

MINISTRY OF HEALTH
PROCUREMENT PLAN (Pool Fund)
Source of Funding: POOL FUND
Fiscal year: JULY 1, 2016 TO JUNE 30, 2017

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/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	Pool Fund Approval Status and Comments
PLANNED	1 IFB No. MOH/PE/RFQ/001/16/17	Hall Rental	L-6810	Assorted	\$4,110.00	RFQ	3-Dec-16	10-Dec-16	17-Dec-16	24-Dec-16	31-Dec-16	7-Jan-17	14-Jan-17	28-Jan-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	2 IFB No. MOH/PE/RFQ/001/16/17	Stationeries and Office Supplies	G-4761	Assorted	\$27,915.00	RB	10-Dec-16	17-Dec-16	24-Dec-16	31-Dec-16	21-Jan-17	11-Feb-17	18-Feb-17	4-Mar-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	3 IFB No. MOH/PE/RFQ/002/16/17	Communication Cards	J-6190	7,540	\$37,700.00	RB	10-Dec-16	17-Dec-16	24-Dec-16	31-Dec-16	21-Jan-17	28-Jan-17	4-Feb-17	18-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	4 IFB No. MOH/PE/RFQ/002/16/17	Air Ticket	N-7911	1	\$2,250.00	RFQ	11-Dec-16	18-Dec-16	25-Dec-16	1-Jan-17	8-Jan-17	15-Jan-17	22-Jan-17	5-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	5 IFB No. MOH/PE/RFQ/003/16/17	Computer Supplies and IT Equipment	G-4741	Assorted	\$17,570.00	RB	14-Dec-16	21-Dec-16	28-Dec-16	4-Jan-17	25-Jan-17	1-Feb-17	8-Feb-17	22-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	6 IFB No. MOH/PE/SS/001/16/17	Media Coverage (Electronic)	J-6010	1 firm	\$1,000.00	SS	14-Dec-16	21-Dec-16	28-Dec-16	4-Jan-17	11-Jan-17	18-Jan-17	25-Jan-17	8-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	7 IFB No. MOH/PE/RFQ/004/16/17	Rep. & Maintenance (Vehicles)	G-4520	Assorted	\$41,840.00	RB	14-Dec-16	21-Dec-16	28-Dec-16	4-Jan-17	18-Jan-17	25-Jan-17	1-Feb-17	15-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	8 IFB No. MOH/PE/RFQ/003/16/17	Cleaning Materials	G-4773	Assorted	\$2,970.00	RFQ	15-Dec-16	22-Dec-16	29-Dec-16	5-Jan-17	12-Jan-17	19-Jan-17	26-Jan-17	9-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
PLANNED	9 IFB No. MOH/PE/RFQ/005/16/17	Vehicle	G-4510	3	\$144,000.00	ICB	16-Dec-16	23-Dec-16	30-Dec-16	6-Jan-17	27-Jan-17	10-Feb-17	17-Feb-17	3-Mar-17	N/A	31-May-17	30-Jun-17	
UPDATE																		
ACTUAL																		
Sub - Total					\$279,355.00													

OFFICE OF THE DIRECTOR GENERAL
MINISTRY OF HEALTH
FISCAL YEAR 2017
February 2, 2017

OFFICE OF THE DIRECTOR GENERAL
MINISTRY OF HEALTH
FISCAL YEAR 2017
3 Feb 2017

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	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY 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	Pool Fund Approval Status and Comments
PLANNED	10	IFB NO.MOH/PE/RFQ/004/16/17		4		RFQ	16-Dec-16	23-Dec-16	30-Dec-16	6-Jan-17	13-Jan-17	20-Jan-17	27-Jan-17	10-Feb-17	N/A	31-May-17	30-Jun-17	Completed
UPDATE		Phone	J-6120		\$6,000.00													
ACTUAL																		
PLANNED	11	IFB NO. MOH/PE/RFQ/005/16/17			\$9,410.00	RFQ	17-Dec-16	24-Dec-16	31-Dec-16	7-Jan-17	14-Jan-17	21-Jan-17	28-Jan-17	11-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE		Furniture	C-3100															
ACTUAL																		
PLANNED	12	IFB NO.MOH/PE/RFQ/006/16/17		1	\$2,532.90	RFQ	17-Dec-16	24-Dec-16	31-Dec-16	7-Jan-17	14-Jan-17	21-Jan-17	28-Jan-17	11-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE		Office Consumable	I-5629															
ACTUAL																		
PLANNED	13	IFB NO.MOH/PE/RFQ/007/16/17		1	\$10,000.00	RFQ	7-Dec-16	14-Dec-16	21-Dec-16	28-Dec-16	4-Jan-17	11-Jan-17	18-Jan-17	1-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE		Check Writing Software	J-6311															
ACTUAL																		
PLANNED	14	IFB NO.MOH/PE/RFQ/008/16/17		1	\$6,000.00	RFQ	18-Dec-16	25-Dec-16	1-Jan-17	8-Jan-17	15-Jan-17	22-Jan-17	29-Jan-17	12-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE		Electronic Back-Up System	J-6312															
ACTUAL																		
PLANNED	15	IFB NO.MOH/PE/RB/006/16/17			\$18,366.00	RB	18-Dec-16	25-Dec-16	1-Jan-17	8-Jan-17	15-Jan-17	22-Jan-17	29-Jan-17	12-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE		Printing & Binding	C-1811															
ACTUAL																		
PLANNED	16	IFB NO.MOH/PE/RB/007/16/17			\$17,390.00	RB	18-Dec-16	25-Dec-16	1-Jan-17	8-Jan-17	15-Jan-17	22-Jan-17	29-Jan-17	12-Feb-17	N/A	31-May-17	30-Jun-17	
UPDATE		Event Catering	I-5621															
ACTUAL																		
PLANNED	17	IFB NO. MOH/PE/RB/008/16/17			\$70,966.00	RB	18-Dec-16	25-Nov-16	2-Dec-16	9-Dec-16	23-Dec-16	30-Dec-16	7-Jan-17	14-Jan-17	N/A	31-May-17	20-Jan-17	
UPDATE		Petroleum Product	G-4661															
ACTUAL																		
PLANNED	18	IFB NO. MOH/PE/SS/002/16/17			\$1,000,000.00	SS	18-Dec-16	25-Nov-16	2-Dec-16	9-Dec-16	23-Dec-16	30-Dec-16	7-Jan-17	14-Jan-17	N/A	31-May-17	20-Jan-17	
UPDATE		Essential Medical Drugs	G-4661															
ACTUAL																		
Grand Total					\$1,141,164.90													
					1,420,519.90													

Prepared By: Jacob L. N. Wapoe /Proc Director
Date: 18-19-16

Approved by:

Hon. Edward R. Robert-MBA/CA
Deputy Minister for Administration/Chair, Proc. Committee



MINISTRY OF HEALTH (POOL FUND) PROCUREMENT PLAN EXPLANATORY NOTES

A. POOL FUND CORE BUDGET

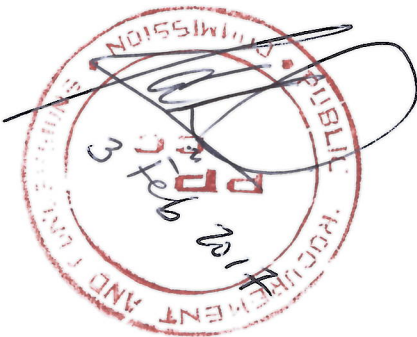
Fiscal Year: 2016 – 2017

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT																																																																
1	IFB No. MOH/PF/RFO/001/16/17	Hall Rental	This line refers to the rental of halls to host two training sessions for OF a two weeks period, \$300 a day multiply by five days a week for each tra session. Because of the large number of staff to be trained, the sessions v broken up into two clusters/groups) plus 7% GST and another for OGC rental (per 2 regions for 3 days each). Out of this cost; OFM accounts fo US\$3,210.00 with the balance 900 for OGC activities.																																																																
2	IFB No. MOH/PF/NCB/001/16/17	Stationeries and Office Supplies	<div>This line refers to the procurement of stationeries and office supplies; C accounts for US\$2,200.00, Internal Audit @US\$5,500.00, Compliance D @US\$602.00, Pool Fund Secretariat @US\$15,758.00 and the M&E Unit @2,300.00. This package is intended to Purchase the below listed items:</div> <table><tr><th>No.</th><th>Item Description</th><th>Qty</th><th>No.</th><th>Item Description</th><th>Qty</th><th>No.</th><th>Item Description</th></tr><tr><td>1</td><td>Paper A4</td><td>2 ctn</td><td>24</td><td>High lighter</td><td>1 pcs</td><td>47</td><td>Whi Env</td></tr><tr><td>2</td><td>Steno Pad</td><td>6 dozn</td><td>25</td><td>Pencil</td><td>4 pks</td><td>48</td><td>Anti (kas</td></tr><tr><td>3</td><td>Ball Pen (Assorted)</td><td>10 pks</td><td>26</td><td>Glue</td><td>1 dozn</td><td>49</td><td>Flas (4G</td></tr><tr><td>4</td><td>Box File</td><td>10 dozn</td><td>27</td><td>Retype Solvent</td><td>1 dozn</td><td>50</td><td>Wal Ada</td></tr><tr><td>5</td><td>Manila Folder (L/s & M/s)</td><td>10 pks</td><td>28</td><td>Staple Remover</td><td>1 dozn</td><td>51</td><td>Extu Cor</td></tr><tr><td>6</td><td>Ledge Book</td><td>2 dozn</td><td>29</td><td>Calculator</td><td>1 pcs</td><td>52</td><td>Car (35/</td></tr><tr><td>7</td><td>Paper Clip</td><td>1 pks</td><td>30</td><td>Desk Pad</td><td>1 pcs</td><td>53</td><td>Car</td></tr></table>	No.	Item Description	Qty	No.	Item Description	Qty	No.	Item Description	1	Paper A4	2 ctn	24	High lighter	1 pcs	47	Whi Env	2	Steno Pad	6 dozn	25	Pencil	4 pks	48	Anti (kas	3	Ball Pen (Assorted)	10 pks	26	Glue	1 dozn	49	Flas (4G	4	Box File	10 dozn	27	Retype Solvent	1 dozn	50	Wal Ada	5	Manila Folder (L/s & M/s)	10 pks	28	Staple Remover	1 dozn	51	Extu Cor	6	Ledge Book	2 dozn	29	Calculator	1 pcs	52	Car (35/	7	Paper Clip	1 pks	30	Desk Pad	1 pcs	53	Car
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Fiscal Year: 2016 – 2017

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3	IFB NO. MOH/PF/RB/001/16/17	Communication Cards		This line refers to the procurement of Communication Cards (Phone scr cards and Internet modem). OFM accounts for US\$200.00, OGC @US\$1,620.00, Internal Audit @US\$4,800.00, Internal Audit @US\$6,720.00, Compliance @US\$500.00, M&E @US\$7,200.00 with the Pool Fund Secretariat @US\$8,860.00					
4	IFB NO. MOH/PF/RFO/002/16/17	Air Ticket	This line item refers to the purchase for OGC round trip ticket.						
5	IFB NO. MOH/PF/NCB/002/16/17	Computer Supplies and IT Equipment	This line refers to the purchase of office equipment; OGC @US\$1,620.00 Internal Audit @US\$7,500.00, M&E @US\$4,700.00 and the Pool Fund Secretariat @US\$3,750.00. These items consist of printers and laptops s eight laptops, heavy duty printer						
6	IFB NO. MOH/PF/SS/001/16/17	Media Coverage (Electronic)	This line item refers to the publication cost for publishing general and s] procurement notice on the dgmarket.						
7	IFB NO. MOH/PF/RB/003/16/17	Rep. & Maintenance (Vehicles)	This line refers to the repair and maintenance of the MOH. This activity outsourced to private firm. Procurement account US\$5,040.00, Internal @US\$3,200.00, M&E Unit @US\$24,000.00 and the Pool Fund Secretari @US\$9,600.00. This accounts for the repairs and maintenance of Ten V (10).						



MINISTRY OF HEALTH (POOL FUND) PROCUREMENT PLAN EXPLANATORY NOTES

Fiscal Year: 2016 – 2017

8	IFB NO.MOH/PF/RFOQ/003/16/17	Cleaning Materials	This line item refers to the purchase of assorted cleaning materials for u the Pool Fund Secretariat @US\$1,770.00 and Compliance @US\$1,200.0 These items consist of item such as; mob, broom, chloride, chlorine, soap towel, gloves, tissue etc.
9	IFB NO.MOH/PF/RB/004/16/17	Vehicle Purchase	This refers to the acquisition of three vehicle for use by; Pool Fund @US\$47,000.00, Internal Audit @US\$37,000.00 and OFM @US\$60,000.
10	IFB NO.MOH/PF/RFOQ/004/16/17	Phone	This line item refers to the purchase of four (4) phones for us by OFM st
11	IFB NO.MOH/PF/RFOQ/005/16/17	Furniture	This line refers to the procurement of office furniture and workstation f Pool Fund.
12	IFB NO.MOH/PF/RFOQ/006/16/17	Office Consumable	This line refers to the procurement of Office Consumable; OGC account \$1,500.00 and \$1,032.90 for the Pool Fund Secretariat. These consist of i such as; water, coffee, sugar, milk and olvatine which will be use on a qu basis.
13	IFB NO.MOH/PF/RFOQ/007/16/17	Check Writing Software	This line item refers to the procurement of Software for printing of chec foster accuracy and timeliness of check writing.
14	IFB NO.MOH/PF/RFOQ/008/16/17	Electronic Back-up System	This line refers to the hiring of an online cloud base website to hosting fi the MOH Procurement documentation which should be retrievable and from any location online with the internet.
15	IFB NO.MOH/PF/RB/003/16/17	Printing & Binding	This line refers to the printing of assorted material for the Procurement and the M&E Unit. These printing consist of activities such as ; Print an disseminate dashboard on postal's to create awareness on the MOH performance among staff and the public; Print Monitoring and Evaluat Strategy Operation Plan, Print and disseminate Indicators Reference Bo Procurement printing accounts for US\$3,000.00, Pool Fund Secretariat @US\$3,360.00 with the balance printing cost going to M&E.
16	IFB NO.MOH/PF/RB/004/16/17	Event Catering	This line refers to the purchase for office consumable and event catering OGC @US\$5,750.00, Pool Fund @ US\$1,032.90 and OFM @US\$13,240
17	IFB NO.MOH/PF/RB/005/16/17	Petroleum Products	This line item refers to the procurement of petroleum products (Diesel I

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MINISTRY OF HEALTH
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MINISTRY OF HEALTH (POOL FUND) PROCUREMENT PLAN EXPLANATORY NOTES

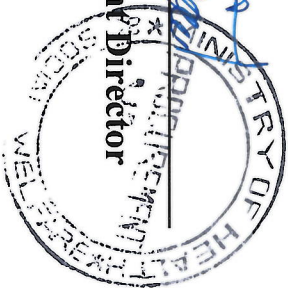
Fiscal Year: 2016 – 2017

			Gasoline) for use by the Office of Financial Management (OFM)@US\$19,900.00, Office of the General Counsel (OGC)@US\$2,700 Procurement Unit (Pro-U)@US\$9,946.00, Internal Audit@US\$3,200.00, Compliance@US\$2,233.00, Monitoring and Evaluation Unit (M&E)@14 and Pool Fund Secretariat US\$10,160.00 worth for petroleum. Note: out every requesting unit quantities, half will be use to for gasoline and half diesel fuel. The quantities within the plan are calculated at the rate of US\$ per gallon.
18	IFB NO. MOH/PF/SS/001/16/17	Essential Medical Drugs	This procurement package refers to the procurement of essential medicines for the NDS. The proposed essential medicines and supplies are intended the procurement to safeguard against stock out. These Medicines are essential Ebola-funded medicines but their stocks has decline and are urgently needed. Meanwhile, part of the fund will be use to procurement other essential Medicines that are already in short supply within the Country.

Note: Some package method of procurement is Restrictive (RB) because we have shortlisted firms/vendors already.

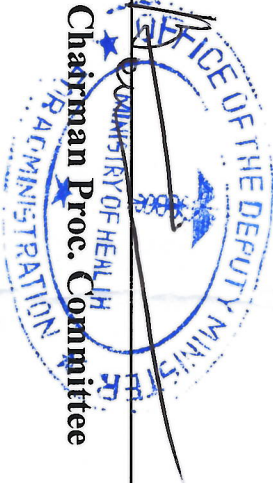
Prepared by: _____

Procurement Director



Approved by: _____

Chairman Proc. Committee



Date: 12/11/16

