



# 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/283/'22

May 12, 2022

Hon. Jane A. MaCauley  
**DIRECTOR GENERAL**  
National Public Health Institute  
Monrovia, Liberia

Dear Hon. MaCauley:

Subject: RECEIPT AND APPROVAL OF NPHIL'S SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2021

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Public Health Institute (NPHIL) Special Project Procurement Plan (AFDP Project) for Fiscal Year 2022 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs the NPHIL that its Special Project 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.

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 Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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.

Best regards,

Yours sincerely,

  
Jargoe Roseline Nwagbe Kowo (Atty.)  
CHIEF EXECUTIVE OFFICE

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

NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPIL)  
SBA PROCUREMENT PLAN  
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK  
BUDGET YEAR: 2022

| 1       | 2        | 3                                    | 4                  | 5                          | 6                       | 7                    | 8                    | 9                            | 10                    | 11                               | 12                                  | 13                            | 14                                  | 15                                  | 16                       | 17                             | 18  | 19                         |  |
|---------|----------|--------------------------------------|--------------------|----------------------------|-------------------------|----------------------|----------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|--|
|         | ITEM NO. | BASIC DATA                           |                    |                            |                         |                      | IMPLEMENTATION DATES |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
|         |          | PACKAGE NUMBER (CODE)                | CONTRACT PACKAGE   | BUSINESS REGISTRATION 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 COMPLETION) | ACCEPTANCE & FINAL PAYMENT |  |
| PLANNED | 1        | IFB NO. NPHIL/AFDB/SBA/RB/001/2022   | PETROLEUM PRODUCTS | G4661                      | 13,441.68 Gallons @5.47 | \$73,526             | RB                   | 04/22/22                     | 04/29/22              | 05/02/22                         | 05/06/22                            | 05/20/22                      | 05/25/22                            | 05/30/22                            | 06/06/22                 | N/A                            | 12/20/22                                      | 12/30/22                   |  |
| UPDATE  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
| ACTUAL  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
| PLANNED | 2        | IFB NO. NPHIL/AFDB/SBA/RFCQ/001/2022 | SCRATCH CARDS      | J-6190                     | 1,720 pcs @5.00         | \$8,601              | RFQ                  | 04/22/22                     | 04/29/22              | 05/02/22                         | 05/06/22                            | 05/13/22                      | 05/16/22                            | 05/17/22                            | 05/20/22                 | N/A                            | 12/20/22                                      | 12/30/22                   |  |
| UPDATE  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
| ACTUAL  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
| PLANNED | 3        | IFB NO. NPHIL/AFDB/SBA/RFCQ/002/2022 | HALL RENTAL        | L-6810                     | Assorted                | \$11,900             | RFQ                  | 04/22/22                     | 04/29/22              | 05/02/22                         | 05/06/22                            | 05/13/22                      | 05/16/22                            | 05/17/22                            | 05/20/22                 | N/A                            | 12/20/22                                      | 12/30/22                   |  |
| UPDATE  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
| ACTUAL  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
| PLANNED | 4        | IFB NO. NPHIL/AFDB/SBA/NCB/001/2022  | PRINTING & BINDING | C-1811/12                  | Firm                    | \$19,045             | NCB                  | 04/22/22                     | 04/29/22              | 05/02/22                         | 05/06/22                            | 06/08/22                      | 06/15/22                            | 06/20/22                            | 06/24/22                 | N/A                            | 12/20/22                                      | 12/30/22                   |  |
| UPDATE  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
| ACTUAL  |          |                                      |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
|         |          | Subtotal                             |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |
|         |          | \$113,072                            |                    |                            |                         |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |  |

Prepared by:   
H. Mohammed Kiadi  
PROCUREMENT DIRECTOR

Approved by:   
Ms. Jane A. MacCauley, DIRECTOR GENERAL  
CHAIRMAN, PROCUREMENT COMMITTEE

Date:

05/04/22



  
05/04/22



## SBA PROCUREMENT PLAN

BUDGET YEAR: 2022

[illegible]

Ms. Jane A. MacCauley, DIRECTOR GENERAL  
CHAIRMAN, PROCUREMENT COMMITTEE

Date:

05/04/22

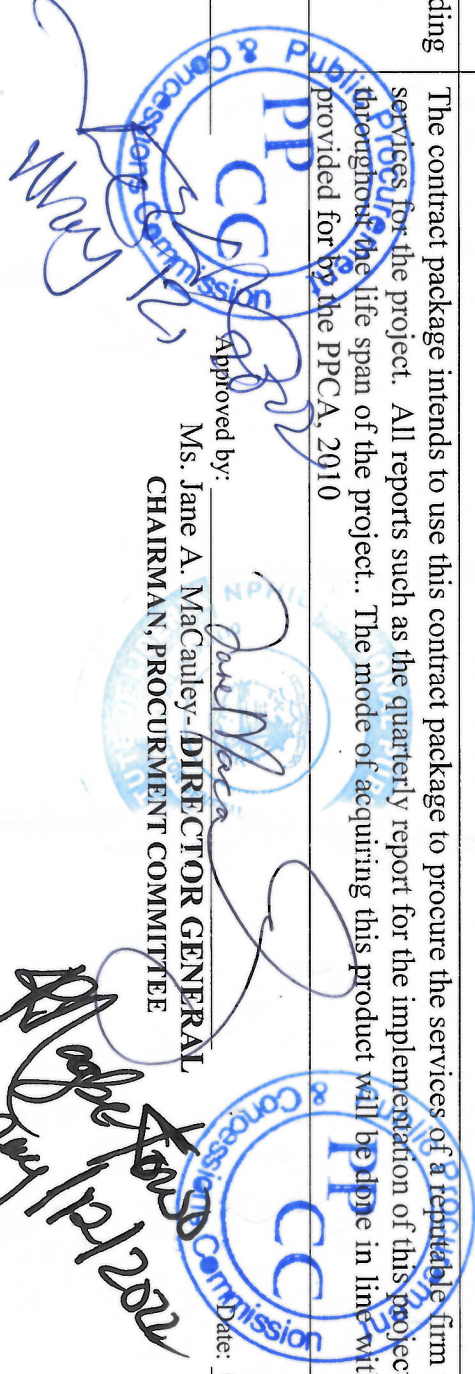
NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)  
SBA PROCUREMENT PLAN Explanatory Note  
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK  
BUDGET YEAR: 2022

| N<br>o. | CODE  | ITEMS                   | DESCRIPTION   |
|---------|---|-------------------------|---|
| 1       | IFB<br>NO.NPHIL/AFDB/SBA/<br>RB/001/2022    | Petroleum Products      | This contract package is intended to procure 13,441.68 gallons of Diesel Fuel @\$5.47 for the vehicles for the implementation of project activities of this project in 2022. 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.<br>NPHIL/AFDB/SBA/<br>RFQ/001/2022 | 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 to facilitate for field operations for the life span of the project. The mode of acquiring this product will be done in line with Provisions and procedures as provided for by the PPCA, 2010.   |
| 3       | IFB<br>NO.NPHIL/AFDB/SBA/<br>RFQ/002/2022   | Hall Rental<br>Services | This contract package is intended to procure intermittent Hall rental services to support all training activities and meetings for the implementation of activities throughout the life span of the project. The mode of acquiring these services will be done in line with Provisions and procedures as provided for by the PPCA, 2010   |
| 4       | IFB NO.<br>NPHIL/AFDB/SBA/<br>NCB/001/2022  | Printing & Binding      | The contract package intends to use this contract package to procure the services of a reputable firm to provide printing and binding services for the project. All reports such as the quarterly report for the implementation of this project shall be outsource to said firm throughout the life span of the project.. The mode of acquiring this product will be done in line with Provisions and procedures provided for by the PPCA, 2010 |

Prepared by:   
H. Mohammed Kiadi  
PROCUREMENT DIRECTOR

Approved by:   
Ms. Jane A. Macaulay- DIRECTOR GENERAL  
CHAIRMAN, PROCUREMENT COMMITTEE

Date: 05/04/22





NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)  
SBA PROCUREMENT PLAN Explanatory Note  
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK  
BUDGET YEAR: 2022

| NO | CODE                                       | ITEMS                  | DESCRIPTION  |
|----|--|------------------------|--|
| 5  | IFB NO.<br>NPHIL/AFDB/SBA<br>RFQ/003/2022  | FIRST AID KITS         | This contract package intends to procure assorted First Aid Kits for sample collections for eight designated POEs. The mode of acquiring this product will be done in line with Provisions and procedures as provided for by the PPCA, 2010.   |
| 6  | IFB NO.<br>NPHIL/AFDB/SBA<br>NCB/002/2022  | EVENT CATERING SERVICE | This contract package intends to outsource Catering Services to provide feedings for project staff and participants that will be attending trainings, workshops and other stakeholders meetings throughout the implementation of activities of the project. The mode of acquiring said services will be done in line with provisions as provided for in the Public Procurement & Concessions Act of Liberia (PPCA) 2010. |
| 7  | IFB No.<br>NPHIL/AFDB/<br>SBA/NCB/003/2022 | VEHICLE RENTAL SERVICE | This contract package intends to outsource car rental services to a responsive firm that will render the project with vehicle rental services to implement project monitoring and evaluation operations throughout the life span of the project. The mode of acquiring said services will be done in line with provisions as provided for in the Public Procurement & Concessions Act of Liberia (PPCA) 2010.            |

Prepared by:   
H. Mohammed Kiadii  
PROCUREMENT DIRECTOR

Approved by:   
Ms. Jane A MacCauley / DIRECTOR GENERAL  
CHAIRMAN, PROCUREMENT COMMITTEE

Date: 05/04/22

