

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

Ref. PPCC/RL/OIC/165/'23

July 6, 2023

Hon. Williametta E. Saydee-Tarr MINISTER

Ministry of Gender, Children and Social Protection Republic of Liberia

Dear Hon. Tarr:

Subject: <u>RECEIPT AND APPROVAL OF THE MINISTRY OF GENDER UPDATED PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2023.</u>

We present compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Gender, Children and Social Protection submission of its Updated Project Procurement Plan. The Commission has received and approves the MOGCSP Updated Project Procurement Plan for Fiscal Year 2023 in accordance with **Section 40** (3) of the PPCA, 2010, and informs the MOGCSP that this 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.

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. 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.

Best regards.

Yours Sincerely,

Stevenson S. Yond OFFICER IN CHARGE

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia



REPUBLIC OF LIBERIA MINISTRY OF GENDER, CHILDREN & SOCIAL PROTECTION

Ministerial Complex, Congo Town 1000 Monrovia, 10 Liberia



Phone nos: (+231) 0880355524 775381734

OFFICE OF THE MINISTER

Ref.# MGCSP/WEST/M/076/'23

July 4, 2023

Mr. Stevenson S. Yond
Officer In Charge (OIC)
Public Procurement & Concession Commission
Executive Mansion Grounds, Capitol Hill

Dear Mr. Yond,

Compliments of highest esteem!

I write to submit the updated project procurement plan of the Ministry of Gender, Children and Social Protection for your review and approval, as mandated in section 40 (5) of the PPCA of 2010 which states that a procuring entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan.

In view of the above, please see the attached plan as required by law for review and final approval.

We look forward to hearing from you soon.

Best regards,

Williametta E. Saydee -Tarr

MINISTER

Received: Theophilas Kallie July 4,2023 Time: 2:51pm

ACTUAL ACTUAL ACTUAL UPDATE PLANNED UPDATE PLANNED PLANNED ACTUAL UPDATE PLANNED UPDATE item CODE IFB/MGCSP/AGU Stationery supplies /CD/SGBV/RFQ/ 004/2023 IFB/MGCSP/AGU Hall Rental services /CD/SGBV/RFQ/ 003/2023 IFB/MGCSP/AG | Communication/ IFB/MGCSP/AG Catering Services
U/CD/SGBV/RF
Q/001/2023 0/002/2023 U/CD/SGBV/RF | Scratch cards Sub Total Contract Package BUSINESS QTY REGISTRATI ON CODE G4761 G4761 J6190 1 Firm 1 Firm 1 Firm 1 Firm EST COST 22,932.50 \$6,725.00 \$6,380.00 \$3,800.00 \$6,027.50 **PROCMETHOD** RFQ RFQ RFQ RFQ TECH PREPARATI
SPECS/BOQ/ ON OF
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BID & RELEASE ION/PUB 06/06/2023 06/06/2023 BID 13/06/2023 13/06/2023 13/06/2023 13/06/2023 OPENIN 15/06/2023 15/06/2023 EVALUAT R E P O R 15/06/2023 15/06/2023 BID SUB OF 19/06/2023 19/06/2023 APPROVAL-BID EVAL. REPORT 19/06/2023 19/06/2023 23/06/2023 23/06/2023 23/06/2023 AWARD/SIGNI E 23/06/2023 CONTRACT N/A N/A N/A N/A ADVANC PAYMEN (SUBSTANTIA L COMPLETN) 31/10/2023 31/10/2023 31/10/2023 | 29/12/2023 31/10/2023 DELIVERY, ACCEPTANCE & INSPECTION FINAL PAYMENT 29/12/2023 29/12/2023 29/12/2023 19 Remark

Prepared by:

Acting Procurement Director

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Approved by:

Minister/ Chair, Procurement Committee

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

| | | FISCAL YEAR: 2023 | .023 |
|----|------------------------------------|-----------------------------|---|
| | IFB/MGCSP/AGU/CD/SGBV/RFQ/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/RFQ/002/2023 | Communication/Scratch cards | This contract package is from the budget line Communication cards, and it is intended to p Scratch cards for the Department of Gender (AGU, CD, & SGBV) Staffers. |
| 3 | IFB/MGCSP/AGU/CD/SGBV/RFQ/003/2023 | Hall Rental services | This contract package is from the budget line Hall Rental services, and it is intended to him provide Hall rental services for the Department of Gender (AGU, CD, & SGBV) programs |
| 4. | IFB/MGCSP/AGU/CD/SGBV/RFQ/004/2023 | Stationery supplies | This contract package is from the budget line Stationery supplies, and it is intended to proc assorted stationeries such as but not limited to the followings: ream of sheets (A-4), Pens, proceedings folders, note pads, ink, markers, ledgers, & etc, to be used by the Department of Gender (& SGBV) programs/activities. |
| | | | |

Prepared by: Acting Procurement Director

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Approved by:

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

Date: Unfy 4, 8023

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

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| S | | | IFB/MGCSP/AG U/CD/SGBV/RB /001/2023 | | | IFB/MGCSP/AG Repair: U/CD/SGBV/RF Vehicle Q/006/2023 | | | IFB/MGCSP/AG U/CD/SGBV/RF Q/005/2023 | | IFB/MGCSP/AG U/CD/SGBV/NC | IFB/MGCSP/AG U/CD/SGBV/NC | CODE | 1 |
| Sub Total | | | Fuel | | | IFB/MGCSP/AG Repairs/Maintenance- U/CD/SGBV/RF Vehicle Q/006/2023 | | | Printing services | | ICT Equipment | ICT Equipment | Contract Package | |
| | | | G4661 | | | j6120 | | | G4761 | | G4773 | G4773 | BUSINESS REGISTRATI ON CODE | _ |
| | | | 755.555 gals of Fuel @ 4.95 & 795.744 gals of Gas @ 4.70 | | | 1 Firm | | | 1 Firm | | 1 Firm | 1 Firm | QTY | |
| 20,255.00 | | | \$7,480.00 | | | \$1,000.00 | | | \$1,475.00 | | \$10,300.00 | \$10,300.00 | EST COST | 2, |
|) and the same of | | | RB | | | RFQ | | | RFQ | | RFQ | NCB | PROC METHOD | , |
| C 71143 4 | | | 23/05/2023 | | | 23/05/2023 | | | 23/05/2023 | | 23/05/2023 | 23/05/2023 | SPECS/BOQ/ DRAWINGS | 0 |
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| | | | 01/06/2023 | | | 01/06/2023 | | | 01/06/2023 | | 01/06/2023 | 01/06/2023 | PC APPROVAL- BID DOCUMENT | ** |
| | | | 06/06/2023 | | | 06/06/2023 | | | 06/06/2023 | | 07/10/2023 | 06/06/2023 | BID INVITATION & RELEASE OF BID DOC | 7.1 |
| | | | 20/06/2023 | | | 13/06/2023 | | | 13/06/2023 | | 07/17/2023 | 13/06/2023 | BID SUBMISS ION/PUB OPENIN | 4.0 |
| | | | 21/06/2023 | | | 15/06/2023 1 | | | 15/06/2023 1 | | 07/20/2023 | 15/06/2023 | SUB OF BID EVALUAT REPORT | Ţţ |
| | | | 23/06/2023 | | | 19/06/2023 | | | 19/06/2023 | | 07/25/2023 0 | 19/06/2023 | PC APPROVAL- BID EVAL. REPORT | 110 |
| | | | 28/06/2023 | | | 23/06/2023 | | | 23/06/2023 | | 07/31/2023 | 23/06/2023 | CONTRACT AWARD/SIGNI NG | TO |
| | | | N/A | | | N/A | | | N/A | | N/A | N/A | ADVANC E PAYMEN T | |
| | | | 31/10/2023 | | | 31/10/2023 | | | 31/10/2023 | | 31/10/2023 | 31/10/2023 | DELIVERY, INSPECTION (SUBSTANTIA L COMPLETN) | 01 |
| | | | 29/12/2023 | | | 29/12/2023 | | | 29/12/2023 | | 29/12/2023 | 29/12/2023 | ACCEPTANCE & FINAL PAYMENT | 10 10011 |

Prepared by:

Approved by:

Minister/Chair, Procurement Committee

Williametta E. Saydee-Tarr

Moris T. Dosii
Acting Procurement Director

MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION

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

SOURCE OF FUNDING: UNFPA

| | | FISCAL YEAR: 2023 | .023 |
|------|------------------------------------|-----------------------------|--|
| | 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 Laptops, Tablets, Printers and Desktop for the Department of Gender (AGU, CD, & SGB |
| , | IFB/MGCSP/AGU/CD/SGBV/RFQ/001/2023 | | |
| 5. | IFB/MGCSP/AGU/CD/SGBV/RFQ/005/2023 | Printing services | This contract package is from the budget line Training and Capacity building, and it is intea firm to provide printing services of the following items for the Department of Gender (A SGBV): |
| | | | Banners 4pcs600.00 Infographics 170pcs-680.00 Presentation & Programs65 copies—195.00 Total 1,475.00. |
|); | IFB/MGCSP/AGU/CD/SGBV/RFQ/006/2023 | Repairs/Maintenance-Vehicle | This contract package is from the budget line Vehicle maintenance, and it is intended to hiprovide maintenance services for the Department of Gender (AGU, CD, & SGBV) vehicle |
| , co | IFB/MGCSP/AGU/CD/SGBV/RB/001/2023 | Fuel Fuel | This contract package is from the budget line Fuel, and it is intended to procure 755.555 graph and 4.95, which is equivalent to 50% (US\$3,740.00) of the total US\$7,480.00, and 795 of Gasoline @ 4.70, which is also equivalent to 50% (US\$3,740.00) of the total US\$7,480 used by the Department of Gender (AGU, CD, & SGBV) programs/activities. |

Prepared by: Acting Procurement Director Approved by: Minister/ Chair. Procurement Committee Williametta E. Saydee-Tarr

Date: July 4, 2023

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

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| G | | _ | | U/CD/SGBV/RF services Q/007/2023 | IEB INAC CED INC | | u/cd/sgbv/ss | U/CD/SGBV/SS /002/2023 | | CODE | ω I |
| Grand Total | Sub Total | | | services | Constitution | | IFB/MGCSP/AG Publication service U/CD/SGBV/SS | IFB/MGCSP/AG Publication service U/CD/SGBV/SS /002/2023 | | Contract Package | 4 |
| | | _ | | G4/61 | 0.701 | | C1811 | C1811 | REGISTRAT ON CODE | BUSINESS | S |
| | | | | 1 | 7 | | 1 Firm | 1 Firm | | QTY | |
| 59,712.50 | 16,525.00 | | | \$8,500.00 | 20000 | | \$10,025.00 | \$10,025.00 | | EST COST | 5 |
|) | | | | Ž, | 210 | | RFQ | NCB | | PROC METHOD | \$7 |
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| | | | | 13/06/2023 | 12 (00 / 2022 | | 07/20/2023 | 13/06/2023 | SUBMISS ION/PUB OPENIN | BID | 13 |
| | | | | 15/06/2023 | | | 07/20/2023 07/25/2023 07/31/2023 | 13/06/2023 15/06/2023 19/06/2023 | BID EVALUAT REPORT | SUB OF | 14 |
| | | | | 19/06/2023 | 10/00/1000 | | | | APPROVAL- BID EVAL. REPORT | PC | 15 |
| | | | | 23/06/2023 | 22 (20) 20) | | 23/06/2023 | 23/06/2023 | AWARD/SIGNI NG | CONTRACT | |
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| | | | | 29/12/2023 | | | 29/12/2023 | 29/12/2023 | INSPECTION FINAL PAYMENT (SUBSTANTIA L COMPLETN) | ACCEPTANCE & | 19 |
| | | | | | | | | | | | Remark |

PP THE TEN

ite: Uuly 4, 2023

Prepared by:

Approved by:

Minister/Chair, Procurement Committee

Williametta E. Saydee-Tarr

Morris / Dosii
Acting Procurement Director

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MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION

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

SOURCE OF FUNDING: UNFPA

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| 2023 |

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|-----|------------------------------------|----------------------|--|
| Э. | IFB/MGCSP/AGU/CD/SGBV/NCB/002/2023 | Publication services | This contract package is from the budget lines Training and Capacity building/Media serve Publication, and it is intended to hire a firm to publish REOI in 3 Newspapers and develo |
| | IFB/MGCSP/AGU/CD/SGBV/RFQ/002/2023 | | 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/RFQ/007/2023 | Consultant services | This contract package is from the budget line Individual Consultant, and it is intended to he develop, produce and air messages on the DNA/Forensic service provision and GBV prevedifferent vernaculars for the Department of Gender (AGU, CD, & SGBV): |

Prepared by: _

Acting Procurement Director

Approved by: __

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