



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/0130/25'**

January 21, 2025

Dr. Dougbeh Chris Nyan  
**DIRECTOR GENERAL**  
National Public Health Institute of Liberia  
Congo Town Back Road  
Monrovia, Liberia

Dear Dr. Nyan:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the National Public Health Institute of Liberia (NPHIL) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the NPHIL annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the NPHIL that the 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.

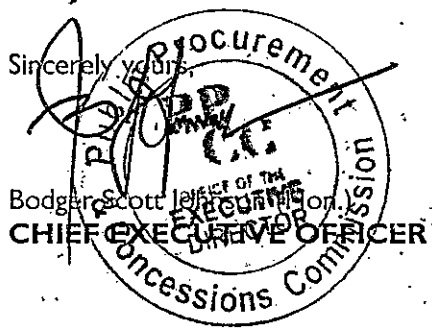
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant 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,

Bodger Scott Jefferson  
**CHIEF EXECUTIVE OFFICER**





# National Public Health Institute Of Liberia

Preventing and Controlling Public Health Threats

NPHIL/RL/DCN-DG/220/24

13<sup>th</sup> January 2025

Hon. Bodger Scott Johnson  
Executive Director  
Public Procurement and Concessions Commission  
Executive Mansion Ground  
Monrovia, Liberia

Dear Hon. Johnson:

**Re: NPHIL Procurement Plans**

Kindly accept my compliments and best wishes.

Per section 40 (3) of the Amended and Restated Public Procurement and Concessions Act of 2010, I am pleased to submit the procurement plans listed below, along with the attached documents, for the Budget year 2025 to your honorable office for review and approval.

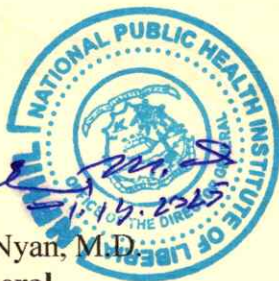
Attached are documents for your review as required:

- 1) Copy of NPHIL 2025 SBA Procurement Plan with accompanying Notes
- 2) Copy of NPHIL 2025 Non-SBA Procurement Plan with accompanying Notes
- 3) Copy of NPHIL 2025 Annual Cash Plan
- 4) Copy of NPHIL 2025 Draft National Budget
- 5) Copy of NPHIL 2024 Contract Award information and
- 6) The list of NPHIL's Procurement Committee Members and Staff of the Division of Procurement

Thanks for your continuous support, cooperation, and understanding.

Sincerely,

Dougbeh Chris Nyan, M.D.  
Director General



John Sureso

0776591767

TIME: 09:11AM

Jan 14/2025

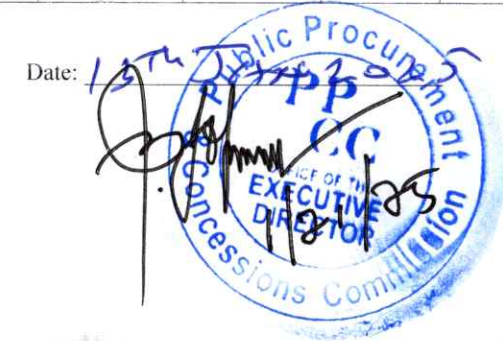
**NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)**  
**NON-SBA ANNUAL PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL**  
**FISCAL YEAR: 2025**

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/RB/001/2025	LABORATORY CONSUMABLES	<del>G3250</del> G4669	ASSORTED	150,000	RB	14/1/25	17/1/25	24/1/25	27/1/25	27/2/25	06/3/25	27/3/25	07/4/25	N/A	19/12/25	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. NPHIL/NCB/001/2025	VACCINES & VACCINATION SUPPLIES	<del>G2100</del> G4772	ASSORTED	200,000.00	NCB	14/1/25	17/1/25	24/1/25	27/1/25	27/2/25	06/3/25	27/3/25	07/4/25	N/A	19/12/25	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. NPHIL/NCB/002/2025	ICT EQUIPMENT	G4741	ASSORTED	19,500.00	NCB	17/1/25	22/12/25	29/1/25	30/1/25	27/2/25	12/3/25	27/3/25	07/4/25	N/A	18/12/25	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. NPHIL/NCB/003/2025	OFFICE FURNITURE & FIXTURE	G4759	ASSORTED	17,000	NCB	17/1/25	22/12/25	29/1/25	30/1/25	27/2/25	12/3/25	27/3/25	07/4/25	N/A	18/12/25	31/12/25	
UPDATE																			
ACTUAL																			
<b>SUB-Total</b>						US\$386,500.00													

Prepared by: H. Mohammed Kiadii  
**DIRECTOR OF PROCUREMENT**

*[Handwritten Signature]*  
 1/24/25

Approved by: Dr. Dougbah Chris Nyan  
**Director General/Chairman - Procurement Committee**




**NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)**  
**NON-SBA ANNUAL PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL**  
**FISCAL YEAR: 2025**

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												ACCEPTANCE & FINAL PAYMENT
	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	5	IFB NO. NPHIL / NCB/004/2025	AIR CONDITIONERS	<del>D-3530</del> G4759	Assorted	20,000.00	NCB	14/1/25	17/1/25	24/1/25	27/1/25	27/2/25	06/3/25	27/3/25	07/4/25	N/A	19/12/25	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO. NPHIL /SS/001/2025	INTERNET SUBSCRIPTIONS	J-6120	1 Firm	25,000.00	SS	14/01/25	21/1/25	24/1/25	N/A	N/A	N/A	N/A	07/4/25	N/A	18/12/25	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB NO. NPHIL / NCB/005/2025	STATIONERY	G-4761	Assorted	65,000.00	NCB	17/1/25	22/12/25	29/1/25	30/1/25	27/2/25	12/3/25	27/3/25	07/4/25	N/A	18/12/25	31/12/25	
UPDATE																			
ACTUAL																			
<b>SUB-Total</b>						US\$110,000													
<b>GRAND-TOTAL</b>						US\$496,500.00													

Prepared by:   
H. Mohammed Kiadii  
**DIRECTOR OF PROCUREMENT**

Approved by:   
Dr. Doughbheh Chris Nyah  
**Director General/Chairman - Procurement Committee**

Date: 13th JAN 2025  
  


  
1/21/25



**NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)**  
**FISCAL BUDGET YEAR SBA PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL**  
**FISCAL YEAR: 2025**

<i>NO</i>	<i>PACKAGE CODE</i>	<i>DESCRIPTION</i>	<i>EXPLANATION</i>
1	IFB NO.NPHIL/RB/001/2025	LABORATORY CONSUMABLES	This contract package is intended to procure assorted laboratory supplies for the use of the entity.
2	IFB NO. NPHIL/NCB/001/2025	VACCINES & VACCINATION SUPPLIES	This contract package is intended to procure various kinds of vaccines to be used in the execution of the entity's core functions. Some of these vaccines include: pediatric/VFC vaccines, adult vaccine, pediatric, influenza vaccine and adult influenza vaccine, Hepatitis B, Anti-Rabies vaccines etc. A reputable pharmaceutical company will be selected by the entity through a competitive selection process for fiscal year 2025.
3	IFB NO. NPHIL/NCB/002/2025	ICT EQUIPMENT	This contract package is being drawn from the Budget Line ICT Equipment (laptop, computer, printers). It is intended to procure laptop computers and its peripherals which include printers, extended hard drives, routers, modems, etc.
4	IFB NO. NPHIL/NCB/003/2025	OFFICE FURNITURE & FIXTURES	This contract package is intended to procure executive chairs, tables, visitors chairs, lamps, office clocks, office blends, curtains, book cases, filing cabinets, etc for the institute.
5	IFB NO. NPHIL/NCB/004/2025	AIR CONDITIONERS	This contract package is intended to procure varieties of air-conditioners for NPHIL HQ, its National Reference Labs, Water Quality Lab and other offices.
6	IFB NO. NPHIL/SS/001/2025	INTERNET SUBSCRIPTION	The institute intends to use this package to procure internet services from Starlink internet service provider. Starlink is currently providing excellent internet service to the institute for an annual cost that is very affordable. Outsourcing such service to new service provider will cost the institute an additional expense for installation of equipment and other related works for proper setup. It will also disrupt the existing services for sometimes while new installation work is being carried out. The institute therefore found it necessary to retain Starlink services through the use of Single Source as an appropriate procurement method.

*WJSA*  
1/21/25

*[Signature]*  
1/21/25

7	IFB NO. NPHIL/ NCB/005/2025	STATIONERY	This contract package is intended to procure assorted stationery supplies such as note pads, ream of sheets, pens, flip chart, etc. for the use of the institute.
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Prepared by:

*[Handwritten Signature]*  
 H. Mohammed Kialli  
 DIRECTOR OF PROCUREMENT

Approved by:

*[Handwritten Signature]*  
 Dr. Dougbeh Chris Nyan  
 Director General/Chairman – Procurement Committee




Date: 13<sup>th</sup> Jan 2025

*[Handwritten Signature]*  
 Public Procurement  
 PP  
 CC  
 OFFICE OF THE  
 EXECUTIVE  
 DIRECTOR  
 Concessions Commission

*[Handwritten Signature]*  
 1/21/25

**NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)**  
**ANNUAL SBA PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL**  
**FISCAL YEAR: 2025**

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 REGISTRATI ON CODE	QTY	ESTIMATED COST (USD)	PROCURE MENT 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 (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTAN CE & FINAL PAYMENT	
PLANNED	1	IFB NO.NPHIL/ SBA/RB/001/2025	PETROLEUM PRODUCTS	G-4661	26,403.02 @4.31	113,797.00	RB	14/1/25	17/1/25	24/1/25	27/1/25	25/2/25	06/3/25	27/3/25	17/4/25	N/A	19/12/25	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. NPHIL/ SBA/NCB/001/2025	REPAIR & MAINTENANCE – CIVIL	F-4330	1 Firm	300,000.00	NCB	14/1/25	17/1/25	24/1/25	27/1/25	25/2/25	06/3/25	27/3/25	17/4/25	N/A	19/12/25	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. NPHIL/ SBA/NCB/002/2025	VEHICLES SPARE PARTS	<del>G-4520</del> G4530	Assorted	28,500.00	NCB	16/1/25	22/1/25	29/1/26	31/1/25	28/2/25	12/3/25	21/3/25	28/3/25	N/A	19/12/31	31/12/25	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. NPHIL/ SBA/NCB/003/2025	SCRATCH CARDS	J-6190	4,800 Pcs@\$5 per piece	24,000	NCB	16/1/25	22/1/25	29/1/26	31/1/25	28/2/25	12/3/25	21/3/25	28/3/25	N/A	19/12/31	31/12/25	
UPDATE																			
ACTUAL																			
<b>SUB-Total</b>						\$466,297.00													

Prepared by:   
H. Mohammed Kiadi  
DIRECTOR OF PROCUREMENT

Approved by:   
Dr. Dougbeh Chris Nyan  
Director General/Chairman – Procurement Committee

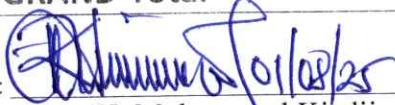
Date: 13<sup>th</sup> JAN 2025

  
1/28/25

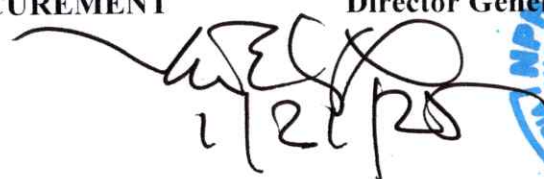


**NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)**  
**ANNUAL SBA PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL**  
**FISCAL YEAR: 2025**

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	5	IFB NO. NPHIL/SBA/NCB/004/2025	EVENT CATERING SERVICES	I-5621	1 Firm	67,000	NCB	14/1/25	17/1/25	24/1/25	27/1/25	25/2/25	06/3/25	27/3/25	17/4/25	N/A	19/12/25	31/12/25
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. NPHIL/SBA/RFQ/001/2025	HALL RENTAL SERVICE	L-6810	Assorted	9,000.00	RFQ	13/1/25	17/1/25	22/1/25	24/1/25	14/2/25	04/3/25	18/3/25	26/3/25	N/A	19/12/25	31/12/25
UPDATE																		
ACTUAL																		
PLANNED	7	IFB NO. NPHIL/SBA/NCB/005/2025	TOILETRIES & CONSUMABLES	<del>64772</del> 64773	Assorted	15,000.00	NCB	16/1/25	22/1/25	29/1/26	31/1/25	28/2/25	12/3/25	21/3/25	28/3/25	N/A	19/12/31	31/12/25
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO. NPHIL/SBA/NCB/006/2025	PRINTING, BINDING & PUBLICATIONS SERVICES	C-1811/12	1 Firm	15,000.00	NCB	16/1/25	22/1/25	29/1/26	31/1/25	28/2/25	12/3/25	21/3/25	28/3/25	N/A	19/12/31	31/12/25
UPDATE																		
ACTUAL																		
<b>SUB-Total</b>						\$106,000.00												
<b>GRAND-Total</b>						\$572,297.00												

Prepared by:   
H. Mohammed Kiadii  
**DIRECTOR OF PROCUREMENT**

Approved by:   
Dr. Dougbah Chris Nyan  
**Director General/Chairman - Procurement Committee**

  
1/21/25





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**NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA (NPHIL)**  
**FISCAL YEAR SBA PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL**  
**FISCAL YEAR: 2025**

NO	PACKAGE CODE	DESCRIPTION	EXPLANATION
1	IFB NO.NPHIL/ SBA/RB/001/2025	PETROLEUM PRODUCTS	THIS PACKAGE IS INTENDED TO PROCURE PETROLEUM PRODUCTS (DIESEL AND GASOLINE) TO ENHANCE THE EFFECTIVE OPERATIONS OF THE ENTITY FOR THE BUDGET YEAR, 2025. THE CONTRACT PACKAGE IS DRAWN FROM THE BUDGET LINES FUEL & LUBRICANT – VEHICLES AND GENERAOTOR AND FUEL & LUBRICANT FROM UNDER THE DISAGGREGATED LINE-TRANSFER TO COUNTY PREVENTIVE HEALTH
2	IFB NO. NPHIL/ SBA/NCB/002/2025	REPAIRS & MAINTENANCE – CIVIL	THIS CONTRACT PACKAGE IS INTNDED FOR CONDUCTING WORKS (REPAIRING & MAINTENANCE – CIVIL) AT THE NATIONAL REFERENCE LAB.
3	IFB NO. NPHIL/ SBA/NCB/03/2025	VEHICLES SPARE PARTS	THIS CONTRACT PACKAGE IS DRAWN FROM THE BUDGET LINES REPAIRS & MAINTENANCE – VEHICLES AND ALSO FROM THE DISAGGREGATED BUDGET LINE-TRANSFER TO COUNTY PRESENTIVE HEALTH. IT IS INTENDED TO BE USED TO PROCURE ASSORTED VEHICLES SPARTS FOR THE VARIETY OF THE ENTITY’S FLEET WHICH INCLUDES; TOYOTA LAND CRUISERS, KIA SORENTOS, HIACE BUSES, TOYOTA JEEPS, ETC. TO SUPPORT THE INSTITUTE’S ANNUAL OPERATIONS
4	IFB NO. NPHIL/ SBA/NCB/003/2025	SCRATCH CARDS	THIS CONTRACT PACKAGE IS DRAWN FROM TWO DISAGGREGATED BUDGET LINES- WORKSHOP, CONFERENCES, SYMPOSIA AND SENINARS AND TRANSFER TO COUNTY PREVENTIVE HEALTH. IT IS INTENDED TO PROCURE COMMUNICATION CARDS TO SUPPORT THE ENTITY’S ANNUAL OPERATIONS.
5	IFB NO.NPHIL/ SBA/NCB/004/2025	EVENT CATERING SERVICES	THIS CONTRACT PACKAGE IS DRAWN FROM TWO DISAGGREGATED BUDGET LINES- WORKSHOP, CONFERENCES, SYMPOSIA AND SEMINARS AND TRANSFER TO COUNTY PREVENTIVE HEALTH. IT IS INTENDED TO PROVIDE FEEDING FOR PARTICIPANTS DURING WORKDSHOPS, TRAININGS, ETC. FOR THE ENTITY.
6	IFB NO. NPHIL/ SBA/RFQ/001/2025	HALL RENTAL SERVICES	THIS CONTRACT PACKAGE IS DRAWN FROM THE DISAGGREGATED BUDGET LINE-WORKSHOP, CONFERENCES, SYMPOSIA AND SEMINARS. IT IS INTENDED TO PROCURE THE SERVICES OF HALL TO FACILITATE MEETINGS, WORKSHOPS, TRAININGS, ETC. FOR THE ENTITY.
7	IFB NO. NPHIL/ SBA/NCB/05/2025	TOILETERIES & CONSUMABLES	THIS CONTRACT PACKAGE IS DRAWN FROM THE DISAGGREGATED BUDGET LINE-TRANSFER TO COUNTY PREVENTIVE HEALTH. IT IS INTENDED TO PROCURE ASSORTED TOILETERIES & CONSUMABLES WHICH INCLUDE; TISSUES, NAPKINS, FLOOR WIPES, DELTOL, TIDE SOAP, CHLORAX, MOPS, GARBAGE BAGS/BINS, AIR FRESHNERS, ETC. FOR THE ENTITY.
8	IFB NO. NPHIL/ SBA/NCB/006/2025	PRINTING, BINDING & PUBLICATION SERVICES	THIS CONTRACT PACKAGE IS DRAWN FROM THE DISAGGREGATED BUDGET LINE-TRANSFER TO COUNTY PREVENTIVE HEALTH. IT IS INTENDED TO PROCURE PRINTING, BINDING AND RELATED SERVICES FOR THE ENTITY’S ANNUAL REPORTS, WORK PLANS, STRATEGIC PLANS, ETC.

Prepared by:   
H. Mohammed Kiadii  
**DIRECTOR OF PROCUREMENT**

  
11/21/25

Approved by:   
Dr. Dongbeh Chris Nyan  
**Director General/Chairman – Procurement Committee**

