



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/ACEO/081/25'

November 20, 2025

Dr. Louise M. Kpoto
MINISTER
Ministry of Health
Republic of Liberia

Dear Dr. Kpoto:

Subject: **RECEIPT AND APPROVAL OF THE MINISTRY HEALTH ADDENDUM SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2025.**

We present our compliments and wish to acknowledge receipt of your communication dated November 17 2025, which sought the Commission's approval for the Ministry of Health (MOH) Addendum Special Procurement Plan (Expanded Program on Immunization CDS 3) for the Fiscal Year 2025.

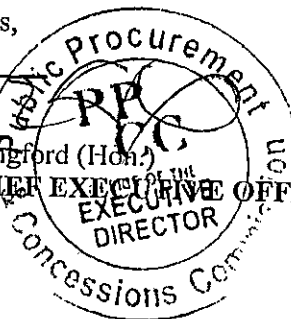
Following thorough review, the Commission hereby approves the Ministry of Health Addendum Special Procurement Plan for 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs MOH that its Addendum Special Procurement Plan for 2025 will be duly forwarded to the Ministry of Finance and 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, 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. However, 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.

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.

Sincerely yours,


Himmie E. Langford (Hon.)
ACTING CHIEF EXECUTIVE OFFICER





Office of the Minister

REPUBLIC OF LIBERIA
MINISTRY OF HEALTH

P. O. BOX 10-9009
1000 MONROVIA 10, LIBERIA
WEST AFRICA

MOH/RL/LMK-M/1671/25

November 17, 2025

Dear Hon. Johnson:

Submission of Special Procurement Plan

I am pleased to present my compliments and herein submit for the Commission's review and **No Objection**, a revised Procurement Plan towards outsourcing the services of a qualified and potential insurance company and a vendor to provide insurance services, supply and deliver some units of air conditioners for use by the Expander Program on Immunization (EPI).

Background

At the beginning of fiscal year 2025 a procurement plan was prepared and submitted to the Commission for its No Objection; the plan was approved. We commenced implementation of the plan using the approved methods as cataloged by the Ministry. Unfortunately, in the wake of implementation, one of the packages (supply and Installation of Air conditioners), the lowest evaluated responsive bidder (Tormentai Inc.) has failed to delivered since the contract was awarded to them on August 4, 2025, we have made follow up on countless occasions to which they have committed to deliver the goods but up to present they are yet to supply the goods. The grant for which this contract was awarded comes to a closed on 31st, December of this year, the Ministry of Health stands the risk of losing the money if it is not spent. To avoid the risk of losing the money, we are kindly requesting the commission's No Objection that allows us the opportunity to conduct a new procurement process using the shopping Method with Request for Quotation (RFQ).

Additionally, we are also requesting the use of Shopping Method with Request for Quotation to source the market for the procurement of Insurance Services for motor vehicle and bikes, communication cards and generator repairs, these activities are all tide to the GAVI grant Full Portfolio Planning (FPP) that comes to a closed-on December 31, 2025.

Hon. Budges Scott Johnson
Chief Executive Officer
Public Procurement & Concessions Commission
Capitol Hill,
Monrovia, Liberia

John Samu
November 17/2025
Time 12:59pm

The Ministry therefore presents for the COMMISSION's review and a No Objection on the addendum procurement plan for GAVI grant Full Portfolio Planning (FPP) that captured the lines and packages of procurement as indicated above.

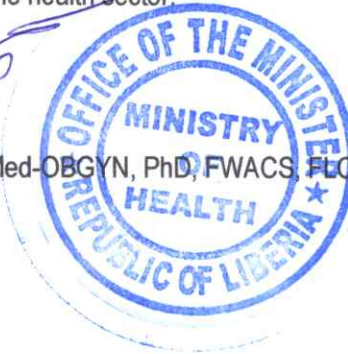
" After review and any modification by the Procurement Committee, the Entity shall furnish a

The procurement process for the assignment will shortly commence if the plan is accepted and endorsed by the Commission.

We look forward to a speedy response to enhance the process, thanks for the collaborative efforts as we strive to improve the health sector.

Sincerely yours,

Louise M. Kpoto, MD, MPH, MMed-OBGYN, PhD, FWACS, FRCPS
MINISTER



MINISTRY OF HEALTH

PROCUREMENT PLAN (Expanded Program On Immunization CDS) ADDENDUM #1

Source of Funding: GAVI CDS

Budget Period/Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	ACTIVITY CODE	QUANTITY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DR AWINGS	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	REMARKS
PLANNED	1 IFB No. MOH/ GAVI/ADD/CDS3/RB/001/2025	Insurance coverage	K-6512	1 firm	\$17,000.00	RB	27-Oct-25	3-Nov-25	10-Nov-25	17-Nov-25	1-Dec-25	9-Dec-25	16-Dec-25	23-Dec-25	N/A	24-Dec-25	29-Dec-25	
UPDATE																		
ACTUAL																		
PLANNED	2 IFB No. MOH/ GAVI/ADD/CDS3/RB/002/2025	Telecommunications, Internet (Communication Cards)	J-6190	7,200	\$36,000.00	RB	27-Oct-25	3-Nov-25	10-Nov-25	17-Nov-25	1-Dec-25	9-Dec-25	16-Dec-25	23-Dec-25	N/A	24-Dec-25	29-Dec-25	
UPDATE																		
ACTUAL																		
PLANNED	3 IFB No. MOH/ GAVI/ADD/CDS3/RFQ/001/2025	Generator Repair & Maintenance	C-3314	1 Firm	\$6,000.00	RB	27-Oct-25	3-Nov-25	10-Nov-25	17-Nov-25	1-Dec-25	9-Dec-25	16-Dec-25	23-Dec-25	N/A	24-Dec-25	29-Dec-25	
UPDATE																		
ACTUAL																		
PLANNED	4 IFB No. MOH/ GAVI/ADD/CDS3/RB/003/2025	Purchase of Air conditional	C-3314	1 Firm	\$17,505.00	RB	27-Oct-25	3-Nov-25	10-Nov-25	17-Nov-25	1-Dec-25	9-Dec-25	16-Dec-25	23-Dec-25	N/A	24-Dec-25	29-Dec-25	
UPDATE																		
ACTUAL																		
GRAND TOTAL					\$76,505.00													

Prepared by:

Jacob L. N. Wapoe /Procurement Director

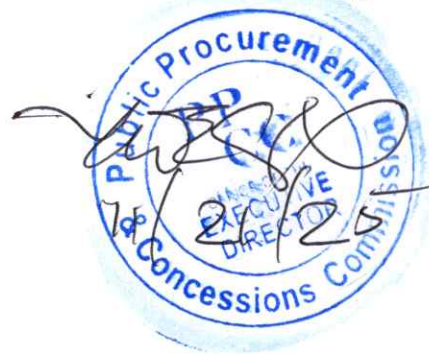
Signed:

Head of Entity/Chairman Proc. Cmtee

Date:

11/18/25

[Signature]
11/20/25



**MINISTRY OF HEALTH EXPANDED PROGRAM ON IMMUNIZATION (GAVI CDS3) PROCUREMENT PLAN
EXPLANATORY NOTES – ADDENDUM #1**

FISCAL YEAR: 2025

CORE BUDGET

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT
1.	IFB No. MOH/ GAVI/ADD/CDS3/RB/001/2025	Insurance Coverage	This line item refers to the hiring of a firm to provide none life insurance coverage for Expanded Program on Immunization (EPI) the program vehicles (4 Units) and motor bikes (175 Units). The Ministry intent to use shopping method but issue the Request for Proposal to all of the service provider shortlisted and pre-qualified by the Central Bank of Liberia (CBL). The grant (GAVI HSS) under which the funding are coming from expires by December 31, 2025. Hence, the Ministry want to give the firm only two weeks to submit their proposals. This is because the service is not complex and that the service providers are already known. The

Prepared by: _____

Mr. Jacob L.N. Wapoe
Procurement Director

Date: _____

Approved by: _____

Head of Entity/Chairman Proc. Comm.

Date: _____



**MINISTRY OF HEALTH EXPANDED PROGRAM ON IMMUNIZATION (GAVI CDS3) PROCUREMENT PLAN
EXPLANATORY NOTES – ADDENDUM #1**

FISCAL YEAR: 2025

			Ministry request to use Restrictive Bidding method is in keeping with PPC Act 2010 section 51(2) “ <i>When restricted bidding is employed on the grounds referred to in Section 50(1)(b), the Procuring Entity shall solicit bids from at least five (5) bidders, if possible</i> ”.
2.	IFB No. MOH/ GAVI/ADD/CDS3/RB/002/2025	Telecommunications, Internet (Communication Cards)	This line refers to the hiring of firms to provide communication cards. Cards are sold on the market at \$5.00 USD a piece and this is uniform across dealer. Scratch cards will be brought from a firm where the two networks products will provided. The cards will be supply on a fifty (50) per cent basis. The grant (GAVI HSS) under which the funding are coming from expires by December 31, 2025. Hence, the Ministry want to give the firm only two weeks to submit their bids known. The Ministry request to use Restrictive Bidding method is in keeping with PPC Act 2010

Prepared by: _____

Mr. Jacob L.N. Wapoe
Procurement Director

Date: _____

11/13/25

4/20/25

Approved by: _____

Head of Entity/Chairman Proc. Comm.

Date: _____

17/Nov./2025



**MINISTRY OF HEALTH EXPANDED PROGRAM ON IMMUNIZATION (GAVI CDS3) PROCUREMENT PLAN
EXPLANATORY NOTES – ADDENDUM #1**

FISCAL YEAR: 2025

			section 51(2) <i>“When restricted bidding is employed on the grounds referred to in Section 50(1)(b), the Procuring Entity shall solicit bids from at least five (5) bidders, if possible”.</i>
3	IFB No. MOH/ GAVI/ADD/CDS3/RFQ/001/2025	Generator Repair & Maintenance	This line refers to the procurement of generator repair and maintenance service for the Ministry of Health EPI program. Request for Quotation will be issued firms in the business. This is in keeping with section 54 (1) <i>“Quotations shall be requested in writing from as many bidders as practicable, but from at least three (3) bidders”.</i>
4.	IFB No. MOH/ GAVI/ADD/CDS3/RB/003/2025	Purchase of Air conditional	This line refers to the procurement of 45 pieces of Air Conditional for the cold chain across the country. The Ministry intends to do Request for Quotation (RFQ). The Ministry conducted a Restrictive Bidding method with contract and purchase order

Prepared by: _____

Mr. Jacob L.N. Wapoe
Procurement Director

Date: _____

Approved by: _____

Head of Entity/Chairman Proc. Comm.

Date: _____



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11/20/25

11/13/25

17/Nov./2025

MINISTRY OF HEALTH EXPANDED PROGRAM ON IMMUNIZATION (GAVI CDS3) PROCUREMENT PLAN
EXPLANATORY NOTES – ADDENDUM #1

FISCAL YEAR: 2025

			generated and issued the selected firm. Unfortunately, after the issuance of the purchase order to the firm, it declaim that the band and cost for which it was selected was under quoted. The ministry did a lot of intervention, which were futile. In addition, the grant from which this payment is to be made, ends by December 31, 2025. Consequently, the Ministry is seeking the Commission's no objection to use the shopping method due the limited time. The Ministry really needs these equipment to ensure that the vaccine within the cold chain are well kept. This is in keeping with section 54 (1) " <i>Quotations shall be requested in writing from as many bidders as practicable, but from at least three (3) bidders</i> ".
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Prepared by: _____

Mr. Jacob L.N. Wapoe
Procurement Director

Date: _____

11/13/25

4/21/25
11/20/25

Approved by: _____

Head of Entity/Chairman Proc. Comm.

Date: _____

17/Nov./2025



MINISTRY OF HEALTH

P. O. Box 10-9009

1000 Monrovia 10, Liberia

West Africa

MINISTRY OF HEALTH/ EXPANDED PROGRAM ON IMMUNIZATION GAVI CDS3 BUDGET SUMMARY FY2025

No.	ITEMS	QTY	BUDGET CODE	TOTAL
1	Insurance Coverage	179	N/A	\$ 17,000.00
2	Procurement of Scratch Cards	7200	N/A	\$ 36,000.00
3	Genrator Repair and Maintenance	1 firm	N/A	\$ 6,000.00
4	Purchase of Air Conditional	assorted	N/A	\$ 17,505.00
Grand Total				\$ 76,505.00

Signed By :


Shelford Somwarbi
GAVI Project Accountant

Approved By :


YUAH A NEMAH
Program Manager

Signed By:


Patrick Guzeh
Financial Comptroller-MOH

Approved By:


Hon. Louise M Kpoto, MD, MPH, MMed-OBGYN, PhD
Minister-Procurement Committee Chairperson

