



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref: PPCC/RL/CEO/1071/25

October 10, 2025

Hon. Catherine T. Cooper  
ACTING MINISTER  
Ministry of Health  
Republic of Liberia

Dear Hon. Cooper:

**Subject: RECEIPT AND APPROVAL OF THE MINISTRY OF HEALTH ADDENDUM PROJECT  
PROCUREMENT PLAN (EPI/GAVI) - FISCAL YEAR 2025**

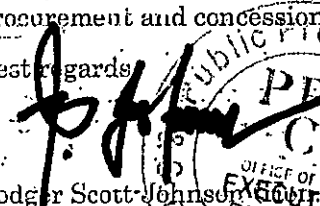
We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Health (MOH) Addendum Project Procurement Plan for Fiscal Year 2025 in accordance with Section 40 of the PPCA, 2010. The Commission, upon review of your documents informs you that your Procurement Plan has been approved and 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.

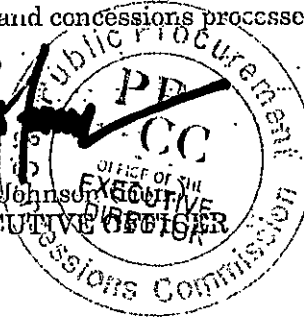
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide with a copy of the updated procurement plan.

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.

Best regards

  
Bodger Scott-Johnson  
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



# REPUBLIC OF LIBERIA MINISTRY OF HEALTH

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

Office of the Deputy Minister  
Chief Medical Officer  
Ref. No.: **MOH/GOL/CTC/CMO/348/'25**

September 23, 2025

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

Dear Hon. Johnson:

## **REF: Submission of EPI/GAVI (FPP GRANT) Addendum Procurement Plan**

I present warm compliments and herewith submit the Expanded Program on Immunization addendum procurement plan to the approved plan for **FY 2025** under the Global Alliance on Vaccines and Immunization (**GAVI-FPP GRANT**).

### **Background**

The Ministry of Health has received funds from the Global Alliance on Vaccine and Immunization Full Portfolio Planning Grant (GAVI/FPP) for the Procurement of Goods and Services. The Ministry of Health through the Expanded Program on Immunization is requesting the Commission's No Objection for the reduction in the Lead Time for one package (ICT Equipment). The No Objection will allow the Ministry to utilize its remaining allocation under the Grant for FY2025 based on the signed agreement for utilization of funds over a period.

Honorable Commissioners, the Ministry's request for the no objection in reduction of the lead-time is in line with the PPC Act 2010 definition of emergency procurement "emergency" means any situation that (a) threatens public health, welfare, safety or security, or (b) brings about an urgent need for preservation of critical services or programs".

The Ministry also seeks the Commission's No objection to Single Source Star link an online company to provide three (3) sets of star link packages to be use by the EPI unit to enhance and support supervisory and reporting activities, and Smart System Solution a Liberian company to provide four (4) sets of Cloud Servers to be use by the EPI to enhance and support supervisory and reporting activities as well. A Contract was signed by the Ministry of Health and the Smart System Solution. **Please see attached copy of the Contract.**

The attached plan is consistent with the Amended Public Procurement & Concessions Act of 2010, Part-IV Section 40(3),

***"After review and any revisions by the Procurement Committee, the Procurement Committee shall furnish a copy of the annual procurement plan to the Commission for approval".***

We look forward to a prompt response to enhance the process.

Thanks for your support and cooperation.

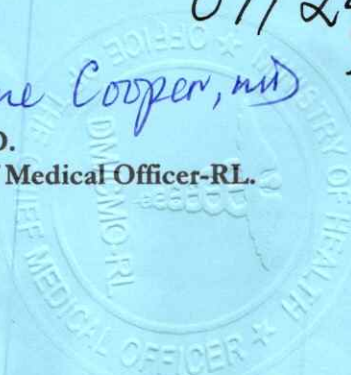
Sincerely,

Catherine T. Cooper, MD.  
**Acting Minister/ Chief Medical Officer-RL.**

*Catherine Cooper, MD*

*John Sumo*  
*09/24/2025*

*Time 90:05*



# MINISTRY OF HEALTH & SOCIAL WELFARE

## PROCUREMENT PLAN (EPI Addendum Plan)

Source of Funding: (GAVI FPP Grant Budget)

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 ACTIVITY CODE      | QTY    | 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   |
| PLANNE D    | 1                     | IFB No. MOH/GAVI/EPI/NCB/001/2025 | ICT Equioment               | G-4540 | Assorted             | \$271,918.00       | NCB                           | 22-Sep-25             | 29-Sep-25                        | 6-Oct-25                            | 8-Oct-25                      | 5-Nov-25                            | 10-Nov-25                           | 14-Nov-25                | 21-Nov-25                      | 28-Nov-25                                     | 1-Dec-25                   | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNE D    | 2                     | IFB No. MOH/GAVI/EPI/RFQ/001/2025 | Hall Rental                 | G-4540 | 1 firm               | \$7,200.00         | RFQ                           | 22-Sep-25             | 25-Sep-25                        | 30-Sep-25                           | 3-Oct-25                      | 8-Oct-25                            | 15-Oct-25                           | 20-Oct-25                | 23-Oct-25                      | 30-Oct-25                                     | 27-Nov-25                  | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNED     | 3                     | IFB No. MOH/GAVI/EPI/RFQ/002/2025 | Printing                    | G-4540 | assorted             | \$1,200.00         | RFQ                           | 22-Sep-25             | 25-Sep-25                        | 30-Sep-25                           | 3-Oct-25                      | 8-Oct-25                            | 15-Oct-25                           | 20-Oct-25                | 23-Oct-25                      | 30-Oct-25                                     | 27-Nov-25                  | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNE D    | 4                     | IFB No. MOH/GAVI/EPI/RFQ/003/2025 | Event Catering              | G-4540 | 1 firm               | \$7,000.00         | RFQ                           | 22-Sep-25             | 25-Sep-25                        | 30-Sep-25                           | 3-Oct-25                      | 8-Oct-25                            | 15-Oct-25                           | 20-Oct-25                | 23-Oct-25                      | 30-Oct-25                                     | 27-Nov-25                  | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNE D    | 5                     | IFB No. MOH/GAVI/EPI/RFQ/004/2025 | Stationery                  | G-4540 | assorted             | \$1,500.00         | RFQ                           | 22-Sep-25             | 25-Sep-25                        | 30-Sep-25                           | 3-Oct-25                      | 8-Oct-25                            | 15-Oct-25                           | 20-Oct-25                | 23-Oct-25                      | 30-Oct-25                                     | 27-Nov-25                  | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNE D    | 6                     | IFB No. MOH/GAVI/EPI/RFQ/005/2025 | Communication Cards         | G-4540 | 100 pcs              | \$500.00           | RFQ                           | 22-Sep-25             | 25-Sep-25                        | 30-Sep-25                           | 3-Oct-25                      | 8-Oct-25                            | 15-Oct-25                           | 20-Oct-25                | 23-Oct-25                      | 30-Oct-25                                     | 27-Nov-25                  | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNE D    | 7                     | IFB No. MOH/GAVI/EPI/RFQ/006/2025 | Vehicle Rental              | G-4540 | 1 firm               | \$1,500.00         | RFQ                           | 22-Sep-25             | 25-Sep-25                        | 30-Sep-25                           | 3-Oct-25                      | 8-Oct-25                            | 15-Oct-25                           | 20-Oct-25                | 23-Oct-25                      | 30-Oct-25                                     | 27-Nov-25                  | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNE D    | 8                     | IFB No. MOH/GAVI/EPI/SS/001/2025  | Procurement of Starlink     | G-4540 | 3 sets               | \$41,749.00        | SS                            | 22-Sep-25             | 29-Sep-25                        | 6-Oct-25                            | 13-Oct-25                     | 22-Oct-25                           | 27-Oct-25                           | 31-Oct-25                | 3-Nov-25                       | 10-Nov-25                                     | 1-Dec-25                   | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| PLANNE D    | 9                     | IFB No. MOH/GAVI/EPI/SS/002/2025  | Procurement of Cloud Server |        | 4 pcs                | \$31,200.00        | SS                            | 22-Sep-25             | 29-Sep-25                        | 6-Oct-25                            | 13-Oct-25                     | 22-Oct-25                           | 27-Oct-25                           | 31-Oct-25                | 3-Nov-25                       | 10-Nov-25                                     | 1-Dec-25                   | 31-Dec-25 |
| UPDATE      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| ACTUAL      |                       |                                   |                             |        |                      |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |
| GRAND TOTAL |                       |                                   |                             |        | \$363,767.00         |                    |                               |                       |                                  |                                     |                               |                                     |                                     |                          |                                |                                               |                            |           |

Prepared by:

Jacob L. N. Wapoe, Procurement Director

Approved by:

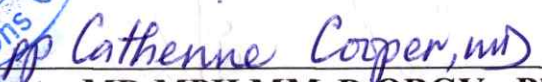
Head c Dr. Louise M. Kpoto, MD, MPH, MMed, OBGYN, PhD/ Chairman Proc. Committee



**Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND Addendum  
PROCUREMENT PLAN EXPLANATORY NOTE FOR FISCAL YEAR 2025.**

| ITEM NO. | PACKAGE NUMBER (CODE)                | CONTRACT PACKAGE         | PROCUREMENT CONTRACT PACKAGE CONTENT                                                                                                                                                                                                                                                                               |
|----------|--------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | IFB No.<br>MOH/EPI/GAVI/NCB/001/2025 | ICT Equipment            | This line refers to the Procurement of ICT equipment (Laptops, TVs, Zoom Packages, Camera, Microphones, Physical Server, Router and Switches and Projectors) to enhance and improve logistic management information system. The amount is <b>(\$271,918.00 USD)</b> . <b>The package will be placed into lots.</b> |
| 2        | IFB No.<br>MOH/EPI/GAVI/RFQ/001/2025 | Hall Rental              | This line refers to Hall Rental Service for the Financial Management Information System Training/Oracle Netsuite fixed asset management. The amount is <b>(\$7,200.00 USD)</b>                                                                                                                                     |
| 3        | IFB No.<br>MOH/EPI/GAVI/RFQ/002/2025 | Printing                 | This line refers to Printing Service for the Financial Management Information System Training/Oracle Netsuite fixed asset management. The total amount is <b>(\$1,200.00USD)</b>                                                                                                                                   |
| 4        | IFB No.<br>MOH/EPI/GAVI/RFQ/003/2025 | Event Catering           | This line refers to the provision of Catering services for the Financial Management Information System Training/Oracle Netsuite fixed asset management. The amount is <b>(\$7,000.00 USD)</b>                                                                                                                      |
| 5        | IFB No.<br>MOH/EPI/GAVI/RFQ/004/2025 | Stationery               | This line refers to the procurement of assorted stationery for the Financial Management Information System Training/Oracle Netsuite fixed asset management. The items to be procure includes, A4 sheets, pens, cartridges, toners, markers, note pads. The total amount is <b>(\$ 1,500.00 USD)</b>                |
| 6        | IFB No.<br>MOH/EPI/GAVI/RFQ/005/2025 | Communication Cards      | This contract package is set to procure scratch cards (100pcs) at \$5) to be use by EPI to enhance and support supervisory and reporting activities as it to communication. The amount is <b>(\$500.00 USD)</b>                                                                                                    |
| 7        | IFB No.<br>MOH/EPI/GAVI/RFQ/006/2025 | Vehicle Rental           | This contract package is set to procure Vehicle Rental Service for the financial management information system training/Oracle NetSuite fixed asset management. The amount is <b>(\$1,500.00 USD)</b>                                                                                                              |
| 8        | IFB No.<br>MOH/EPI/GAVI/SS/001/2025  | Procurement of Star link | This contract package is set to Single Source Sky link an online company to provide 3 sets of sky link packages to be use by EPI to enhance and support supervisory and reporting activities as it to communication. The amount is <b>(\$41,749.00 USD)</b>                                                        |

Prepared by:   
Jacob L. N. Wapoe/Procurement Director

Approved by:   
Dr. Louise M. Kpoto, MD, MPH, MMed, OBGYN, PhD Chairman Proc. Committee

Date: \_\_\_\_\_

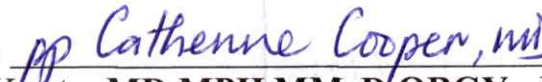
Expanded Program on Immunization (EPI) –GLOBAL ALLIANCE ON VACCINE AND IMMUNIZATION (GAVI) FUND Addendum  
PROCUREMENT PLAN EXPLANATORY NOTE FOR FISCAL YEAR 2025.

|   |                                     |                                   |                                                                                                                                                                                                                                                                                                                                                                                                         |
|---|-------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 | IFB No.<br>MOH/EPI/GAVI/SS/002/2025 | Procurement<br>of Cloud<br>Server | This contract package is set to Single Source Smart System Solution a Liberian company to provide 4 sets of Cloud Servers to be use by EPI to enhance and support supervisory and reporting activities as it to communication. The amount is <b>(\$31,200.00 USD)</b> . A Contract was signed by the Ministry of Health and the Smart System Solution. <b>Please see attached copy of the Contract.</b> |
|---|-------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Prepared by:   
Jacob L. N. Wapoe/Procurement Director



Approved by:   
Dr. Louise M. Kpoto, MD, MPH, MMed, OBGyn, PhD Chairman Proc. Committee

Date: \_\_\_\_\_

