/03/2025


1/14/25

- Procurement Plan Template for Goods, Works and Non-Consulting Services -

General Services Agency
Procurement Plan (Non SBA), FY 2025
Source of Funding: Government of Liberia

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Activity Code	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)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	4	IFB No#:GSA/RFQ/001/25	Generator Spare Parts	G4659	Assorted	10,000	RFQ	1/8/25	1/13/25	1/16/25	1/20/25	1/24/25	1/28/25	1/31/25	2/4/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	5																			
UPDATE																				
ACTUAL																				
PLANNED	6																			
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$494,103.00														




Prepared by: 
Procurement Director


1/14/25

Approved by: 
Head of Entity/Chairman Proc. Committee



Date: 01/03/2025

Name of Entity: General Services Agency
 Procurement Plan Explanatory Notes (Non –SBA)
 Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB #.GSA/NCB/001/25	Building Materials	This contract package is from the budget line-item Repair and Maintenance Civil which is intended to purchase assorted building materials in three lots. Lot # 1 Electrical Materials US\$ 35,000, Lot #2 General Building Materials US\$ 400,000 and Lot #3 plumbing Materials US\$ 16,162
2.	IFB #.GSA/NCB/002/25	Vehicle spare parts	This contract package is funded from the budget line-item repair and Maintenance of GSA vehicles. This budget line is intended to purchase assorted vehicle spare parts such as fuel filter, tyres oil filter, brakes bushing.
3.	IFB# GSA/NCB/003/25	Cleaning Materials	This contract package is funded from the budget line item cleaning materials which is intended to procure cleaning materials such as, tide soap, liquid soap, towel. Floor mob, tissue etc.
4.	IFB# GSA/RFO/	Generator Spare Parts	This contract package is funded from the budget line item repair and Maintenance. This package is intended to procure generator spare parts for GSA.

Handwritten signature
1/14/25



- Procurement Plan Template for Goods, Works and Non-Consulting Services -

General Services Agency
PSIP Procurement Plan, FY 2025
Source of Funding: Government of Liberia

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Activity Code	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)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB #:GSA/ICB /proj/001 /25	Building materials	G4663	Assorted	1,654,000	NCB	1/8/25	1/13/25	1/16/25	1/21/25	2/20/25	2/25/25	2/28/25	3/35/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB#:GSA/RB/proj/001/25	Purchase of vehicles	G4510	2	96,000	RB	1/8/25	1/13/25	1/16/25	1/21/25	2/20/25	2/25/25	2/28/25	3/3/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	3																			
UPDATE																				
ACTUAL																				
GRAND TOTAL						US\$1,750,000														

Prepared by: 
 Procurement Director


 1/14/25

Approved by: 
 Head of Entity/Chairman Proc. Committee



Date: 01/03/2025

 Executive Director



Name of Entity: General Services Agency
 PSIP Procurement Plan Explanatory Notes
 Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.GSA/ICB/001/25	Building Materials	This contract package is from the PSIP budget line-item Repair and Maintenance Civil which indicate that US\$ 1,000,000 is intended to procure assorted building materials for the renovation of the executive mansion, US\$ 150,000 is also allotted for the upgrading of some conference centers such as Executive pavilion and the centennial pavilion US\$ 540,000 for the construction of a multipurpose National conference center in Gbanga City, Bong County
2.	IFB NO.GSA/RB/001/25	Purchase of vehicles	This contract package is from the PSIP budget line-item construction of a Multipurpose National conference center which is intended to purchase two SUVs at an estimated price of US\$ 48,000 for each for supervision of the projects.

- US\$ 540,000 is allotted for the purchase of assorted building materials for the construction of the Multipurpose conference hall as indicated: 1. Preparation of the blueprint 2. Mobilization 3. securing of land 4. site clearing 5. laying of profile 6. Excavation 7. Footings 8. laying of blocks/foundation 9. back filling 10. casting of foundation 11. super-structure works up till lintel level.
- US\$ 96,000 is allotted for the purchase of two SUVs for the supervision of the project.

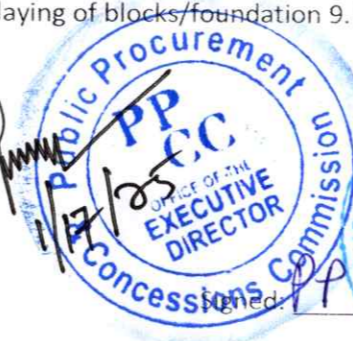
Prepared by:

[Handwritten Signature]

Lincoln Weah
 Procurement Director

[Handwritten Signature]
 1/14/25

[Handwritten Signature]



Agnes D. Nagbe
 comptroller

- Procurement Plan Template for Goods, Works and Non-Consulting Services -

General Services Agency
Procurement Plan (SBA), FY 2025
Source of Funding: Government of Liberia

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Activity Code	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)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB #:GSA/SBA/RB/001/25	Petroleum products(Diesel and Gas)	G4661	11,502 gal @4.31	49,574.37	RB	1/8/25	1/13/25	1/16/25	1/21/25	2/20/25	2/25/25	2/28/25	3/3/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB#:GSA/SBA/RB/02/25	Scratch Card	G6190	2,563.5 pc@5.00	12,816.5	RB	1/8/25	1/13/25	1/16/25	1/21/25	2/20/25	2/25/25	2/28/25	3/3/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB#:GSA/SBA/RB/03/25	Repair of ICT Equipment	S9511	Assorted	14,941.68	RB	1/8/25	1/13/25	1/16/25	1/21/25	2/20/25	2/25/25	2/28/25	3/3/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
SUB TOTAL						US\$77,332.5														

Prepared by: 
Procurement Director


1/14/25

Approved by: 
Head of Entity Chairman Proc. Committee

Date: 01/13/2025

- Procurement Plan Template for Goods, Works and Non-Consulting Services -

General Services Agency
Procurement Plan (SBA), FY 2025
Source of Funding: Government of Liberia

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											REMARKS	
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Activity Code	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)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	4	IFB #:GSA/SBA/RFQ/001/25	Internet services	J6120	1firm	8,000	RFQ	1/8/25	1/13/25	1/16/25	1/21/25	1/24/25	1/28/25	2/31/25	2/4/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB#:GSA/SBA/RFQ/002/25	Printing & Binding Services	C1812	Assorted	2,465.47	RFQ	1/8/25	1/13/25	1/16/25	1/21/25	1/24/25	1/28/25	1/31/25	2/4/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB#:GSA/SBA/RB/004/25	Stationary	G4761	Assorted	12,236	RB	1/8/25	1/13/25	1/16/25	1/21/25	2/20/25	2/25/25	2/28/25	3/3/25	N/A	12/31/25	12/31/25		
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$100,034.02														



Prepared by: 
Procurement Director

Approved by: 
Head of Entity/Chairman Proc. Committee

Date: 01/03/2025


1/14/25



Procurement Plan 2025
Explanatory Notes of Procurement Plan (SBA)
Fiscal Year 2025

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB#:GSA/SBA/RB/001/25	Petroleum product	The cost of US \$ 49,574.37 is derived from the budget line –item petroleum product for vehicles and Generators. This line item will be used for the procurement of 11,502 gals of fuel and Gas for GSA vehicles and generators as indicated in the proposed Draft FY 2025 National Budget
2	IFB:GSA//SBARB/002/25	Scratch Card	From budget line item Telecommunication, Internet, Postage and Courier, the allocation of US\$ 12,816.5 is intended to procure 2,563.5pcs@5.00 pieces of scratch cards for fiscal year 2025.
3	IFB#:GSA/SBA/RB/003/25	Repair of ICT Equipment	This contract package is funded from the budget line Repair of ICT Equipment which is intended to purchase ICT equipment for used by the entity.
4	IFB#:GSA/SBA/RFQ/001/25	Internet Services	This budget line item is drawn from the FY 2025 budget for the provision of internet services for the General Services Agency (GSA) for research and work related services.
5	IFB#:GSA/SBA/RFQ/002/25	Printing and Binding Services	This contract package is intended for the procurement of printing, binding and publication materials as indicated in the proposed Draft National budget for FY 2025. This contract package will cover the cost of printing Letter Heads, envelopes, Billboards, binding of bid documents and procurement notices etc.
6	IFBNo#:GSA/SBA/003	Stationary	This contract package is intended to procure the following stationary items: A4 papers, ball pen, manila folder, legal paper, box files, cartridges The reason why we are using Restricted Bidding as a procurement method in this case irrespective of the threshold is because of section 50(b) of the Act,

Public Procurement Commission
 OFFICE OF THE EXECUTIVE DIRECTOR

1/14/25

OFFICE OF DEPUTY DIRECTOR GENERAL
 GENERAL SERVICES AGENCY
 FOR ADMINISTRATION

- Procurement Plan Template for Goods, Works and Non-Consulting Services -

			which says when the cost of considering a large number of bids is disproportionate to the estimated contract price of the procurement.
--	--	--	--

}
}
/

2