



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/RI/CEO/194/22

April 4, 2022

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

Dear Hon. Howard:

Subject: **RECEIPT AND APPROVAL OF THE MINISTRY OF HEALTH FARA - USAID FUNDED SPECIAL PROJECT 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, FARA-USAID Grant Special Project Funding Procurement Plan for the support of the health system in major areas with a reduction in lead time.

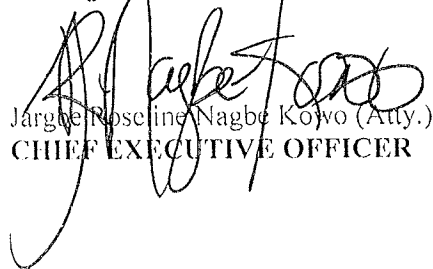
The Commission conveys to the MOH that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan, upon conclusion of stipulated processes.

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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice.

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,



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

MINISTRY OF HEALTH

PROCUREMENT PLAN (NON-SBA) FIXED AMOUNT REIMBURSEMENT AGREEMENT (FARA) PROJECT OFFICE

Source of Funding: USAID (JANUARY - DECEMBER, 2022)

NON SBA CORE BUDGET

ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS 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) COMPLETE	ACCEPTANCE & FINAL PAYMENT	REMARKS/RESPONSIBLE PERSON	
PLANNED	1	IFB No. MOH/FARA/USAID/NCB/001/2022	Vehicle Repair & Maintenance	G-4530	3 Units	\$20,000.00	NCB	18-Mar-22	25-Mar-22	31-Mar-22	7-Apr-22	5-May-22	10-May-22	13-May-22	3-Jun-22	N/A	25-Nov-22	30-Dec-22	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. MOH/FARA/USAID/RFQ/001/2022	Vehicle Insurance	K-6512	3 Units	\$5,000.00	RFQ	21-Mar-22	24-Mar-22	28-Mar-22	4-Apr-22	18-Apr-22	22-Apr-22	27-Apr-22	11-May-22	N/A	25-Nov-22	30-Dec-22	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MOH/FARA/USAID/NCB/002/2022	Stationery & Office Supplies	G-4761	Assorted	\$15,000.00	NCB	21-Mar-22	28-Mar-22	1-Apr-22	8-Apr-22	6-May-22	9-May-22	12-May-22	2-Jun-22	N/A	25-Nov-22	30-Dec-22	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MOH/FARA/USAID/NCB/003/2022	Office Equipment (Computer - Laptops)	G-4741	Assorted	\$20,000.00	NCB	28-Mar-22	31-Mar-22	4-Apr-22	11-Apr-22	11-May-22	16-May-22	19-May-22	9-Jun-22	N/A	24-Nov-22	30-Dec-22	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MOH/FARA/USAID/NCB/001/2022	Petroleum Products	G-4661	20,445gals	\$122,670.00	RB	21-Mar-22	28-Mar-22	1-Apr-22	8-Apr-22	6-May-22	9-May-22	12-May-22	2-Jun-22	N/A	25-Nov-22	30-Dec-22	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. MOH/FARA/USAID/NCB/002/2022	Vehicle Purchase	G-4772	1 Unit	\$45,000.00	RB	28-Mar-22	31-Mar-22	4-Apr-22	11-Apr-22	11-May-22	16-May-22	19-May-22	9-Jun-22	N/A	28-Nov-22	28-Dec-22	
UPDATE																			
ACTUAL																			
Grand Total						\$227,670.00													

Signed by:

Jacob L. N. Wapoc / Procurement Director

Date:

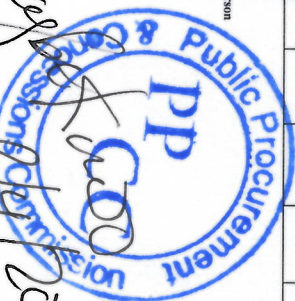
Approved By:

Hon. Joseph G. Hizon / Deputy Procurement Committee Chairperson

Date:



PP Tsanetta S. Nisner



21 April 2022



A. NON-SBA BUDGET

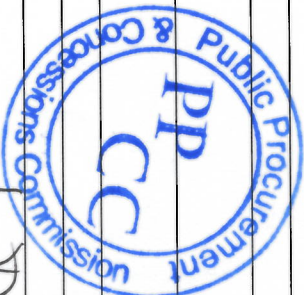
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT																																																																																
1.	IFB No. MOH/FARA/USAID/NCB/001/2022	Vehicle Repair & Maintenance	This procurement package is intended to a hire a vehicle servicing firm for the repair and maintenance of the FARV Office vehicles for the fiscal year 2022. The estimated budget for said activity is at <b>US\$20,000.00</b>																																																																																
			<table><tr><th>N o.</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>Toyota Land Cruiser (High Top)</td><td>3pcs</td><td>2.</td><td>Toyota Land Cruiser (PRADO)</td><td>1pc</td><td></td><td></td><td></td></tr></table>	N o.	Item Description	Qty	No.	Item Description	Qty	No	Item Description	Qty	1.	Toyota Land Cruiser (High Top)	3pcs	2.	Toyota Land Cruiser (PRADO)	1pc																																																																	
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2.	IFB No. MOH/FARA/USAID/RFQ/001/2022	Vehicle Insurance	. This contract package which contained the amount of <b>US\$5,000.00</b> is planned for the hiring of an Insurance Firm four (4) vehicles, three Toyota Land Cruisers Hard Top and one Toyota Land Cruiser -Prado. This insurance herein to will be a Comprehensive Insurance Package for																																																																																
3.	IFB No. MOH/FARA/USAID/NCB/002/2022	Stationery & Office Supplies	This package is intended to purchase the below listed stationery items. This estimated package budget is <b>US\$15,000</b>																																																																																
			<table><tr><th>N o.</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></td><td>Paper A4 (80grm double A)</td><td>73 ctns</td><td>2.</td><td>Manila Folder (A4 Size) 2 legal size &amp; 1 small size</td><td>3 ctn</td><td>3.</td><td>Ball Pen (Obama- blue &amp; black)</td><td>8 boxes</td></tr><tr><td></td><td>Manila Envelope (Small size)</td><td>6 dozen</td><td>5.</td><td>White Board Marker (small size)</td><td>20pks</td><td>6.</td><td>White Board Cleaner</td><td>5pcs</td></tr><tr><td></td><td>Box Files (ALRA/RADO)</td><td>3 ctns</td><td>8.</td><td>Note Pads (Assorted Colors)</td><td>20 dozen</td><td>9.</td><td>Highlighters (Assorted Colors)</td><td>6 pks</td></tr><tr><td></td><td>Scotch Tapes (Large Size)</td><td>1 dozen</td><td>11</td><td>Letter Envelope (white color)</td><td>3 dozen</td><td>12.</td><td>Binding Plastics (Regular size)</td><td>4 boxes</td></tr><tr><td></td><td>Paper Glue (Transparent/Clear)</td><td>1 box</td><td>14.</td><td>White Board (Medium size)</td><td>1 pc</td><td>15.</td><td>Extension Cords (6ports) best quality</td><td>6 pcs</td></tr><tr><td></td><td>Staple Pins (regular size)</td><td>1pk</td><td>17.</td><td>Flip Chart Board</td><td>2 pcs</td><td>18.</td><td>Adaptor (best quality)</td><td>8pcs</td></tr><tr><td></td><td>Anti – Virus (one user</td><td>4pcs</td><td>20.</td><td>Staple Machine (Medium 1pc</td><td>4pcs</td><td>21.</td><td>Air Freshener (Febreze heavy duty) 8.8oz (250g)</td><td>16 cans</td></tr></table>	N o.	Item Description	Qty	No.	Item Description	Qty	No	Item Description	Qty		Paper A4 (80grm double A)	73 ctns	2.	Manila Folder (A4 Size) 2 legal size & 1 small size	3 ctn	3.	Ball Pen (Obama- blue & black)	8 boxes		Manila Envelope (Small size)	6 dozen	5.	White Board Marker (small size)	20pks	6.	White Board Cleaner	5pcs		Box Files (ALRA/RADO)	3 ctns	8.	Note Pads (Assorted Colors)	20 dozen	9.	Highlighters (Assorted Colors)	6 pks		Scotch Tapes (Large Size)	1 dozen	11	Letter Envelope (white color)	3 dozen	12.	Binding Plastics (Regular size)	4 boxes		Paper Glue (Transparent/Clear)	1 box	14.	White Board (Medium size)	1 pc	15.	Extension Cords (6ports) best quality	6 pcs		Staple Pins (regular size)	1pk	17.	Flip Chart Board	2 pcs	18.	Adaptor (best quality)	8pcs		Anti – Virus (one user	4pcs	20.	Staple Machine (Medium 1pc	4pcs	21.	Air Freshener (Febreze heavy duty) 8.8oz (250g)	16 cans								
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PP Bennett S. Homan



Robert Wood  
April 14

PACKAGE NUMBER (CODE)		CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT
5.	IFB No MOH/FARA/USAID/RB /001/2022	Petroleum Products	This US\$122,670.00-line item is planned for the procurement of Petroleum Products for the FARA Project Offi @6.00 per gallon during the fiscal year/period under consideration.
6.	IFB No MOH/FARA/USAID/RB /002/2022	Vehicle Purchase	This line item on the procurement plan which is in the amount of US\$45,000.00 is for the procurement of one T Cruiser High Top to facilitate the smooth movement of the project office personnel's during this budget year.

Prepared by: \_\_\_\_\_

  
Mr. Jacob L.N. Wapoe  
Procurement Director

Approved by: \_\_\_\_\_

  
Hon. Norwu G. Howard/MSN  
Chairperson, Procurement Committee

Date: 3/28/22

PP Tsenah S. Horner



  
Robert  
April 4/2022