



Ref. PPCC/RL/CEO/0433/'19

July 24, 2019

Hon. Tolbert G. Nyenswah

**DIRECTOR GENERAL**

National Public Health Institute of Liberia

Republic of Liberia

Dear Hon. Nyenswah:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated July 22, 2019 which sought the approval of the Commission for the National Public Health Institute of Liberia SBA and Non SBA Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you **ascertain the availability of funding**. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NPHIL's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

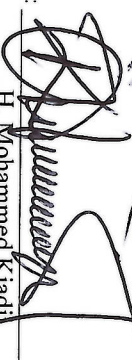
Kind regards.

Sincerely Yours

Jargbe Rosefine Magbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NP Hil)  
SBA PROCUREMENT PLAN (Core Budget)  
SOURCE OF FUNDING: GOL  
FISCAL YEAR: 2019/20

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 REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOODRAWINGS	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. NPHIL/GOL/SBA/ RB/001/19/20	PETROLEUM PRODUCTS	G4661	13,064.86 @ \$3.70	48,340.00	RB	07/10/19	07/15/19	07/18/19	07/22/19	08/19/19	08/26/19	09/02/19	09/09/19	N/A	06/26/20	06/29/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. NPHIL/GOL/SBA/ RFQ/001/19/20	SCRATCH CARDS	J-6190	Assorted	4,297.00	RFQ	07/10/19	07/12/19	07/15/19	07/17/19	07/31/19	08/07/19	08/14/19	08/28/19	N/A	06/26/20	06/29/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. NPHIL/GOL/SBA/ RFQ/002/19/20	Spare Parts - Vehicles	G-4530	* Assorted	6,531.00	RFQ	07/10/19	07/12/19	07/15/19	07/17/19	07/31/19	08/07/19	08/14/19	08/28/19	N/A	06/26/20	06/29/20
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. NPHIL/GOL/SBA/ RFQ/003/19/20	Printing & Binding	C-1811/12	Firm	4,297.00	RFQ	07/10/19	07/12/19	07/15/19	07/17/19	07/31/19	08/07/19	08/14/19	08/28/19	N/A	06/26/20	06/29/20
UPDATE																		
ACTUAL																		
Grand Total						\$63,465.00												

Prepared by:   
H. Mohammed Kiadi  
PROCUREMENT DIRECTOR

Approved by:   
Hon. Tolbert G. Nyenswah, DIRECTOR GENERAL  
CHAIRMAN, PROCUREMENT COMMITTEE

Date: July 23 2019

attest  
July 24, 2019



Provisional  
07/20



NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPIL)  
SBA PROCUREMENT PLAN Explanatory Note  
SOURCE OF FUNDING: GOL  
FISCAL YEAR: 2019/20

No	Code	ITEMS	DESCRIPTION
1	IFB NO. NPIL/GOL/SBA RB/001/19/20	Petroleum Products	This contract package is intended to procure 13,064.86 gallons Diesel Fuel @\$3.70 for the operations of the National Public Health Institute (NPHI) Vehicles and Generators. It is drawn from the budget lines Fuel for Vehicles (\$32,227) and Fuel and Lubricants for Generator (US\$16,113) as captured on the Draft National Budget for Fiscal Year 2019/20. The mode of acquiring this product will be done in line with Provisions and procedures as provided for by the PPCA, 2010.
2	IFB NO. NPIL/GOL/SBA RFQ/001/19/20	Scratch Cards	This contract package is intended to procure assorted scratch cards: LoneStar, Orange, etc. @ the rate of US\$5. These cards are intended to be used for the Entity's operation. The contract package is drawn from the budget line Telecommunications, Internet, Postage and Courier as indicated on the Draft National Budget for Fiscal Year 2019/20. The mode of acquiring this product will be done in line with Provisions and procedures as provided for by the PPCA, 2010.
3	IFB NO. NPIL/GOL/SBA /RFQ/002/19/20	Spare Parts -- Vehicles	This contract package is intended to procure assorted spare parts for the purpose of repairing and maintaining the Entity's vehicles. It is drawn from the budget line repairs & maintenance -vehicles. The mode of acquiring this product will be done in line with Provisions and procedures as provided for by the PPCA, 2010
4	IFB NO. NPIL/GOL/SBA /RFQ/003/19/20	Printing & Binding	The Entity intends to use this contract package to procure the services of a reputable firm for the conduct of printing and binding services of the entity's work. Some of which include books, periodicals, business forms, greeting cards, and other materials, and associated support activities, such as bookbinding, I.D Cards production, etc. The mode of acquiring this product will be done in line with Provisions and procedures as provided for by the PPCA, 2010

Prepared by:   
H. Mohammed Kiadii  
PROCUREMENT DIRECTOR

Approved by:   
Tolbert G. Nyenswah - Director General  
CHAIRMAN, PROCUREMENT COMMITTEE

Date:

July 22, 2015

Provisional  
Tolbert G. Nyenswah  
07/24/15

0013-2  
July 24, 2015