



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

Ref: PPCC/RL/CEO/560/22

August 31, 2022

Atty. Henry K. Wokolo

DIRECTOR FOR ADMINISTRATION

National Drug Service/Co-Chairperson Procurement Committee

Ministry of Health

Republic of Liberia

Dear Atty. Wokolo:

Subject: **RECEIPT AND APPROVAL OF THE MINISTRY OF HEALTH, NATIONAL
DRUG SERVICE, SBA 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, National Drug Service SBA Procurement Plan in accordance with **Section 40 (3)** of the PPCA, 2010, upon overall review.

The Commission wishes to inform the MIA 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,


Jargbe Josephine Nagbe Kowo (Atty).

CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement And Concession Act of Liberia

**NATIONAL DRUG SERVICE
SBA PROCUREMENT PLAN EXPLANATORY NOTES
2022 GOL Subsidy - ALLOTMENT (Jan - Dec 2022)**

A. CORE BUDGET

Item No	PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF PACKAGE
1	IFB No. NDS/SBA/RB/001/2022	PETROLEUM PRODUCTS	THIS CONTRACT PACKAGE IS INTENDED TO PROCURE DIESEL FUEL FOR THE ENTITY'S SENIOR MANAGEMENT TEAM. THE UNIT COST PER GALLON AT U.S \$6.90 AND THE EXPECTED NUMBER OF GALLONS ANTICIPATED GIVEN THE ESTIMATED AMOUNT IS 3,826 GALS. THE PROCESS OF SELECTING THE VENDOR WILL BE DONE COMPETITIVELY IN LINE WITH PPC PROCUREMENT PROCESS. THE ACTIVITY/OBJECT OF PROCUREMENT IS DRAWN FROM THE BUDGET LINE FUEL & LUBRICANT. IT COVERS QUARTERLY FUEL FOR SENIOR MANAGEMENT VEHICLES.
2	IFB No. NDS/SBA/RB/001/2022	LUBRICANTS	THIS CONTRACT PACKAGE IS INTENDED TO PROCURE ONE DRUM OF OIL FOR NDS VEHICLES. THE ACTIVITY/OBJECT OF PROCUREMENT IS DRAWN FROM THE BUDGET LINE FUEL & LUBRICANT. QUARTERLY ENGINE OIL FOR VEHICLES
3	IFB No. NDS/SBA/RB/002/2022	COMMUNICATION CARDS	NDS INTENDS TO PROCURE 4800 PIECES OF COMMUNICATION CARDS TO BE USED FOR ITS MANAGERS AND SENIOR STAFF. THIS IS DRAWN FROM BASIC OFFICE ADMINISTRATION.
4	IFB No. NDS/GOL/SBA/002/2022	LAPTOP	THIS CONTRACT PACKAGE IS INTENDED FOR THE ACQUISITION OF FOUR (4) LAPTOPS FOR ADMINISTRATIVE USE. THIS IS DRAWN FROM THE BUDGET LINE INFRASTRUCTURE
5	IFB No. NDS/SBA/RB/003/2022	OFFICE SUPPLIES	THIS CONTRACT PACKAGE REFERS TO THE PROCUREMENT OF ASSORTED OFFICE SUPPLIES THAT WILL BE USED BY NDS. EXAMPLES: SHEETS, CARTRIDGES, PENS, BOX FILES, FOLDERS, TRAYS, MARKERS, PERFORATORS, PAPER CLIPS, CORRECTION FLUIDS, STAPLE PINS, LEGAL SHEETS, MANILLA FOLDERS, ETC. THIS IS FROM THE BUDGET LINE: BASIC OFFICE ADMINISTRATION
6	IFB No. NDS/SBA/RB/004/2022	VEHICLE INSURANCE	THIS CONTRACT PACKAGE IS INTENDED FOR THE HIRING OF FIRM TO INSURE SIX (6) OF NDS VEHICLES. THE ACTIVITY IS FROM THE BUDGET LINE BASIC OFFICE ADMINISTRATION
7	IFB No. NDS/SBA/RB/005/2022	COLD CHAIN MACHINE SPARE PARTS	THIS CONTRACT PACKAGE IS INTENDED TO PROCURE PARTS FOR NDS COLD ROOM. THIS ACTIVITY IS DRAWN FROM THE BUDGET LINE REPAIR & MAINTENANCE
8	IFB No. NDS/SBA/RB/006/2022	REPAIR & MAINTENANCE OF OFFICE EQUIPMENT	THIS CONTRACT PACKAGE IS INTENDED FOR THE PROCUREMENT OF MATERIALS FOR THE REPAIR OF OFFICE EQUIPMENT SUCH AS BUT NOT LIMITED TO: PRINTERS, SCANNERS, PHOTO COPIERS, COMPUTERS, ETC. THE ACTIVITY/OBJECT OF PROCUREMENT IS DRAWN FROM THE BUDGET LINE REPAIRS AND MAINTENANCE.
9	IFB No. NDS/SBA/RB/007/2022	MODEMS & SUBSCRIPTION	THIS CONTRACT PACKAGE IS INTENDED FOR THE PROCUREMENT OF TEN (10) MODEMS & SUBSCRIPTION FOR NDS STAFF TO DO REMOTE WORK OUT OF NDS PREMISES.
10	IFB No. CMS/SBA/RB/007/2022	BULK FOOD STUFF (CHRISTMAS & 26 RICE)	THIS ACTIVITY IS DRAWN FROM THE BUDGET LINE INFRASTRUCTURE THIS ACTIVITY IS INTENDED FOR THE PROCUREMENT OF RICE FOR NDS STAFF DURING JULY 2022 AND CHRISTMAS CELEBRATION. THIS IS FROM THE BUDGET LINE: HUMAN RESOURCE & TRAINING

Prepared By:

S. J. S. J.
PROCUREMENT MANAGER



Approved By:



PROCUREMENT COMMITTEE CHAIRPERSON

