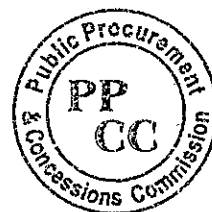


REPUBLIC OF LIBERIA

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/0300/25'

February 26, 2025

Dr. Josia F. Joekai, Jr.
DIRECTOR GENERAL
Civil Service Agency (CSA)
Monrovia, Liberia

Dear Dr. Joekai:

Subj: APPROVAL OF UPDATED PROJECT (RPSCLC) PROCUREMENT PLAN FOR FISCAL YEAR 2025

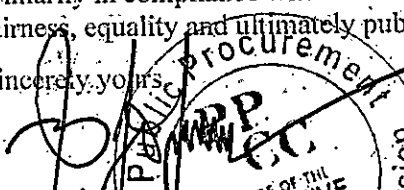
We present our compliments and wish to acknowledge receipt of your communication dated February 19, 2025, which sought the approval of the Commission for Civil Service Agency (CSA) Updated Project Core and SBA Procurement Plan for 2025.

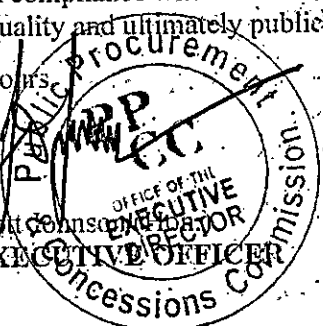
Following thorough review, the Commission hereby approves the Civil Service Agency (CSA) Updated Project Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Civil Service Agency that the Updated Project procurement plan will be duly forwarded to the 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, 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. However, 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.

Sincerely yours,


Rodger Scott
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



Office of the
Director-General

Republic of Liberia
CIVIL SERVICE AGENCY (CSA)
"Ensuring Merit and Efficiency in the Public Service"



REF: RL/CSA/DG/JFJ/pw/PROC/166/2025

February 19, 2025

Hon. Bodger Scott Johnson

Executive Director

Public Procurement & Concession Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Dear Hon. Scott:

RE: UPDATED REGIONAL CONFERENCE PROCUREMENT PLAN-PROJECT

I convey compliments on behalf of the Civil Service Agency (CSA), and herewith submit for your approval the Updated Procurement Plan (Goods and Service) for the Regional Public Service Commission Leadership Conference hosted by the Agency in accordance with section 40(5) of the PPC Act of 2010.

Thanks for your usual kind cooperation.

Kind regards.

Sincerely,

Josiah F. Joekai, Jr. PhD

Director -General

John Sumo
02/20/2025

To Mr. S: 24 PM

+231778-495-959

+231 886-074-976

+231 886-074-976

info@csa.gov.lr

Ministerial Complex
Congo Town,
Monrovia, Liberia



Civil Service Agency(CSA)

Regional Public Service Commission Leadership Conference- Project Procurement Plan- Update (SBA-)
Source of Funding : HEDPAC



Calendar Year : 2025

1	2	3	4	5	6	7	8	9	10	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 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. CSA/SBA/RPSCLC/RFQ/001/2025	Decoration	L-6810	1Firm	2,000.00	RFQ	27-Jan-25	29-Jan-25	31-Jan-25	03-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE																		
ACTUAL																		
PLANNED	2	IFBNo.CSA/SBA/RPSCLC/RFQ/002/2025	Petroleum products	G-4661	400 gallons	1,700.00	RFQ	20-Jan-25	27-Jan-25	03-Feb-25	12-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE		IFBNo.CSA/SBA/RPSCLC/RRQ/002/2025	Petroleum products	G-4661	100 gallons	426.00	RFQ	27-Jan-25	29-Jan-25	31-Jan-25	03-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
ACTUAL																		
PLANNED	3	IFBNO.CSA/SBA/RPSCLC/RFQ/003/2025	Scratch Cards	J6190	240 pieces	1,200.00	RFQ	20-Jan-25	27-Jan-25	03-Feb-25	12-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE		IFBNo.CSA/SBA/RPSCLC/RRQ/003/2025	Scratch Cards	J6190	100 pieces	500.00	RFQ	27-Jan-25	29-Jan-25	31-Jan-25	03-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
ACTUAL																		
PLANNED	4	IFBNO.CSA/SBA/RPSCLC/RFQ/004/2025	Stationery	G-4761	Assorted	7,300.00	RFQ	20-Jan-25	27-Jan-25	03-Feb-25	12-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE		IFBNO.CSA/SBA/RPSCLC/RFQ/004/2025	Stationery	G-4761	Assorted	1,000.00	RFQ	27-Jan-25	29-Jan-25	31-Jan-25	03-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
ACTUAL																		
PLANNED	5	IFBNO.CSA/RPSCLC/RB/001/2025	Printing and Binding	C-1812	1Firm	24,000.00	RB	13-Jan-25	20-Jan-25	27-Jan-25	03-Feb-25	17-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE		IFBNO.CSA/SBA/RPSCLC/RFQ/005/2025	Printing and Binding	C-1812	1Firm	5,274.00	RFQ	27-Jan-25	29-Jan-25	31-Jan-25	03-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
ACTUAL																		
GRAND-TOTAL						9,200.00												

Prepared by: Twee Pas
Name: Prince A. Weekes, II
Position: Director of Procurement

Date: 2/19/25
[Signature]
2/25/25

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

Date: 2/19/25
[Signature]
Regional Public Service Commission
Executive Director
Procurement



Civil Service Agency(CSA)

Regional Public Service Commission Leadership Conference-Project Procurement Plan - Update (NON- SBA)

Source of Funding : HEDPAC

Calendar Year : 2025



1	2	3	4	5	6	7	8	9	10	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 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. CSA/IPSCC/RB/001/2025	Air Ticket	N-7911	1Firm	33,500.00	RB	13-Jan-25	20-Jan-25	27-Jan-25	03-Feb-25	17-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE		IFB No. CSA/RPSC/LC/RB/001/2025	Air Ticket	N-7911	1Firm	18,000.00	RB	20-Jan-25	22-Jan-25	24-Jan-25	27-Jan-25	17-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	N/A	28-Feb-25	30-May-25
ACTUAL																		
PLANNED	2	IFB No. CSA/IPSCC/RB/002/2025	Conference Hall Rental, Accommodation and others	L-6810	1Firm	46,500.00	RB	13-Jan-25	20-Jan-25	27-Jan-25	03-Feb-25	17-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE		IFB No. CSA/RPSC/LC/RB/002/2025	Conference Accommodation	L-6810	1Firm	12,000.00	RB	20-Jan-25	22-Jan-25	24-Jan-25	27-Jan-25	17-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	N/A	28-Feb-25	30-May-25
ACTUAL																		
PLANNED	3	IFBNO.CSA/RPSC/LC/RFQ/006/2025	Catering	L-6810	1Firm	8,000.00	RFQ	27-Jan-25	29-Jan-25	31-Jan-25	03-Feb-25	19-Feb-25	21-Feb-25	24-Feb-25	27-Feb-25	N/A	28-Feb-25	30-May-25
UPDATE																		
ACTUAL																		
Sub-Total						38,000.00												

Prepared by: Prince A. Weekes, II
 Name: Prince A. Weekes, II
 Position: Director of Procurement

Date: 2/19/25

Approved by: Hon. Josiah F. Joekai, Jr.
 Name: Hon. Josiah F. Joekai, Jr.
 Position: Director-General/Chairman Proc. Committee

2/25/25


Date: 2/19/25

Notes to Procurement Plan-(SBA)		
NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/SBA/RPSCLC/RFQ/001/2025-Decoration -L-6810	This line item will be used for Hall Decoration during the conference. The Hall will be decorated will be decorated for the entire program where delegates will come from Guniea, Ivory Coast, Burkina Faso, Sierra Leone and Central African Republic. This item will be budget for the lineHall Decoration with the accumulated total amount US\$2,000.00 . In order for the CSA to meet up with the timeline of the project, the CSA request the Commission approval for the use of Request for Quotation.This contract package will be financed from the line-item Decoration as indicated on the cash plan.
2	IFB No. CSA/SBA/RPSCLC/RFQ/002/2025-Petroleum Products - G-4661	This line item will be used for the procurement of One Hundred(100) gallons of fuel for all GSA assigned guest vehicles and CSA vehicles that will be use to transport delgates during the conduct of the Regional Public Service Commission Leadership Conference . In order for the CSA to meet up with the start date of the Regional Public Service Commission Leadership Conference Project as indicated on the timeline, the CSA request the Commission approval for the use of the above method.This contract package will be financed from the cash plan lines Fuel with the amount of US\$426.00 .
3	IFB No. CSA/SBA/RPSCLC/ RFQ/003/2025- Scratch Cards -J-6190	This line item will be used for the procurement of One Hundred pieces (100pcs) of scratch cards. This contract package will be funded from the budget of the RPSCLC on the Cash Plan in the amount US\$500.00 . The CSA request the Commission for approval to use the Request for Quotation Method of procurement.
4	IFB No. CSA/SBA/RPSCLC/ RFQ/004/2025- Stationery G-4761	This procurement package represents assorted stationery materials for the Regional Public Service Commission Leadership Conference. Items to be procured include: A4 sheets, Legal paper, folders, Staple pins, Calculator, Stick on pads, Highlighter, A4 envelopes, Stapler, cartridges, note pads, assorted markers, masking tape, flipchart, and name tag etc. This contract package will be funded by the budget of the RPSCLS on the cash plan stationery and the amount is US\$ 1,000.00 . The CSA wishes to use the Request for Quotation Method of procurement.
5	IFB No. CSA/SBA/RPSCLC/RFQ/005/2025- Printing and Binding C-1812	This line item is slated for the project(conference) specific Printing that will be use by the delegates. Material to be printed are flex banners, pull-up banners, printing of Customized note pad , Stickers, Flags, Memory Stick, Leather Folders, Customize Linyard, Name Tag, Table Tags and Project(Conference) Report. Th accumalated amount is US\$ 5,274.00 . The Reques for Quotation(RFQ) 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.

Prepared By: *J. Weekes* Date: 2/19/25
 Name: Prince A. Weekes, II
 Position: Director/Procurement Division

Approved By: *[Signature]* Date: 2/19/25
 Name: Josiah F. Joekai, Jr. PhD
 Position: Director-General/Chairperson Procurement Committee

[Handwritten Signature]
 2/25/25

[Handwritten Signature]
 2/27/25


Notes to Procurement Plan-(NON-SBA)		
NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/RPSCLC/RB/001/2025-Air Ticket -N-7911	From budget line descriptions "Foreign Travel-Means of travel " , the project intends to procure Fifteen (15) Air tickets for delegates that will form part of the conference. Delegates are expected to come from Guinea,Sierra Leone,Burkina Faso,Cote d' Ivoire, and Central African Republic for the Regional Public Service Commission Leadership Conference that will be held in Liberia, An accumulated Budget of US\$ 18,000.00 is available from Foreign Travel -Means of Travel for the Conference scheduled for March 4-7, 2025. The CSA request the commission approval to use the Restricted Bidding (RB) method of procurement.
2	IFB No. CSA/RPSCLC/RB/002/2025-Conference Accomodation -L-6810	From budget line descriptions "Conference Accomodation " , the project intends to provide Accomodation for delegates that will come from Guinea,Sierra Leone,Burkina Faso,Cote d' Ivoire, Central African Republic and host Liberia. The Regional Public Service Commission Leadership Conference that will be held in Liberia from March 4-7, 2025. An accumulated Budget of US\$ 12,000.00 is available for Conference Hall Rental, Lodging and Catering for the project Calendar Year 2025. The CSA request the commission approval to use the Restricted Bidding (RB) method of procurement.
3	IFB No. CSA/RPSCLC/RFQ/006/2025-Conference Catering -L-6810	From budget line descriptions "Conference Catering " , the project intends to provide Catering Service (Breakfast, Lunch, and Cofee Break) for delegates that will come from Guinea,Sierra Leone,Burkina Faso,Cote d' Ivoire, Central African Republic and host Liberia. The Regional Public Service Commission Leadership Conference that will be held in Liberia from March 4-7, 2025. An accumulated Budget of US\$ 8,000.00 is available for Conference Hall Rental, Lodging and Catering for the project Calendar Year 2025. The CSA request the commission approval to use the Request for Quotation (RFQ)) method of procurement.

Prepared By: Prince A. Weekes, II Date: 2/19/25
 Name: Prince A. Weekes, II
 Position: Director of Procurement/CSA

Approved By: Josiah F. Joekai, Jr PhD Date: 2/19/25
 Name: Josiah F. Joekai, Jr PhD
 Position: Director-General/Chairman Proc. Committee

WFO
2/25/25

J. Joekai, Jr
 2/27/25
