



Office of Minister

Republic of Liberia  
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION  
Ministerial Complex, Congo Town  
1000 Monrovia 10, Liberia, West Africa



Ref.#MGCSP/WEST/M/047/'23

June 5, 2023

Mr. Stevenson S. Yond  
Officer in Charge (OIC)  
Public Procurement & Concessions Commission  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia

Dear Mr. Yond,

Compliments of highest esteem!

I write to submit the draft Project Procurement plan of the Department of Gender, under the Ministry of Gender Children and Social Protection for your review and approval, as mandated in section 40 (3) of the PPCC of 2010.

Listed in this Project Procurement plan are all the goods, services, and works that the Department of Gender intends to procure this year with funds from the United Nations Population Fund (UNFPA).

We look forward to your timely response.

Best regards,

  
Williametta E. Saydee-Tarr  
MINISTER



Received:  
Theophilus Kollie  
June 6, 2023  
Time: 1:26pm



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

Ref: PPCC/RL/OIC/123/'22

June 9, 2023

Hon. Williametta E. Saydee Tarr

**MINISTER**

Ministry of Gender, Children and Social Protection

Republic of Liberia

Dear Hon. Tarr:

Subject: **"RECEIPT AND APPROVAL OF THE MINISTRY OF GENDER DRAFT PROJECT PROCUREMENT PLAN PROCUREMENT FOR FISCAL YEAR 2023."**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Gender Draft Project Procurement Plan, which contain only AGU and SGBV budget (Department of Gender) Procurement Plan for the Fiscal year 2023, in accordance with Section 55 (b) and 40 (3) of the PPCA. The Commission informs the Ministry of Gender, Children and Social Protection that its Draft 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 Plans, upon conclusion of stipulated processes.

The Commission advises that you observe **Section 40** (5) of the PPCA, 2010 which states that a 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 be provided 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 deem 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 public procurement and concessions processes.

Yours sincerely,

Stevenson S. Yond

**OFFICER-IN-CHARGE**

MINISTRY OF GENDER, CHILDREN,  
AND SOCIAL PROTECTION  
AGU, CHILDREN DIVISION & SGBV  
PROJECT PROCUREMENT PLAN  
SOURCE OF FUNDING: UNFPA  
FISCAL YEAR: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	Item	CODE	Contract Package	BUSINESS REGISTRATI ON CODE	QTY	EST COST	PROC METHOD	TECH SPECS/BOQ/ DRAWINGS	PREPARATI ON OF BIDDING DOC.	PC APPROVAL- BID DOCUMENT	BID INVITATION & RELEASE OF BID DOC	BID SUBMISS ION/PUB OPENIN	SUB OF BID EVALUAT R E P O R	PC APPROVAL- BID EVAL REPORT	CONTRACT AWARD/SIGNI NG	ADVANC E PAYMEN T	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETE)	ACCEPTANCE & FINAL PAYMENT	Remark	
	PLANNED	1	IFB/M/GCSP/AG U/CD/SGBV/RF Q/001/2023	Catering Services	G4761	1 Firm	\$6,027.50	RFQ	23/05/2023	25/05/2023	01/06/2023	06/06/2023	13/06/2023	15/06/2023	19/06/2023	23/06/2023	N/A	31/10/2023	29/12/2023	
	UPDATE																			
	ACTUAL																			
	PLANNED	2	IFB/M/GCSP/AG U/CD/SGBV/RF Q/002/2023	Communication/ Scratch cards	16190	1 Firm	\$6,725.00	RFQ	23/05/2023	25/05/2023	01/06/2023	06/06/2023	13/06/2023	15/06/2023	19/06/2023	23/06/2023	N/A	31/10/2023	29/12/2023	
	UPDATE																			
	ACTUAL																			
	PLANNED	3	IFB/M/GCSP/AGU Hall Rental services /CD/SGBV/RFQ/ 003/2023		1 Firm	\$3,800.00	RFQ	23/05/2023	25/05/2023	01/06/2023	06/06/2023	13/06/2023	15/06/2023	19/06/2023	23/06/2023	N/A	31/10/2023	29/12/2023		
	UPDATE																			
	ACTUAL																			
	PLANNED	4	IFB/M/GCSP/AGU Stationery supplies /CD/SGBV/RFQ/ 004/2023		G4761	1 Firm	\$6,380.00	RFQ	23/05/2023	25/05/2023	01/06/2023	06/06/2023	13/06/2023	15/06/2023	19/06/2023	23/06/2023	N/A	31/10/2023	29/12/2023	
	UPDATE																			
	ACTUAL																			
Sub Total						22,932.50														

Prepared by:

Approved by:

Date:

Morris J. Dosil,  
Acting Procurement Director

Williametta E. Saydee-Tarr  
Minister/Chair, Procurement Committee



June 1, 2023



MINISTRY OF GENDER, CHILDREN,  
AND SOCIAL PROTECTION  
AGU, CHILDREN DIVISION & SGBV  
PROJECT PROCUREMENT PLAN  
SOURCE OF FUNDING: UNFPA  
FISCAL YEAR: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Item	CODE	Contract Package	BUSINESS REGISTRATI ON CODE	QTY	EST COST	PROC METHOD	TECH SPECS/BOQ/ DRAWINGS	PREPARATI ON OF BIDDING DOC.	PC APPROVAL- BID DOCUMENT	BID INVITATION & RELEASE OF BID DOC	BID SUBMISS ION/PUB OPENIN	SUB OF BID EVALUAT R E P O R T	PC APPROVAL- BID EVAL. REPORT	CONTRACT AWARD/SIGNI NG	ADVANC SUBMIS SION/PAYMEN T	DELIVERY, INSPECTION (SUBSTANTI L COMPLETE)	ACCEPTANCE & FINAL PAYMENT
	5	IFB/MGSP/AG U/CD/SGBV/NC B/001/2023	ICT Equipment	G4773	1 Firm	\$10,300.00	NCB	23/05/2023	25/05/2023	01/06/2023	06/06/2023	04/07/2023	10/07/2023	14/07/2023	21/07/2023	N/A	31/10/2023	29/12/2023
	UPDATE																	
	ACTUAL																	
	PLANNED	IFB/MGSP/AG U/CD/SGBV/RF Q/005/2023	Printing services	G4761	1 Firm	\$1,475.00	RFQ	23/05/2023	25/05/2023	01/06/2023	06/06/2023	13/06/2023	15/06/2023	19/06/2023	23/06/2023	N/A	31/10/2023	29/12/2023
	UPDATE																	
	ACTUAL																	
	PLANNED	IFB/MGSP/AG U/CD/SGBV/RF Q/006/2023	Repairs/Maintenance- Vehicle	J6120	1 Firm	\$1,000.00	RFQ	23/05/2023	25/05/2023	01/06/2023	06/06/2023	13/06/2023	15/06/2023	19/06/2023	23/06/2023	N/A	31/10/2023	29/12/2023
	UPDATE																	
	ACTUAL																	
	PLANNED	IFB/MGSP/AG U/CD/SGBV/RF Q/001/2023	Fuel	G4661	755,555 gals of Fuel @ 4.95 & 795,744 gals of Gas @ 4.70	\$7,480.00	RF	23/05/2023	25/05/2023	01/06/2023	06/06/2023	20/06/2023	21/06/2023	23/06/2023	28/06/2023	N/A	31/10/2023	29/12/2023
	UPDATE																	
	ACTUAL																	
Sub Total						20,255.00												

Prepared by:

Approved by:

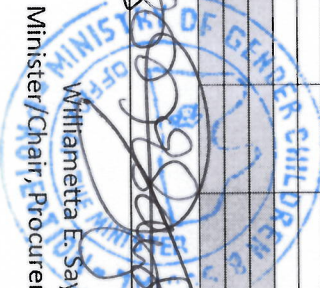
Date:

Morris T. Dosii  
Acting Procurement Director

Williametta E. Saydee-Tarr  
Minister/Chair, Procurement Committee



Handwritten signature and date 6/8/23



Handwritten signature and date 2023



MINISTRY OF GENDER, CHILDREN,  
AND SOCIAL PROTECTION  
AGU, CHILDREN DIVISION & SGBV  
PROJECT PROCUREMENT PLAN  
SOURCE OF FUNDING: UNFPA  
FISCAL YEAR: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	Item	CODE	Contract Package	BUSINESS REGISTRATI ON CODE	QTY	EST COST	PROC METHOD	TECH SPECS/BOQ/ DRAWINGS	PREPARATI ON OF BIDDING DOC.	PC APPROVAL- DOCUMENT	BID INVITATION & RELEASE OF BID DOC	BID SUBMISS ION/PUB OPENIN	SUB OF BID EVALUAT REPORT	PC APPROVAL- BID EVAL REPORT	CONTRACT AWARD/SIGNI NG	ADVANC PAYMEN T	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETE)	ACCEPTANCE & FINAL PAYMENT	Remark	
	PLANNED	9	IFB/MGSP/AG U/CD/SGBV/NC B/002/2023	Publication service	C1811	1 Firm	\$10,025.00	NCB	23/05/2023	25/05/2023	01/06/2023	06/06/2023	04/07/2023	10/07/2023	14/07/2023	21/07/2023	N/A	31/10/2023	29/12/2023	
	UPDATE																			
	ACTUAL																			
	PLANNED	10	IFB/MGSP/AG U/CD/SGBV/RF Q/007/2023	Consultant services	G4761	1 Firm	\$6,500.00	RFQ	23/05/2023	25/05/2023	01/06/2023	06/06/2023	13/06/2023	15/06/2023	19/06/2023	23/06/2023	N/A	31/10/2023	29/12/2023	
	UPDATE																			
	ACTUAL																			
Sub Total						16,525.00														
Grand Total						59,712.50														

Prepared by:

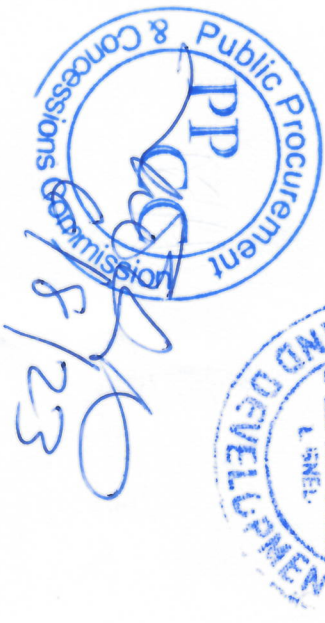
Morris T. Dosil  
Acting Procurement Director

Approved by:

Williametta E. Saydee-Tarr  
Minister/Chair, Procurement Committee

Date:

May 31, 2023



June 12, 2023



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION  
DEPARTMENT OF GENDER (AGU, CHILDREN DIVISION & SGBV) PROJECT PROCUREMENT PLAN

SOURCE OF FUNDING: UNFPA

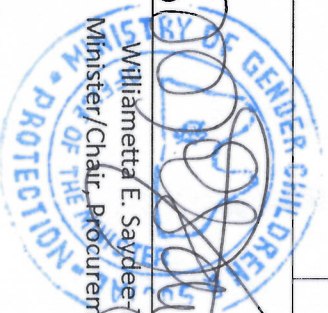
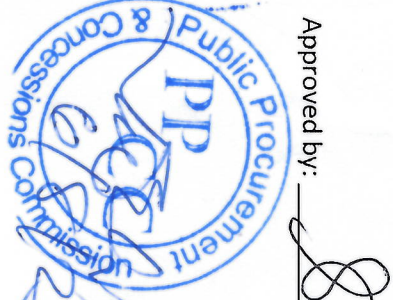
FISCAL YEAR: 2023

1.	IFB/MGCSP/AGU/CD/SGBV/RFO/001/2023	Catering services	This contract package is from the budget line Feeding, water, and soda, and it is intended firm to provide Catering services for the Department of Gender (AGU, CD, & SGBV). Feeding----- 5,700.00 Water----- 180.00 Soda----- 147.50 Total----- 6,027.50
2.	IFB/MGCSP/AGU/CD/SGBV/RFO/002/2023	Communication/Scratch cards	This contract package is from the budget line Communication cards, and it is intended to provide Scratch cards for the Department of Gender (AGU, CD, & SGBV) Staffers.
3.	IFB/MGCSP/AGU/CD/SGBV/RFO/003/2023	Hall Rental services	This contract package is from the budget line Hall Rental services, and it is intended to provide Hall rental services for the Department of Gender (AGU, CD, & SGBV) programs/activities.
4.	IFB/MGCSP/AGU/CD/SGBV/RFO/004/2023	Stationery supplies	This contract package is from the budget line Stationery supplies, and it is intended to provide assorted stationeries such as but not limited to the followings: ream of sheets (A-4), Pens, folders, note pads, ink, markers, ledgers, & etc, to be used by the Department of Gender (AGU, CD, & SGBV) programs/activities.

Prepared by:   
Morris T. Posil  
Acting Procurement Director

Approved by:   
Williametta E. Saydee-Tarn  
Minister/Chair, Procurement Committee

Date: May 31, 2023




MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION

DEPARTMENT OF GENDER (AGU, CHILDREN DIVISION & SGBV) PROJECT PROCUREMENT PLAN

SOURCE OF FUNDING: UNFPA

FISCAL YEAR: 2023

5.	IFB/MGCSP/AGU/CD/SGBV/NCB/001/2023	ICT Equipment	This contract package is from the budget line Office and IT supplies, and it is intended to purchase Laptops, Tablets, Printers and Desktop for the Department of Gender (AGU, CD, & SGBV).
5.	IFB/MGCSP/AGU/CD/SGBV/RFOQ/005/2023	Printing services	This contract package is from the budget line Training and Capacity building, and it is intended to hire a firm to provide printing services of the following items for the Department of Gender (AGU, CD, & SGBV): Banners-----4pcs---600.00 Infographics---170pcs-680.00 Presentation & Programs---65 copies---195.00 Total-----1,475.00.
7.	IFB/MGCSP/AGU/CD/SGBV/RFOQ/006/2023	Repairs/Maintenance-Vehicle	This contract package is from the budget line Vehicle maintenance, and it is intended to hire a firm to provide maintenance services for the Department of Gender (AGU, CD, & SGBV) vehicles.
3.	IFB/MGCSP/AGU/CD/SGBV/RB/001/2023	Fuel	This contract package is from the budget line Fuel, and it is intended to procure 755.555 gallons of Fuel @ 4.95, which is equivalent to 50% (US\$3,740.00) of the total US\$7,480.00, and 795.7 gallons of Gasoline @ 4.70, which is also equivalent to 50% (US\$3,740.00) of the total US\$7,480.00 used by the Department of Gender (AGU, CD, & SGBV) programs/activities.

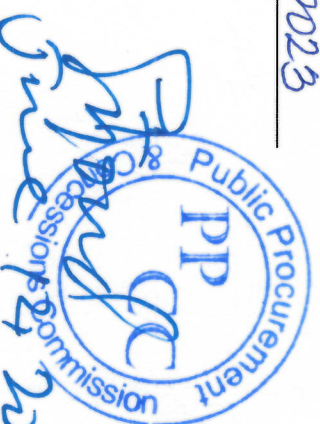
Prepared by:   
Morris T. Dosti  
Acting Procurement Director

Approved by:   
Williametta E. Saydee-Tarr  
Minister/Chair, Procurement Committee

Date: May 31, 2023



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION





DEPARTMENT OF GENDER (AGU, CHILDREN DIVISION & SGBV) PROJECT PROCUREMENT PLAN

SOURCE OF FUNDING: UNFPA

FISCAL YEAR: 2023

1. IFB/MGCSP/AGU/CD/SGBV/NCB/002/2023	Publication services	This contract package is from the budget lines Training and Capacity building/Media service Publication, and it is intended to hire a firm to publish REOI in 3 Newspapers and develop dramas, jingles and airing of jingles for the Department of Gender (AGU, CD, & SGBV). Newspaper publication----- 2,025.00 Radio drama & jingles----- 8,000.00
10. IFB/MGCSP/AGU/CD/SGBV/RFO/007/2023	Consultant services	This contract package is from the budget line Individual Consultant, and it is intended to hire develop, produce and air messages on the DNA/Forensic service provision and GBV prevent different vernaculars for the Department of Gender (AGU, CD, & SGBV) :

Prepared by:

  
Morris T. Desir  
Acting Procurement Director



Approved by:

  
Williametta E. Saydee-Tarr  
Minister/Chair, Procurement Committee



Date:

May 31, 2023



June 12, 2023