### 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/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

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,

CHIEF EXECU

Regulating Procurement Compliance for National Development

#### REPUBLIC OF LIBERIA



#### MINISTRY OF GENDER, CHILDREN & SOCIAL PROTECTION

EJS Ministerial Complex, Congo Town 1000 Monrovia, 10 Liberia



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OFFICE OF THE MINISTER

#### 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

TEN & SOC

Chair, Procurement Committee

John Samo 0/17/2025 Timte 1:49pm

#### MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION

#### PROCUREMENT PLAN

SOURCE OF FUNDING: GOL/Allotment

FISCAL YEAR: 2025

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Prepared by:

Lanfia M. Waritay
Procurement Director

Hon. Goeme Horace-Kollie Chair, Procurement Committee

#### MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION

#### PROCUREMENT PLAN

SOURCE OF FUNDING: GOL/Allotment

FISCAL YEAR: 2025

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IFB No. MGCSP/RB/001/202 5	Petrole um Proleu m	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	
IFB No. MGCSP/RB/001/202	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	
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Prepared by:

Lanfia M Waritay
Procurement Director

Approved by:

Hon. Gbeine Horace-Kollie

Chair, Procurement Committee

Date: 17/07/25

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

1	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.
2	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.
3	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.
4	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 2,301.790 gals of Gasoline @ 3.91 which is also equivalent to 50% (US\$9,000.00) of the total amount stated above.
5	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 fort 9 Supple internet services to the Ministry of Gender, Children & Social Protection.
-			O DIRECTOR

Prepare by:

Lanfia M. Waritay

**Procurement Director** 

Approved by:

Hon. Gbeme Horace-Kollie

Chair, Procurement Committee

Date: 17/07/25

#### MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION PROCUREMENT PLAN

#### SOURCE OF FUNDING: GOL/Allotment

FISCAL YEAR: 2025

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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	
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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	
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PLANNED	3	IFB No. MGCSP/RB/001/ 2025	Communicati on cards	36190	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	NAP	4/17/25	1	
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Prepared by:

Lanfia M. Waritay
Procurement Director

Approved by:

Hon. Gbeme Horace-Kollie Chair, Procurement Committee

Date: Jan 17, 2025

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

FISCAL YEAR: 2025

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PLANNED	4	IFB No. MGCSP/RFQ/003/20 25	Repairs/Main tGenerator	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	
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PLANNED	5	IFB No. MGCSP/RB/002/202	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	3/13/23	3/20/23	10/2	72.72		
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PLANNED	6	IFB NO. MGCSP-RB- 003-2025	Air Ticket	N7911	1 Firm	32,000.00	RB	01-13- 2025	01-14- 2025	2025	2/0/23	2,21,23		( )	1 min	VI	5, 3	\$	+
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Prepared by:

Lanfia M. Wartay

Procurement Director

Approved by:

Hon. Gbeine Horace-Kollie Chair, Procurement Committee

#### MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION

#### PROCUREMENT PLAN

SOURCE OF FUNDING: GOL/Allotment

FISCAL YEAR: 2025

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PLANNED	8	IFB. NO MOGCSP/RFQ/005/202	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	NAUTE	13/4/25	12/30/25	
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Prepared by: \_

Lantia M. Waritay

Procurement Director

Approved by: Hon. Gbeme Horace-Kollie

Chair, Procurement Committee

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

FISCAL YEAR: 2025

1	IFB NO.MGCS/-	Stationery supplies	This contract package is from the budget line "Goods and Services-Stationeries", and it is
	RFQ/001/2025		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	Cleaning materials & Services	This contract package is from the budget line "Cleaning materials and Services", and it is intended
	NO.MGCSP/RFQ/002/2025		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	Communication cards	This contract package is from the budget line "Scratch cards", and it is intended to procure
	NO.MGCSP/RB/001/2025		Communication cards (Lone star & Orange) for the Ministry of Gender, Children & Social
			Protection.
4	IFB	Repairs/Maintenance-Generator	we medicate package is from the budget line "Goods and Services-Generator servicing", and it is
	NO.MGCSP/RFQ/003/2025	$\wedge$ $\wedge$	intended to hire a Firm to provide Generator maintenance service for the Ministry's Generator.
5	IFB No.	Vehicle purchase	June 200 tract package is from the budget line "Transport Equipment" and will be used to hire a
	MGCSP/RB/002/2025		to provide two (2) modern vehicles for at the Ministry of Gender, Children & Social
			Protection.
6	IFB NO.	Air Ticket	This contract package is from the budget line Foreign Travels (Means of Travel), and it is intended
	MGCSP/RB/003/2025		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

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

Prepared by:

Lanfia M. Waritay Procurement Director

Approved by:

Hon Gbeme Horace-Kolfie
Chair, Procurement Committee