



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/0200/25'

January 23, 2025

Hon. Gbeme Horrace-Kollie

**MINISTER**

Ministry of Gender, Children and Social Protection  
Monrovia, Liberia

Dear Hon. Horrace-Kollie:

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

We present our compliments and wish to acknowledge receipt of your communication dated January 17, 2025, which sought the approval of the Commission for Ministry of Gender, Children and Social Protection (MGCSP) Annual Core and SBA Procurement Plan for 2025.

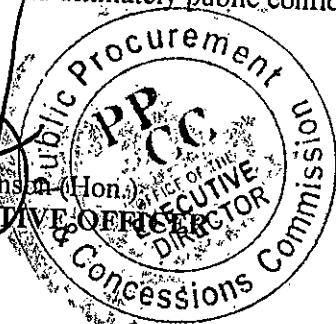
Following thorough review, the Commission hereby approves the Ministry of Gender, Children and Social Protection (MGCSP) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs MGCSP that the procurement plan will be duly forwarded to the Ministry 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, 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,

  
Bodge Scott Johnson (Hon.)  
CHIEF EXECUTIVE OFFICER/DIRECTOR



Regulating Procurement Compliance for National Development



OFFICE OF THE MINISTER

**REPUBLIC OF LIBERIA**  
**MINISTRY OF GENDER, CHILDREN & SOCIAL PROTECTION**

EJS Ministerial Complex, Congo Town  
1000 Monrovia, 10 Liberia



Tel: +231 886 837 513  
+231 770 213 318

**REF#: MGCSP/GHK/M/005/'25**

January 17, 2025

Honorable Bodger Scott Johnson  
Executive Director  
Public Procurement & Concessions Commission  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia

Dear Hon. Johnson,

Compliments of the Highest esteem!

I write to submit the Procurement Plan for the Ministry of Gender, Children, and Social Protection for your review and approval as mandated in section 40 (1) of the Amended PPCC Act of 2010, which states that "All procuring entities shall undertake procurement planning, with a view to achieve maximum value for public expenditure and the other objects of this Act".

Listed in the Procurement Plan are all the goods, works and services that the Ministry of Gender, Children and Social Protection intends to procure for the Fiscal Year 2025.

We look forward to your timely response, and please accept the assurances of my highest esteem.

Best regards



Hon. Gbeme Horace-Kollie  
Chair, Procurement Committee

*John Sambo*

*01/17/2025*

*Time: 1:49pm*

MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION

PROCUREMENT PLAN

SOURCE OF FUNDING: GOL/Allotment

FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	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	REMARKS
PLANNED	1	IFB No. MGCSP/RFQ/001/2025	Printing	J6190	Assorted	1,500.00	RFQ	01-13-2025	01-14-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	2	IIFB No. MGCSP/RFQ/002/2025	Catering Services	H5621	1 Firm	3,500.00	RFQ	01-13-2025	01-14-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MGCSP/RFQ/003/2025	Vehicle rental service	H4922	1 Firm	7,000.00	RFQ	01-13-2025	01-14-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						12,000													

Prepared by:

Lanfia M. Waritay  
Procurement Director

Approved by:

Hon. Gbeme Horace-Kollie  
Chair, Procurement Committee

Date:

17/01/25



Handwritten signature and date: 1/23/25



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION  
PROCUREMENT PLAN  
SOURCE OF FUNDING: GOL/Allotment  
FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	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	REMARKS
PLANNED	4	IFB No. MGCSP/RB/001/2025	Petroleum Proleum	G4661	10,296.912 gals of fuel & 2,301.790 gals of gasoline	52,350.00	RB	01-13-2025	01-14-2025	01-16-2025	2/6/25	2/27/25	3/6/25	3/13/25	3/20/25	N/A	4/17/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MGCSP/RB/001/2025	Internet service	J6120	1 firm	28,800.00	SS	01-13-2025	01-14-2025	01-16-2025	N/A	N/A	N/A	2/17/25	2/24/25	N/A	3/24/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
Sub Total						81,150													
Grand Total						93,150													

Prepared by: \_\_\_\_\_

Lanfia M. Wantay  
Procurement Director

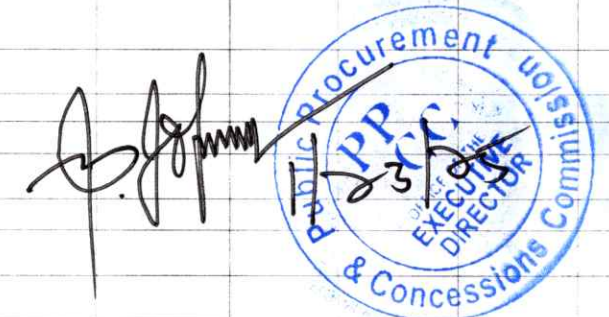
Approved by: \_\_\_\_\_

Hon. Gbeme Horace-Kollie  
Chair, Procurement Committee

Date: 17/01/25



1/23/25



**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN (SBA)**  
**SOURCE OF FUNDING: GOL/Allotment**  
**FISCAL YEAR: 2025**

<b>1</b>	IFB NO.  MGCSP/RFQ/001/2025	Printing Services	This contract package is from the budget line "printing, Blinding, & Publication services", and is intended to procure (flies, Banner, booklet, letter heads, pull-up banner, flex installation, jackets, billboard) for the Ministry of Gender, Children & Social Protection.
<b>2</b>	IFB NO.  MGCSP/RFQ/002/2025	Catering Services	This contract package is from the budget line "workshops, conferences, symposia and seminars" and will be used to hire a firm to render (catering services, and Hall rental) during these activities for the Ministry's.
<b>3</b>	IFB No. MGCSP/RFQ/003/2025	Vehicle Rental service	This contract package is from the budget line "Domestic Means of Travel", and it is intended to hire a firm to provide Vehicle rental services to the Ministry of Gender, Children & Social Protection.
<b>4</b>	IFB NO.  MGCSP-RB-001-2025	Petroleum Product	This contract package is from the budget line "Fuel and Lubricants-Vehicle", and it is intended to procure 10,296.912 gals of Fuel @ 4.21 which is equivalent to US\$43,350 (50%) of the total amount (52,350.00) and 2,301.790gals of Gasoline @ 3.91 which is also equivalent to 50% (US\$9,000.00) of the total amount stated above.
<b>5</b>	IFB NO.  MGCSP-SS-001-2025	Internet Services	This contract package is from the budget line "telecommunication, Internet, Postage, and Courier", and it is intended to Single-Source a firm to supply internet services to the Ministry of Gender, Children & Social Protection.


Prepare by:


  
**Lanfia M. Waritay**  
**Procurement Director**

Approved by:

  
**Hon. Gbeme Horace-Kollie**  
**Chair, Procurement Committee**

Date:

17/07/25

  
11/23/25





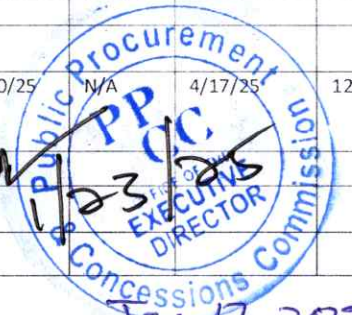
**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL/Allotment**  
**FISCAL YEAR: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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PLANNED	1	IFB No. MGCSP/RFQ/001/2025	Stationery supplies	G4761	Assorted	7,774.00	RFQ	01-13-2025	01-14-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	2	IIFB No. MGCSP/RFQ/002/2025	Cleaning materials & Services	G4773	Assorted	7,000.00	RFQ	01-13-2025	01-14-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MGCSP/RB/001/2025	Communication cards	J6190	1 Firm	25,500.00	RB	01-13-2025	01-14-2025	01-16-2025	2/6/25	2/27/25	3/6/25	3/13/25	3/20/25	N/A	4/17/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						40,274													

Prepared by: Lanfia M. Waritay  
**Procurement Director**

Approved by: Hon. Gbeme Horace-Kollie  
**Chair, Procurement Committee**

Date: Jan 17, 2025



*Handwritten signature and date: 1/23/25*

**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL/Allotment**  
**FISCAL YEAR: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	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	REMARKS
PLANNED	4	IFB No. MGCSP/RFQ/003/2025	Repairs/Main t.-Generator	C3314	1 Firm	3,500.00	RFQ	01-13-2025	01-16-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MGCSP/RB/002/2025	Vehicle purchase	G4510	2 unit	65,000.00	RB	01-13-2025	01-14-2025	01-16-2025	2/6/25	2/27/25	3/6/25	3/13/25	3/20/25	N/A	4/17/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO. MGCSP-RB-003 2025	Air Ticket	N7911	1 Firm	32,000.00	RB	01-13-2025	01-14-2025	01-16-2025	2/6/25	2/27/25	3/6/25	3/13/25	3/20/25	N/A	4/17/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						100,500													

Prepared by: Lanfia M. Wantay  
**Procurement Director**

Approved by: P.P.  
**Hon. Gbeme Horace-Kollie**  
**Chair, Procurement Committee**

Date: Jan 17, 2025



*Handwritten signature and date: 1/23/25*





**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL/Allotment**  
**FISCAL YEAR: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	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	REMARKS
PLANNED	7	IFB. NO MOGCSP/RFQ/004/2025	Repairs and maintenance - civil	F4330	1 Firm	5,000.00	RFQ	01-13-2025	01-14-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB. NO MOGCSP/RFQ/005/2025	Repairs and maintenance - Vehicles	G4520	1 Firm	7,000.00	RFQ	01-13-2025	01-14-2025	01-17-2025	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
Sub Total						12,000													
Grand Total						152,774													

Prepared by: \_\_\_\_\_

Lantia M. Waritay  
Procurement Director

Approved by: \_\_\_\_\_

Hon. Gbeme Horace-Kollie  
Chair, Procurement Committee

Date: 17/01/25



*Handwritten signature and date: 1/23/25*





**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL/Allotment**  
**FISCAL YEAR: 2025**

1	IFB NO.MGCS/- RFQ/001/2025	Stationery supplies	This contract package is from the budget line "Goods and Services-Stationeries", and it is intended to procure Stationery supplies which includes but not limited to the following: A-4 Paper, Legal paper, Box file, Ball pen, Cartridges (728, 737, 725 & etc.), Stipple machine & pins, Manila folder, white board marker, legal sheet, and etc.
2	IFB NO.MGCSP/RFQ/002/2025	Cleaning materials & Services	This contract package is from the budget line "Cleaning materials and Services", and it is intended to procure cleaning materials and Services which includes but not limited to the following: Powder soap, Dettol, Chlorine, Detergents, Air fresher, Towels, Brooms, Trash cans, and etc.
3	IFB NO.MGCSP/RB/001/2025	Communication cards	This contract package is from the budget line "Scratch cards", and it is intended to procure Communication cards (Lone star & Orange) for the Ministry of Gender, Children & Social Protection.
4	IFB NO.MGCSP/RFQ/003/2025	Repairs/Maintenance-Generator	This contract package is from the budget line "Goods and Services-Generator servicing", and it is intended to hire a Firm to provide Generator maintenance service for the Ministry's Generator.
5	IFB No. MGCSP/RB/002/2025	Vehicle purchase	This contract package is from the budget line "Transport Equipment" and will be used to hire a Firm to provide two (2) modern vehicles for at the Ministry of Gender, Children & Social Protection.
6	IFB NO. MGCSP/RB/003/2025	Air Ticket	This contract package is from the budget line Foreign Travels (Means of Travel), and it is intended to hire a Firm to provide Air Tickets for the Ministry of Gender, Children & Social Protection foreign trips.
7	IFB. NO	Repairs and maintenance -civil	This contract package is from the budget line "Repair & maintenance-Civil" and will it be intended to procure a building material such as, (paints, changing knocks, repair window, light bulb etc) for

4380  
1/23/25

	MOGCSP/RFQ/004/2025		the Ministry of Gender, Children & Social Protection.
8.	IFB. NO MOGCSP/RFQ/005/2025	Repairs and maintenance -Vehicles	This contract package is from the budget line "Goods and Services-Repairs & Maintenance-Vehicle", and it is intended to hire a Firm to render repair & maintenance service for the Ministry Gender, Children and social Protection fleet.

Prepared by:

Lanfia M. Waritay  
Procurement Director

Approved by:

Hon. Gbeme Horace-Kollie  
Chair, Procurement Committee

Date:

17/07/25

1586  
1/23/25

J. J. J.

