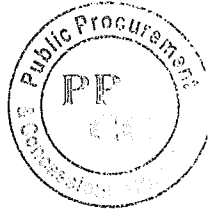


REPUBLIC OF LIBERIA

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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref: PPCC/RL/CEO/178/'23

September 5, 2023

Madam Jane A. MaCauley
DIRECTOR GENERAL
National Public Health Institute of Liberia
Republic of Liberia

Dear Madam MaCauley:

Subject: **RECEIPT AND APPROVAL OF THE NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA
SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

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 of Liberia Special Project Event Based Surveillance Procurement Plan for the Fiscal Year 2023, in accordance with **Section 40 (3)** of the PPCA, 2010, and **Section 55(d)**.

The Commission conveys to the **NPHIL** 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 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 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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER

Regulating Procurement Compliance for National Development

NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA

EVENT-BASED SURVEILLANCE SBA PROCUREMENT PLAN

SOURCE OF FUNDING: CDC FOUNDATION

Fiscal year: 2023

ITEM NO.	3	BASIC DATA				7	8	9	IMPLEMENTATION DATES										17	18	Remarks/Re
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY				ESTIMATED COST (USD)	PROCURE METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING			
PLANNED		1 IFB No./NPHIL/CDC PROJECT/SBA/RFO/001/2023	PETROLEUM PRODUCT	G-4661	2,650 GALS	\$14,078.00	RB	21-Aug-23	28-Aug-23	4-Sep-23	11-Sep-23	28-Sep-23	2-Oct-23	9-Oct-23	9-Nov-23	N/A	9-Dec-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		2 IFB No./NPHIL/CDC PROJECT/SBA/RFO/001/2023	HALL RENTAL	L6810	5 FIRMS	\$1,600.00	RFQ	21-Aug-23	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	12-Sep-23	13-Oct-23	N/A	13-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		3 IFB No./NPHIL/CDC PROJECT/SBA/RFO/002/2023	CATERING SERVICES	L-5621	1 FIRM	\$7,010.00	RFQ	21-Aug-23	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	12-Sep-23	13-Oct-23	N/A	13-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		4 IFB No./NPHIL/CDC PROJECT/SBA/RFO/003/2023	PRINTING	C-1811	1 FIRM	\$8,400.00	RFQ	21-Aug-23	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	12-Sep-23	13-Oct-23	N/A	13-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		5 IFB No./NPHIL/CDC PROJECT/SBA/RFO/004/2023	COMMUNICATION CARDS	J6190	1,000 PCS	\$5,000.00	RFQ	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	11-Sep-23	14-Sep-23	16-Oct-23	N/A	16-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		6 IFB No./NPHIL/CDC PROJECT/SBA/RFO/005/2023	INTERNET SUBSCRIPTION	J-6120	1 FIRMS	\$1,800.00	RFQ	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	11-Sep-23	14-Sep-23	16-Oct-23	N/A	16-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		7 IFB No./NPHIL/CDC PROJECT/SBA/RFO/006/2023	ICT EQUIPMENT	G-4741	4 PCS	\$1,900.00	RFQ	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	11-Sep-23	14-Sep-23	16-Oct-23	N/A	16-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		8 IFB No./NPHIL/CDC PROJECT/SBA/RFO/007/2023	STATIONERY SUPPLIES	G-4761	ASSORTED	\$2,770.85	RFQ	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	11-Sep-23	14-Sep-23	16-Oct-23	N/A	16-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
PLANNED		9 IFB No./NPHIL/CDC PROJECT/SBA/RFO/008/2023	PA System	N720	1	\$400.00	RFQ	24-Aug-23	28-Aug-23	31-Aug-23	4-Sep-23	7-Sep-23	11-Sep-23	14-Sep-23	16-Oct-23	N/A	16-Nov-23	31-Dec-23			
UPDATED																					
ACTUAL																					
Total:						42,358.85															

Prepared By: 
H. Mohammed Kadhi
Director of Procurement



Approved By: 
Hon. Jane A. MacCauley, Director General
CHAIRPERSON - PROCUREMENT COMMITTEE



Date: 08/22/23

NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA

1000 Monrovia 10, Liberia

West Africa

CENTER FOR DISEASE CONTROL PROJECT PROCUREMENT PLAN BUDGET SUMMARY, 2023

SOURCE OF FUNDING: CDC FOUNDATION

ITEMS	QTY.	BUDGET CODE	TOTAL
Petroleum Products	2,650 Gallons	CDC	\$14,078.00
Hall Rental	1 firm	CDC	\$1,600.00
Catering Services	1 firm	CDC	\$6,980.00
Printing	Assorted	CDC	\$8,400.00
Communication Cards	1,000 Pcs	CDC	\$5,000.00
Internet Subscription	2	CDC	\$1,800.00
ICT Equipment	4	CDC	\$1,300.00
Stationery Supplies	Assorted	CDC	\$2,770.85
PA System	1	CDC	\$400.00
Grand Total			\$42,328.85

Signed By:  08/21/23

H. Mohammed Kiadiii

DIRECTOR OF PROCUREMENT

Approved By: 

Hon. Jane A. Macauley/ Director General

CHAIRPERSON - PROCUREMENT COMMITTEE


Date: 08/22/23




EXPLANATORY NOTE
EVENT-BASED SURVEILLANCE PROJECT PROCUREMENT PLAN
SOURCE OF FUNDING: CDC FOUNDATION

Fiscal Year: 2023

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT
1			
	IFB No./NPHIL/CDC PROJECT/RB/001/2023	Petroleum Product	This package is intended to procure 2,650 gallons of Petroleum products to support night operations of the National Call Center/Movement of EBS team coordination and support the Disseminating EBS guide & SOP in strengthening Global Event-Based Surveillance Capacity.
2	IFB No./NPHIL/CDC PROJECT/RFQ/001/2023	Hall Rental	This line item is intended for the procurement of Hall Rental to facilitate the hosting of workshops and training to continue strengthening Global Event-Based Surveillance Capacity.
3	IFB No./NPHIL/CDC PROJECT/RFQ/002/2023	Catering Services	This package is intended for the hiring of firm for the provision of catering services for training to continue strengthening Global Event-Based Surveillance Capacity.
4			
	IFB No./NPHIL/CDC PROJECT/RFQ/003/2023	Printing	The Purpose of this package is intended to hire a vendor for the printing of Disseminating EBS guide & SOP, jackets and banner to be used for identification purposes of EBS analysts while on the field.
5	IFB No./NPHIL/CDC PROJECT/RFQ/004/2023	Communication Cards	This contract package is intended to facilitate the procurement of communication cards for Call Center and EMS staff.
6	IFB No./NPHIL/CDC PROJECT/RFQ/005/2023	Internet Subscription	This package is intended for the procurement of Internet router for daily operation to support EBS Dash board display and daily work.
7	IFB No./NPHIL/CDC PROJECT/RFQ/006/2023	ICT Equipment	This package is meant for the procurement of phones, power banks etc. to be used by EBS analyst to follow up on signals, field supervision, awareness and to also receive calls.
8	IFB No./NPHIL/CDC PROJECT/RFQ/007/2023	Stationery Supplies	The purpose of this package is to procure the following but not limited to: A4 sheet, pen, note pad, stiple machines, ink (black and color), etc to be used for reporting of
9	IFB No./NPHIL/CDC PROJECT/RFQ/008/2023	PA System Rental	This contract package is intended to facilitate the hiring of PA system to be used by EBS analysts while on the field.

Signed: 
H. Mohammed Kiadii
Director of Procurement

Approved: 
Hon. Jane A. MacCauley/Director General
CHAIRPERSON - PROCUREMENT COMMITTEE

Date: 08/22/23

