



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/0272/25'**

February 17, 2025

Hon. Josiah F. Joekai, Jr.
DIRECTOR GENERAL
Civil Service Agency
E.J.S. Ministerial Complex,
Oldest Congo Town,
Republic of Liberia

Dear Hon. Joekai:

Subj: **APPROVAL OF SPECIAL PROJECT (REGIONAL PUBLIC SERVICE COMMISSION LEADERSHIP CONFERENCE) PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

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

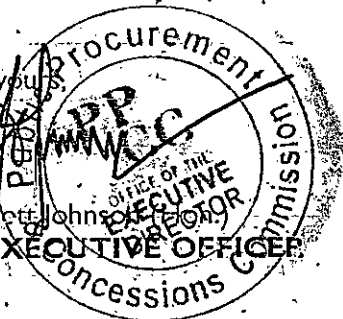
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its 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
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



Republic of Liberia

CIVIL SERVICE AGENCY (CSA)

"Ensuring Merit and Efficiency in the Public Service"



Office of the
Director-General

RL/CSA/DG/JFJ/Proc-paw/099/202

February 5, 2025

Hon. Bodger Scott Johnson

Executive Director

Public Procurement & Concession Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Dear Hon. Johnson:

RE: REGIONAL CONFERENCE PROCUREMENT PLAN-PROJECT

I convey compliments on behalf of the Civil Service Agency (CSA), and herewith submit the Procurement Plan for the Regional Public Service Commission Leadership Conference along with copy of the sponsorship agreement, budget notes and corresponding cash plan.

Mr. Executive Director, considering the limited time for the Regional Public Service Commission Leadership Conference scheduled for March 4-7, 2025 in Liberia, the Civil Service Agency (CSA), requests the Commission's approval for the Reduction in Lead Time of **One (1) Week** for its contract package for Restricted Bidding (RB) method captured on the Project Procurement Plan (SBA and Non-SBA) in accordance with Section 48(5) of the PPC Act.

Considering the limited time in relation to the preparation for the Regional Conference, the CSA believes this will help meet the timeline and ensure full participation from countries invited.

Kind regards.

Sincerely,

Josiah F. Joekai, Jr. PhD

Director-General

Received:
Theophilus S. B. Rollic
Feb. 6, 2025
Time: 11:28 AM

+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- Special Procurement Plan (SBA-)
 Source of Funding : HEDPAC
 Calendar Year : 2025



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ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA													IMPLEMENTATION DATES																																		
			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)																																		
PLANNED	1	IFB No. CSA/SBA/RPSCLC/RFQ/001/2025	Vehicle Rental	H-4922	1Firm	4,000.00	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																																	
UPDATE																																																		
ACTUAL																																																		
PLANNED	2	IFB No. CSA/SBA/RPSCLC/RRQ/002/2025	Petroleum products	G-4661	1Firm	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																																	
UPDATE																																																		
ACTUAL																																																		
PLANNED	3	IFB No. CSA/SBA/RPSCLC/RRQ/003/2025	Scratch Cards	J6190	Assorted	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																																	
UPDATE																																																		
ACTUAL																																																		
PLANNED	4	IFB No. 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																																	
UPDATE																																																		
ACTUAL																																																		
PLANNED	5	IFB No. 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																																	
UPDATE																																																		
ACTUAL																																																		
GRAND-TOTAL						38,200.00																																												

Prepared by:

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

Date:

2/5/25

Approved by:

Name: Josiah P. Luckan, Jr.
 Position: Director-General/Chairman Proc. Committee

[Handwritten Signature]
 2/16/25



Notes to Procurement Plan-(SBA)		
NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/RPSCLC/RFQ/001/2025-Vehicles Rental -H-4922	This line item will be used to rent five (4) Jeeps or Buses for the during of the conference. The vehicles listed above will be rented for the movement of delegates invited from Guinea, Ivory Coast, Burkina Faso, Sierra Leone and Central African Republic for airport pickup to the hotel and site seeing. This item will be budget for the line vehicle rental with the accumulated total amount US\$4,000.00. 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 Vehicle Rental as indicated on the cash plan.
2	IFB No. CSA/RPSCLC/RFQ/002/2025-Petroleum Products - G-4661	This line item will be used for the procurement of fuel for all rented 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\$1,700.00.
3	IFB No. CSA/RPSCLC/ RFQ/003/2025- Scratch Cards -J-6190	This line item will be used for the procurement of two Hundred forty pieces (240pcs) of scratch cards. This contract package will be funded from the budget of the RPSCLC on the Cash Plan in the amount US\$1,200.00. The CSA request the Commission for approval to use the Request for Quotation Method of procurement.
4	IFB No. CSA/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\$ 7,300.00. The CSA wishes to use the Request for Quotation Method of procurement.
5	IFB No. CSA/RPSCLC/RB/001/2025- 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 note pad , Jackets, T-Shirt, caps, bags and Project(Conference) Report. Th accumulated amount is US\$ 24,000.00. The Restricted Bidding (RB) 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: Prince A. Weekes, II Date: 2/5/25
 Prince A. Weekes, II
 Director/Procurement Division

Approved By: Josiah F. Joekai, Jr PhD Date: 2/5/2025
 Josiah F. Joekai, Jr PhD
 Director-General/Chairman Procurement Committee

2/16/25





Civil Service Agency(CSA)
 Regional Public Service Commissions Leadership Conference-Special Procurement Plan (NON- SBA)
 Source of Funding : HEDPAC
 Calendar Year : 2025



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	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	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT																			
PLANNED	1	IFB No. CSA/RPS CLC/RB/0	Air Ticket	N-7911	IFirm	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																																					
ACTUAL																																					
PLANNED	2	IFB No. CSA/RPSCL C/RB/003/2025	Conference Hall Rental, Accommodation and others	L-6810	IFirm	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																			
ACTUAL																																					
Sub-Total						80,000.00																															

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

Date: 2/5/25

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

Date: 2/5/2025

[Signature]
2/16/25

[Signature]
 Public Procurement Commission
 EXECUTIVE DIRECTOR
2/18/25

Notes to Procurement Plan-(NON-SBA)		
NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. CSA/RPSCLC/RB/002/2025-Air Ticket -N-7911	From budget line descriptions "Foreign Travel-Means of travel " , the project intends to procure 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\$ 33,500.00 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/RB/RPSCLC/003/2024-Conference Hall Rental, Accomodation & Others-L-6810	From budget line descriptions "Conference Hall Rental, Accomodation and others " , the project intends to provide Hall Rental, Accomodation and feeding 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\$ 46,500.00 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.

F. Weekes Date: 2/5/25
 Prince A. Weekes, II
 Director/Procurement Division

Approved By: [Signature] Date: 2/5/2025
 Josiah F. Joekai, jr, PhD
 Director General/Chairman Procurement Committee

[Signature]
2/16/25

[Signature]


Name of Entity: CIVIL SERVICE AGENCY
PROCUREMENT PLAN (Consultancy-Project budget)
Source of Funding: SUPPORT FROM HEDPAC
Budget Period/Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA					IMPLEMENTATION DATES													
			Business Activity Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD									
								PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL-EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT		
PLANNED	2	RFP NO.CSA/RPSCLC /LCS/001/2025	Development of Community Health Workers payroll integration system	J6202	1 Firm	60,000.00	LCS		20-Jan-25	27-Jan-25	10-Feb-25	14-Feb-25	17-Feb-25	19-Feb-25	26-Feb-25	28-Feb-25	21-Mar-25	31-Mar-25	1-April-25	2-April-2025	15-Dec-25
UPDATE																					
ACTUAL																					
PLANNED	3	RFP NO.CSA/RPSCLC /LCS/002/2025	Development of Regional CSA online platform	J6202	1 Firm	60,000.00	LCS		20-Jan-25	27-Jan-25	10-Feb-25	14-Feb-25	17-Feb-25	19-Feb-25	26-Feb-25	28-Feb-25	21-Mar-25	31-Mar-25	1-April-25	2-April-2025	15-Dec-25
UPDATE																					
ACTUAL																					
GRAND TOTAL						120,000.00															

Prepared by: Prince A. Weekes 2/5/25
 Prince A. Weekes, II/ Procurement Director/ CSA

Approved by: Josiah F. Joekai, Jr
 Josiah F. Joekai, Jr/Chairman Proc. Committee

Date: 2/5/2025


2/16/25

Consultancy Notes - Project(RPSCLC)

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	RFP NO.CSA/RPSCLC/LCS/001/2025 - J6202	From the budgetline community health workers integration, this budgetline will be allocated for the development of integrated system that will identify the numbers of health workers accross Liberia taking into consideration their sex, location per county, community assigned etc. The said system will be use to integrate community health workers into the national payroll of the Government of Liberia Payroll. The CSA will work closely with the Ministry of Health in implementing and developing this system. The CSA has budgeted US\$60,000.00 to hire a consultant firm that will fully implent this contract package, this amount will come directly from the HedPAC support to the CSA, therefore, the CSA request the commission approval to us the Least Cost Selection method of process.
2	RFP NO.CSA/RPSCLC/LCS/002/2025 - J6202	This Contract package from the budgetline development of Civil Service Agencies online platform, will be allocated to the development of a online platform that will bring together agencies of invited countries showcase their resource materials and experiences. The platform is expecting to run for two years. The CSA through HedPAC has budgeted US\$60,000.00 to procure this package. The CSA request the commission's approval to use the Least Cost Selection (LCS) method of procurement for this contract package under the project.

Prepared by: Prince A. Weekes 2/5/25
 Prince A. Weekes, II/Procurement Director/CSA

Approved by: Jostiah F. Joekai, Jr. 2/5/2025
 Jostiah F. Joekai, Jr. PhD/ Chairman Procurement Committee



Wesley
2/18/25