



Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Ref. **PPCC/RL/CEO/0515/19**

September 24, 2019

Hon. Tolbert G. Nyenswah  
**DIRECTOR GENERAL**  
National Public Health Institute of Liberia  
Republic of Liberia

Dear Hon. Nyenswah:

Subject: **"RECEIPT AND APPROVAL OF VITAL STRATEGIES SERVICE PROVIDER  
AGREEMENT SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR  
2019/2020."**

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 Procurement Plan (*Goods and Services*) for Fiscal Year 2019/2020 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission informs the National Public Health Institute of Liberia that its project Procurement Plan has been 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 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.

Best regards.

Yours sincerely,

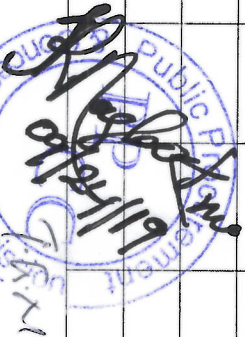
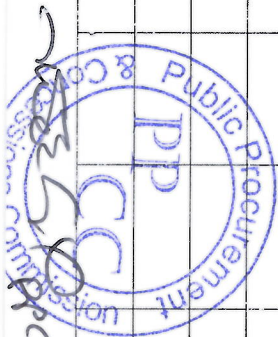
  
Jargbe Roselin Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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

**NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)**  
**PROJECT PROCUREMENT PLAN (VITAL STRATEGIES)**  
**SOURCE OF FUNDING: VITAL STRATEGIES SERVICES PROVIDER AGREEMENT**  
**FISCAL YEAR: 2019/20**

| 1       | 2        | 3                                | 4                 | 5                          | 6        | 7                    | 8                  | 9                              | 10                    | 11                               | 12                                  | 13                              | 14                                  | 15                                  | 16                       | 17                             | 18  |
|---------|----------|----------------------------------|-------------------|----------------------------|----------|----------------------|--------------------|--------------------------------|-----------------------|----------------------------------|-------------------------------------|---------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|
|         | ITEM NO. | 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) |
|         |          |                                  |                   |                            |          |                      |                    |                                |                       |                                  |                                     |                                 |                                     |                                     |                          |                                |   |
| PLANNED | 1        | IFB NO. NPHIL SPA/ RFQ/001/19/20 | HALL RENTAL       | 16810                      | 1        | 3,200.00             | RFQ                | 07/3/19                        | 07/12/19              | 07/26/19                         | 07/29/19                            | 08/1/19                         | 08/9/19                             | 08/16/19                            | 08/23/19                 | N/A                            | 06/16/20                                      |
| UPDATE  |          |                                  |                   |                            |          |                      |                    |                                |                       |                                  |                                     |                                 |                                     |                                     |                          |                                |   |
| ACTUAL  |          |                                  |                   |                            |          |                      |                    |                                |                       |                                  |                                     |                                 |                                     |                                     |                          |                                |   |
| PLANNED | 2        | IFB NO. NPHIL SPA/ RFQ/002/19/20 | SCRATCH CARD      | 16120                      | 10 pcs   | 50.00                | RFQ                | 07/3/19                        | 07/12/19              | 07/26/19                         | 07/29/19                            | 08/1/19                         | 08/9/19                             | 08/16/19                            | 08/23/19                 | N/A                            | 06/16/20                                      |
| UPDATE  |          |                                  |                   |                            |          |                      |                    |                                |                       |                                  |                                     |                                 |                                     |                                     |                          |                                |   |
| ACTUAL  |          |                                  |                   |                            |          |                      |                    |                                |                       |                                  |                                     |                                 |                                     |                                     |                          |                                |   |
| PLANNED | 3        | IFB NO. NPHIL SPA/ RFQ/003/19/20 | PETROLEUM PRODUCT | 64661                      | 280 gals | 1,036.00             | RFQ                | 07/3/19                        | 07/12/19              | 07/26/19                         | 07/29/19                            | 08/1/19                         | 08/9/19                             | 08/16/19                            | 08/23/19                 | N/A                            | 06/16/20                                      |
| UPDATE  |          |                                  |                   |                            |          |                      |                    |                                |                       |                                  |                                     |                                 |                                     |                                     |                          |                                |   |
| ACTUAL  |          |                                  |                   |                            |          |                      |                    |                                |                       |                                  |                                     |                                 |                                     |                                     |                          |                                |   |







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

|   |                                     |                   |   |
|---|-------------------------------------|-------------------|---|
| 1 | IFB NO. NPHIL/SPA/<br>RFQ/001/19/20 | Hall Rental       | This contract Package is intended to be used for the procurement of Hall Rental for the Entity's use for the upcoming IHR/NAPHS meeting. Company will be selected by the Entity through a competitive selection process for the Fiscal Year 2019/2020. The acquisition of said package will be done in line with procedures and provisions as provided for by the PPCA, 2010. This contract package is drawn from the line Venue and Lunch.   |
| 2 | IFB NO. NPHIL/SPA/<br>RFQ/002/19/20 | Scratch Card      | This contract package is intended to procure assorted scratch cards, LoneStar, Orange, etc. @ the rate of US\$5. These cards are intended for the Entity's operation. The contract package is drawn from the budget line Publicity. The mode of acquiring this product will be in line with the Provisions and procedures as provided for by the PPCA, 2010.  |
| 3 | IFB NO. NPHIL/SPA/<br>RFQ/003/19/20 | Petroleum Product | This contract package is intended to procure 280 gallons Diesel Fuel @\$3.70 for the operations of the National Public Health Institute Vehicles. It is drawn from the budget lines. The mode of acquiring this product will be done in line with Transportation and logistics procedure as provided for by the PPCA, 2010.   |
| 4 | IFB NO. NPHIL/SPA/<br>RFQ/004/19/20 | Catering Services | This contract Package is intended to procure Catering Services for the Entity's use for the upcoming IHR/NAPHS meeting. A Company selected by the Entity through a competitive selection process for the Fiscal Year 2019/2020. The acquisition of said contract package is done in line with procedures and provisions as provided for by the PPCA, 2010. This contract package is drawn from the budget line Venue and Lunch.   |
| 5 | IFB NO. NPHIL/SPA/<br>RFQ/005/19/20 | Printing/Banna    | This contract package is intended to procure Printing and Banna. These banna/printing are intended to be used for the Entity's operating contract package is drawn from the budget line Publicity. The mode of acquiring this product will be done in line with the Provisions and procedures as provided for by the PPCA, 2010.  |
| 6 | IFB NO. NPHIL/SPA/<br>RFQ/006/19/20 | Stationery/Supply | This contract package is intended to procure assorted stationery such as but not limited to the following: ream of sheets (A4), ink Sanitizer, Staple machines & pins, Pen, Name tag, Memory Stick, Steno Pad, Permanent Marker, Flip Chart, Extension Cords etc. to be used for the Entity's operation for fiscal year 2019/20. The acquisition of said contract package will be done in line with procedures and provisions as provided for by the PPCA, 2010. This contract package is drawn from the budget line Stationery and Supplies. |

Prepared by:

**PROCUREMENT MANAGER**

H. Mohammed Kiadi

Approved by:

**CHAIRMAN, PROCUREMENT COMMITTEE**

Tolbert G. Nyenswah - Director General

Date:

Sept 11, 2019

