



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref: PPCC/RL/CEO/509/'22

July 22, 2022

Hon. Norwu G. Howard  
**DEPUTY MINISTER**  
Ministry of Health  
Republic of Liberia

Dear Dr. Howard:

Subject: RECEIPT AND APPROVAL OF MINISTRY OF HEALTH EXPANDED PROGRAM ON IMMUNIZATION (EPI PROCUREMENT PLAN FOR FISCAL YEAR 2022).

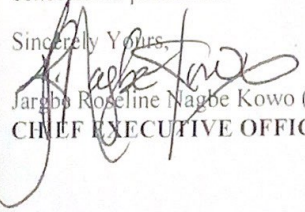
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Health, Expanded Program on Immunization (EPI) with funding from the Global Alliance on vaccination and immunization for Fiscal Year 2022, in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the Ministry of Health that its 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, upon conclusion of stipulated processes.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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 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,

  
Jarbo Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**











**Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND PROCUREMENT PLAN  
EXPLANATORY NOTE FOR FISCAL YEAR 2022**

**A. GF-GOODS PLAN EXPLANATION**

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT
1	IFB No. MOH/EPI/GAVI/RB/001/2022	Petroleum Products	Fuel from national to targeted counties -Fuel support for supportive supervision, Support to conduct biannual periodic intensification of routine immunization across the 15 counties, Conduct quarterly data monitoring, verification and harmonization activities at national level, Conduct bi-annual EPI review meeting for national, central and counties staffs, Fuel for counties vehicles for vaccines and supplies distribution, Fuel for national and regional cold storage generators, Fuel for the refrigerated and dry supplies trucks for distributions, Fuel for counties generators etc.
2	IFB No. MOH/EPI/GAVI/NCB/001/2022	Printing & Binding	This contract package is intended for the printing document such as; Production of Vaccinator Immunization Reference Handbook, amount (\$25,000) Develop/revise, print, disseminate and display relevant guidelines & SOPs in line with EVMI criteria, amount (\$ 15,000) Production of EPI data tools amount (\$30,000) Revise and Print Primary data tools to Capture Temperature alarms, Vaccines and devices utilization data to calculate wastage rates amount (30,000) etc. <b>Note:</b> The Ministry of Health Procurement Unit conducts a procurement process by publishing notice for non-consultancy service where qualified firms are shortlisted. It is based on this back drop that the MOH would like to use the Restrictive Bidding method for issuance to its pre-qualified firms.
3	IFB No. MOH/EPI/GAVI/RB/002/2022	Vehicle Rental Service	This contract package is set to procure the service of 16 vehicles to transport vaccine material and conduct activities further distances from Monrovia throughout the country.
4	IFB No. MOH/EPI/GAVI/RB/003/2022	Purchase of Motorbikes	This contract package is set to procure motorcycle to be used by health facilities, district and county levels for outreach, supervision and monitoring respectively.
5	IFB No. MOH/EPI/GAVI/RB/004/2022	Communication Cards	This line refers to Communication Cards for the following activities: Communication Cards for the provision of financial support for outreach service, Communication Cards for supervision from national targeted counties, Communication cards from county to district HF Levels, Communication cards to Support for implementation of urban immunization strategy in counties; Grand Bassa, Margibi & Nimba, Communication Cards to Support for quarterly surveillance visit to poorly performing client counties (Active case search for AFP and other VPDs mentorships), Communication Cards to conduct defaulter tracking using community-based volunteers, Communication Cards to conduct quarterly data monitoring.



*August 22/2022*



**Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND PROCUREMENT PLAN**  
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6	IFB No. MOH/EPI/GAVI/RFQ/001/2022	Stationery and Office Supplies	verification and harmonization activities at national level, Communication Cards to conduct Data quality review implementation to support DQIP field assessment, Communication Cards for central and county M&E Staffs, Communication Cards to conduct external EPI review, Communication Cards to conduct financial supportive supervisory visits to the 15 Counties																																																																																																												
			<b>Total Pieces – 10,000 pieces</b> <b>Estimated Price: 50,000USD</b>																																																																																																												
			This line refers to the procurement of assorted stationeries for use by the EPI at the central level. The items to be procured include items such as: ream of sheet, pens, cartridges, toners, markers, note pads,																																																																																																												
			<table><tr><th>No.</th><th>Item Description</th><th>Qty</th><th>No.</th><th>Item Description</th><th>Qty</th><th>No.</th><th>Item Description</th><th>Qty</th></tr><tr><td>1</td><td>Paper A4</td><td>500 ctn</td><td>23</td><td>High lighter</td><td>2 pcs</td><td>45</td><td>Drum Unit (IR2016)</td><td>2 pcs</td></tr><tr><td>2</td><td>Steno Pad</td><td>10 dozn</td><td>24</td><td>Pencil</td><td>7 pks</td><td>46</td><td>Anti-Virus (Kaspersky)</td><td>8 pcs</td></tr><tr><td>3</td><td>Ball Pen (Assorted)</td><td>10 pks</td><td>25</td><td>Glue</td><td>3 dozn</td><td>47</td><td>Flash Drive (4GB)</td><td>7 pcs</td></tr><tr><td>4</td><td>Box File</td><td>20 dozn</td><td>26</td><td>Retype Solvent</td><td>3 dozn</td><td>48</td><td>Wall Adaptor</td><td>5 pcs</td></tr><tr><td>5</td><td>Manila Folder (L/s &amp; M/s)</td><td>20 pks</td><td>27</td><td>Staple Remover</td><td>4 dozn</td><td>49</td><td>Extension Cord</td><td>5 pcs</td></tr><tr><td>6</td><td>Ledge Book</td><td>5 dozn</td><td>28</td><td>Calculator</td><td>4 pcs</td><td>50</td><td>Cartridge (35A)</td><td>2 sets</td></tr><tr><td>7</td><td>Brown Envelope</td><td>10 pks</td><td>29</td><td>Yellow Pad</td><td>4dozn</td><td>51</td><td>Cartridge (05A)</td><td>3 sets</td></tr><tr><td>8</td><td>Plan Envelope</td><td>5 dozn</td><td>30</td><td>Plastic Ruler</td><td>7 pcs</td><td>52</td><td>Toner (CE-320, 321, 322 &amp; 323)</td><td>3 sets</td></tr><tr><td>9</td><td>Staple Machine</td><td>10dozn</td><td>31</td><td>Desk Tray</td><td>3sets</td><td>53</td><td>Cartridge (53A)</td><td>2 sets</td></tr><tr><td>10</td><td>Staple Pin</td><td>15</td><td>32</td><td>Surge</td><td>5 pcs</td><td>54</td><td>Box File (Legal)</td><td>4</td></tr></table>										No.	Item Description	Qty	No.	Item Description	Qty	No.	Item Description	Qty	1	Paper A4	500 ctn	23	High lighter	2 pcs	45	Drum Unit (IR2016)	2 pcs	2	Steno Pad	10 dozn	24	Pencil	7 pks	46	Anti-Virus (Kaspersky)	8 pcs	3	Ball Pen (Assorted)	10 pks	25	Glue	3 dozn	47	Flash Drive (4GB)	7 pcs	4	Box File	20 dozn	26	Retype Solvent	3 dozn	48	Wall Adaptor	5 pcs	5	Manila Folder (L/s & M/s)	20 pks	27	Staple Remover	4 dozn	49	Extension Cord	5 pcs	6	Ledge Book	5 dozn	28	Calculator	4 pcs	50	Cartridge (35A)	2 sets	7	Brown Envelope	10 pks	29	Yellow Pad	4dozn	51	Cartridge (05A)	3 sets	8	Plan Envelope	5 dozn	30	Plastic Ruler	7 pcs	52	Toner (CE-320, 321, 322 & 323)	3 sets	9	Staple Machine	10dozn	31	Desk Tray	3sets	53	Cartridge (53A)	2 sets	10	Staple Pin	15	32	Surge	5 pcs	54	Box File (Legal)	4
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*M. Njugue and*  
*July 22, 2022*



Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND PROCUREMENT PLAN  
EXPLANATORY NOTE FOR FISCAL YEAR 2022

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July/22/2022



Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND PROCUREMENT PLAN  
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		Hydraulic Pallet Truck Manual Sack Truck Wooden pallets Aluminum Ladder (Telescopic triangular, Professional series) Cold Suits (Refrigerator insulated) to work inside cold and freezer room Safety helmets Refrigerator boots insulated Refrigerator gloves insulated Refrigerator mask	1 2 10 2 2 10 3 3 3	1,052 200 15 400 300 20 300 100 50	
8	IFB No. MOH/EPI/GAVI/RB/006/2022	Cold Chain Equipment	This line refers to the procurement of cold chain equipment belonging to the EPI.		
9	IFB No. MOH/EPI/GAVI/NCB/002/2022	Vehicle Spare Parts	This line refers to the repair and maintenance of motor vehicles belongs to the EPI. The service will be outsourced to garages and then they sent their bill to procurement for onward process. Other may require spare parts as well.		
10	IFB No. MOH/EPI/GAVI/RB/007/2022	Motorbikes Spare Parts	This line refers to the repair and maintenance of motor bikes belongs to the EPI. Other may require spare parts will be purchase and sent to rural parts of the country as well. These will include parts such as; (Brake Shoe, Oil Spout, Clutch, plugs, tires, gear oil; etc		
11	IFB No. MOH/EPI/GAVI/LCS/001/2022	Insurance (Bikes)	This line refers to the insurance of the entire current bike fleet and bikes to be purchased under the EPI for year 3. Approximately 8% of the purchasing cost is intended to be used as the cost for the insurance coverage		
12	IFB No. MOH/EPI/GAVI/RFQ/009/2022	Repair & Maintenance (tools kit)	This line refers to the provision of basic repair/maintenance tools kit require for technicians to perform tasks at all levels.		



19/08/2022

Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND PROCUREMENT PLAN  
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13.	IFB No. MOH/EPI/GAVI/RB/008/2022	Catering Services	<p>This line refers to the provision of catering services</p> <p>Catering for Nutrition Orientation – (50 persons x \$20.00 x 2days = \$2,000.00USD)</p> <p>Catering for County Levels – (108 Persons x \$15.00 x 2days = \$3,240.00 USD)</p> <p>Catering for District Levels – (1,343 persons x \$15.00 x 2days = \$40,290.00USD)</p> <p>Catering to Conduct TOT Training for National and Counties Supervisors – (70persons x \$20.00 x 2days = 2,800.00USD)</p> <p>Catering to provide lunch for CHAs for tracking defaulters – 625persons x 10.00 x 1day = \$6,250.00 x 12months \$75,000.00USD)</p> <p>Catering for training counties and districts managers on data usages for decision making:</p> <p>Catering for stakeholders meeting to review VOI Tools – (20persons x \$20.00 x 1day = \$400.00 x 4 = \$1,600.00USD)</p> <p>Catering to conduct external EPI review in 2021 – (45persons x @20.00 x 2days = \$1,800.00USD)</p> <p>Catering to conduct biannual EPI review meeting – (90persons x \$20.00 x 3days = \$5,400.00 x 2sessions = \$10,800.00USD)</p> <p><b>Note: These catering activities will be conducted throughout the 15 counties; therefore, the RFQ method will be used to carry out the procurement processes.</b></p> <p><b>Total for catering = \$137,530.00USD</b></p>
14.	IFB No. MOH/EPI/GAVI/RB/009/2022	ICT Equipment	<p>This line refers to the procurement of ICT equipment for use by the EPI (M/E, Central staff, etc) to enhance their administrative functions. These includes items such as; laptops, desktop, printer etc.,</p>




*Handwritten signature and date: July 22/2022*



**Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND PROCUREMENT PLAN**  
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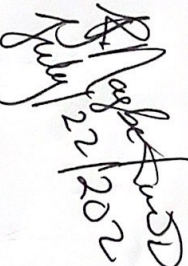
15.	IFB No. MOH/EPI/GAVI/RB/010/2022	Hall Rental Service	<p>This line refers to the provision of Hall Rental Services</p> <p>Conduct Hall facility Routine Immunization Micro-Planning with community involvement.</p> <p>Hall rental county Level - (15 halls x \$100.00 x 2days = \$3,000.00USD)</p> <p>Hall Rental District Level - (93halls x \$100.00 x 2days = \$18,600.00USD)</p> <p>Hall rental to Conduct TOT Training for national and county supervisors - (1hall x \$100.00 x 2days = \$200.00USD)</p> <p>Hall Rental for training Counties and District Managers for Data usages for decision making - (1hall x \$100 x 5days = \$500.00USD)</p> <p>Hall Rental (with PA System) to conduct Biannual EPI Review meetings - (1hall x \$250.00 x 3days = \$750.00)</p> <p><b>Note: These catering activities will be conducted throughout different locations nationwide; therefore, the RFQ method will be used to carry out the procurement processes.</b></p> <p><b>Total for Catering Servicing = \$23,050.00USD</b></p> <p>This line refers to the insurance of vehicles purchased under the EPI. Approximately 8% of the purchasing cost is intended to be used as the cost for the insurance coverage</p>
16.	IFB No. MOH/EPI/GAVI/LCS/002/2022	Insurance (vehicles)	

Prepared by:   
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Approved by:   
 Hon. Norvid G. Howard, MSN  
 Chairperson, Proc. Committee

Date: 03/14/22



  
 July 22/2022