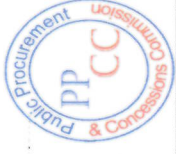




Republic of Liberia

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

PPCC/RL/CEO/0966/'18

December 18, 2018

Hon. Williamettal E. Saydee-Tarr

MINISTER

Ministry of Gender, Children & Social Protection
Republic of Liberia

Dear Hon. Tarr:

Subject: RECEIPT AND APPROVAL OF CORE (SBA AND NON-SBA) PROCUREMENT PLANS
FOR FISCAL YEAR 2018/2019

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **Ministry of Gender, Children & Social Protection** Procurement Plans (*Goods and Services*) for Fiscal Year 2018/2019 in accordance with Section 40(3) of the PPCA, 2010. The Commission wishes to inform the Ministry of Gender, Children and Social Protection that its Procurement Plan has been 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 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.

Meanwhile, we request that you kindly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2017/2018)

The Commission urges you to continue to remain in compliance with the PPCA, 2010 as we strive to attain equality, fairness, transparency, accountability and public confidence in our procurement and concessions processes.

Kind regards.

Yours sincerely,

Memorandum

To: James Dorbor Jallah
Chief Executive Officer

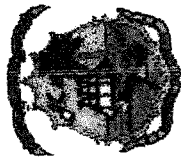
From: Anthony P. Tarbah, *AP Tarbah*
Asst. Executive Director, Compliance and Monitoring Division

Subject: Ministry of Gender, Children, and Social Protection request for approval of its FY2018/2019 SBA, and Non- SBA Procurement Plan.

Date: December 14, 2018,

After a thorough and completed review of the copy of the SBA and Non SBA, procurement plan of Ministry of Gender, Children, and Social Protection for FY 2018/2019, it is hereby recommended for approval by the commission.

AP Tarbah
Dec 17, 2018
3:30 PM



Office of the Minister

Republic of Liberia
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
Capitol Bye-Pass
1000 Monrovia 10, Liberia, West Africa



Ref #: MGCSP/WEST/M/215/18.

Mr. James Dorbor Jallah
Executive Director
Public Procurement and Concessions Commission
Republic of Liberia

December 6, 2018

Dear Hon. Jallah:

I present you compliments of the highest esteem.

I write to present to you the Names of our Procurement Committee members and Procurement Unit staffers. The lists of names are below:

Procurement Committee

- 1) Hon. Williametta E. Saydee-Tarr (Minister)-----Chair
- 2) Hon. Lydia Mai Sherman (Deputy Minister/Children and Social Protection)-----Co-Chair
- 3) Hon. Parleh Harris (Deputy Minister/Administration)-----Member
- 4) Mrs. Jestina Kolie (Acting Comptroller)-----Member

The fifth slot will remain open to accommodate someone from the End-User department of the procurement activity under discussion, as suggested by Section 26 subsection 2(C) of the PPC Act of 2010.

Procurement Unit

- 1) Mr. Omilford Nyah, Jr.-----Acting Director
- 2) Mr. Koivan Mawolo-----Acting Deputy Director
- 3) Mr. Roland Mitchell-----Procurement Officer
- 4) Mr. Francis Kpan-----Procurement Officer



MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

Capitol Bye-Pass

1000 Monrovia 10, Liberia, West Africa

of the Minister

Ref #: MGCSP/WEST/M/215/18.

Mr. James Dorbor Jallah
Executive Director
Public Procurement and Concessions Commission
Republic of Liberia

December 6, 2018

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Procurement Committee

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- 2) Hon. Lydia Mai Sherman(Deputy Minister/Children and Social Protection)-----Co-Chair
- 3) Hon. Parleh Harris(Deputy Minister/Administration)-----Member
- 4) Mrs. Jestina Kollie(Acting Comptroller)-----Member

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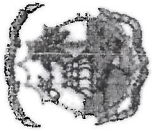
Procurement Unit

- 1) Mr. Omilford Nyah, Jr.-----Acting Director
- 2) Mr. Koiyan Mawolo-----Acting Deputy Director
- 3) Mr. Roland Mitchell-----Procurement Officer
- 4) Mr. Francis Kpan-----Procurement Officer

As we go forward, you will be notified about any changes in the composition of the Procurement Committee or staffing of the Procurement Unit.

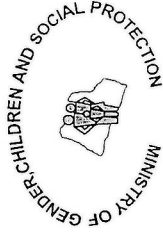
Regards,


MINISTER OF GENDER, CHILDREN AND SOCIAL PROTECTION



Republic of Liberia
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
CAPITOL BYE-PASS
MONROVIA, LIBERIA

OFFICE OF THE MINISTER



Ref: # MGCSP/WEST/M/170/'18

September 19, 2018

Hon. James Dorbor Jallah
Executive Director
Public Procurement and Concessions Commission
Republic of Liberia
Executive Mansion Grounds, Capitol Hill

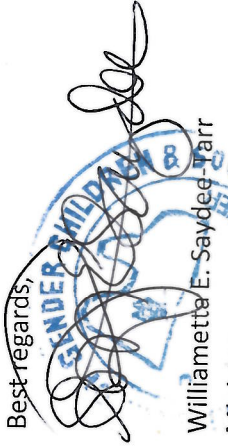
Dear Hon Jallah:

Subject: Submission of Procurement Plans(FY 2018/2019)

I present my compliments and write to submit the Procurement Plans (SBA and Core Budget) for the fiscal year 2018/2019 for your review and approval, as mandated in Section 40 Subsection 3 of the Public Procurement and Concessions Act of 2010.

These procurement plans have all the necessary details about the goods, works, and services to be procured, in accordance with our approved budget for the fiscal year 2018/2019. Attached is also a copy of our Cash Plan.

Best regards,



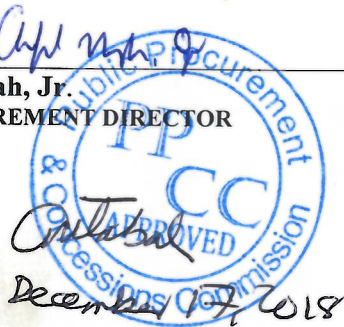
Williametta E. Saydee-Tarr

MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
PROCUREMENT PLAN (Core Budget)
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2018/19

	ITEM NO.	BASIC DATA					IN			
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS
PLANNED	1	IFB No. MGCSP/RFQ/001/18/19	Scratch Cards	J6190	898 cards @ 5usd	4,490.00	RFQ	20/08/2018	27/08/2018	10/09/2018
UPDATE										
ACTUAL										
PLANNED	2	IFB NO. MGCSP/SS/001/18/19	Internet Connectivity	J6120	1 Firm	6740.40	SS	20/08/2018	N/A	N/A
UPDATE										
ACTUAL										
PLANNED	3	IFB No. MGCSP/NCB/001/18/19	Stationery	G4761	Assorted	10,568.00	RFQ	21/08/2018	04/09/2018	11/09/2018
UPDATE										
ACTUAL										
PLANNED	4	IFB No. MGCSP/RFQ/004/18/19	Building Materials	G4663	Assorted	7,969.00	RFQ	20/08/2018	27/08/2018	10/09/2018
UPDATE										
ACTUAL										
Grand Total						29,767.00				

Prepared by:

Omilford Nyah, Jr.
 Acting PROCUREMENT DIRECTOR



Approved by:

Williametta E. Saydee-Tarr, Minister
 CHAIRMAN, PROCUREMENT COMMITTEE



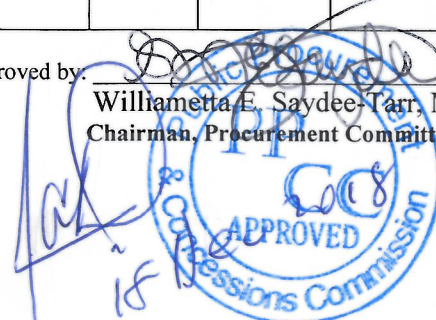
MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
PROCUREMENT PLAN (Core Budget)
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2018/19

1	2	3	4	5	6	7	8	9	10	11
	ITEM NO.	BASIC DATA								
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS
PLANNED	5	IFB No. MGCSP/RFQ/005/18/19	Repairs and Maintenance-Generator	S9511	1 Firm	2,721.00	RFQ	20/08/2018	27/08/2018	10/09/2018
UPDATE										
ACTUAL										
PLANNED	6	IFB No. MGCSP/NCB/002/18/19	Repair And Maintenance-Vehicles	G4520	1 Firm	16,416.00	NCB	21/08/2018	04/09/2018	11/09/2018
UPDATE										
ACTUAL										
Planned	7	IFB No. MGCSP/RFQ/006/18/19	ICT Equipment	G4741	Assorted	2,721.00	RFQ	21/08/2018	28/08/2018	11/09/2018
Update										
Actual										
Planned	8	IFB No. MGCSP/RFQ/007/18/19	Air Tickets	N7911	1 Firm	2,834.00	RFQ	21/08/2018	28/08/2018	11/09/2018
Update										
Actual										
		Sub Total								

Prepared by: Omilford Nyah, Jr.
 Acting Procurement Director



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

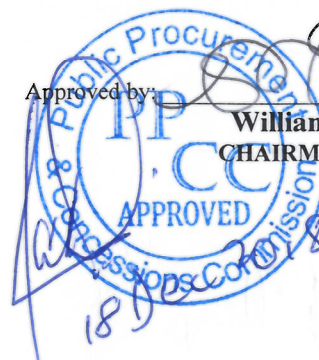
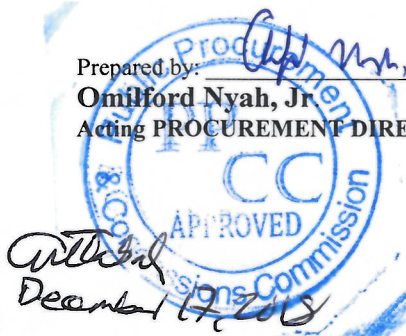


MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
PROCUREMENT PLAN (Core Budget)
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2018/19

	ITEM NO.	BASIC DATA					IM				
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	
PLANNED	9	IFB No. MGCSP/RFQ/008/18/19	Vehicle Rental	N7710	1 Firm	3,000.00	RFQ	21/08/2018	28/08/2018	11/09/2018	2
UPDATE											
ACTUAL											
PLANNED	10	IFB NO. MGCSP/NCB/005/18/19	Food Items	I5621	Assorted	22,510.00	NCB	21/08/2018	04/09/2018	11/09/2018	1
UPDATE											
ACTUAL											
PLANNED	11	IFB No. MGCSP/NCB/004/18/19	Cleaning Materials	G4773	Assorted	10,233.00	NCB	21/08/2018	04/09/2018	11/09/2018	1
UPDATE											
ACTUAL											
PLANNED	12	IFB No. MGCSP/NCB/005/18/19	Catering Services	I5621	1 Firm	15,000.00	NCB	21/08/2018	04/09/2018	11/09/2018	1
UPDATE											
ACTUAL											
Grand Total						105,202.00					

Prepared by: Omiford Nyah, Jr.
Acting PROCUREMENT DIRECTOR

Approved by: Williametta E. Saydee-Tarr, Minister
CHAIRMAN, PROCUREMENT COMMITTEE



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
Procurement Plan(core Budget) Notes
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2018/19

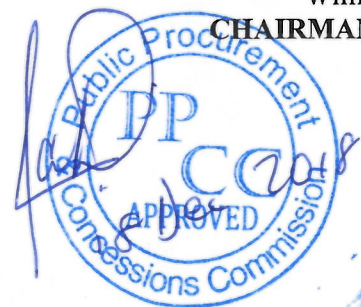
1	IFB NO. MGCSP/RFQ/001/18/19	Scratch Cards	To Procure Scratch Cards for the Ministry. From the bud
2	IFB No. MGCSP/SS/001/18/19	Internet Connectivity	To Single Source Internet Services from LIBTELCO (The
3	IFB NO. MGCSP/NCB/001/18/19	Stationery	To procure assorted Stationery Items for the Ministry's
4	IFB NO. MGCSP/RFQ/004/18/19	Building Materials	To Procure Building Materials to repair the Ministry's o
5	IFB No. MGCSP/RFQ/005/18/19	Repair and Maintenance Generator	To Repair and Maintain the Ministry's Generator. 2,721 Furniture
6	IFB No. MGCSP/NCB/002/18/19	Repair and Maintenance Vehicles	To Provide Repair and Maintenance Services for the Mir

Prepared by: _____

Omilford Nyah, Jr.
Acting PROCUREMENT Director

Approved by: _____

Williametta E. Sayde
CHAIRMAN, PROCURMI



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
Procurement Plan(core Budget) Notes
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2018/19

7	IFB No. MGCSP/RFQ/006/18/19	ICT Equipment	To procure assorted ICT Equipment for the Ministry. 2,700.00 (Line is 5,442.00)
8	IFB No. MGCSP/RFQ/007/18/19	Air Tickets	To procure Air Tickets for Official Trips for the Ministry. 1,000.00
9	IFB No. MGCSP/RFQ/008/18/19	Vehicle Rental	To rent vehicles for trips out of Monrovia by Ministry Staff. 1,000.00
10	IFB No. MGCSP/NCB/003/18/19	Food Items	To Procure Food items for Gbalatuah girls Mission. 22,500.00
11	IFB No. MGCSP/NCB/004/18/19	Cleaning Materials	To Procure Cleaning Materials for the Ministry. From the budget line 1,000.00
12	IFB No. MGCSP/NCB/005/18/19	Catering Services	To Procure Catering Services for the many workshops and meetings from the budget line Food and Catering Services 1,000.00

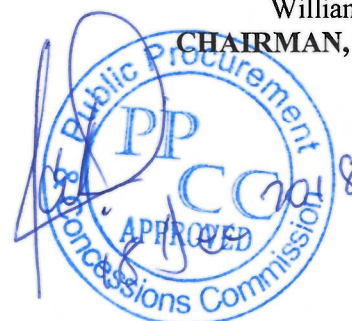
Prepared by: _____

Omilford Nyah, Jr.

Omilford Nyah, Jr.
Acting PROCUREMENT Director

Approved by: _____

Williametta E. Sayde
Williametta E. Sayde
CHAIRMAN, PROCUREMENT COMMISSION



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
 PROCUREMENT PLAN (Small Business /
 SOURCE OF FUNDING: GOL
 FISCAL YEAR: 2018/19

	ITEM NO.	BASIC DATA					IN			
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS
PLANNED	1	IFB No. MGCSP/SBA/Rfq/001/18/19	Printing and Binding	C1811	1 Firm	2,000.00	RFQ	20/08/2018	27/08/2018	10/09/2018
UPDATE										
ACTUAL										
PLANNED	2	IFB No. MGCSP/SBA/Rfq/002/18/19	Publications	J5813	1 Firm	1,000.00	RFQ	20/08/2018	27/08/2018	10/09/2018
UPDATE										
ACTUAL										
PLANNED	3	IFB No. MGCSP/SBA/Rfq/003/18/19	Vehicle Insurance	K6512	1 Firm	1,650.00	RFQ	20/08/2018	27/08/2018	10/09/2018
UPDATE										
ACTUAL										
PLANNED	4	IFB No. MGCSP/SBA/RB/001/18/19	Petroleum Products(Fuel and Gas)	C4661	7,633.24 gals @ 3.7USD	28,243.00	RB	21/08/2018	28/08/2018	11/09/2018
UPDATE										
ACTUAL										
Sub- Total						32,893.00				

Prepared by: *Omilford Nyah, Jr.*
 Acting PROCUREMENT DIRECTOR



Approved by: *Williametta E. Saydee-Tarr*, Minister
 CHAIRMAN, PROCUREMENT COMMITTEE



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
 PROCUREMENT PLAN (Small Business A)
 SOURCE OF FUNDING: GOL
 FISCAL YEAR: 2018/19

	ITEM NO.	BASIC DATA					IM			
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS
PLANNED	5	IFB No. MGCSPP/SBA/NCB/001/18/19	Security Guard Services	N8010	1 Firm	60,000.00	NCB	21/08/2018	04/09/2018	11/09/2018
UPDATE										
ACTUAL										
PLANNED	6	IFB No. MGCSPP/SBA/RFQ/004/18/19	Gifts	I5621	Assorted	2,016.00	RFQ	20/08/2018	27/08/2018	10/09/2018
UPDATE										
ACTUAL										
PLANNED										
UPDATE										
ACTUAL										
PLANNED										
UPDATE										
ACTUAL										
Grand Total						94,909.00				

Prepared by:

Omilford Nyah, Jr.
 ACTING PROCUREMENT DIRECTOR



Approved by:

Williametta E. Sayde-Tarr, Minister
 CHAIRMAN, PROCUREMENT COMMITTEE

MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
Procurement Plan(Small Business Act) No. 1
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2018/19

1	IFB No. MGCSP/SBA/RFQ/001/18/19	Printing & Binding	This contract Package is meant to hire a firm to print books
2	IFB No. MGCSP/SBA/RFQ/002/18/19	Publication	This Contract Package will be used to hire a firm to do o
3	IFB No. MGCSP/SBA/RFQ/003/18/19	Vehicle Insurance	To provide one year insurance services for 8 Vehicles at
4	IFB No. MGCSP/SBA/RB/001/18/19	Petroleum Products	This Contract Package will be used to procure Petroleum 15,001.00 is meant to procure fuel for the Ministry's Ge Lubricants
5	IFB No. MGCSP/SBA/NCB/001/18/19	Security Guard	To Contract a private Security firm for the protection of
6	IFB No. MGCSP/SBA/RFQ/004/18/19	Gifts	This Contract Package will procure gifts for staff recogni Representation of Gifts

Prepared by: _____

Omilford Nyah, Jr.
Omilford Nyah, Jr.
Acting PROCUREMENT Director

Approved by: _____

Williametta E. Sayde
Williametta E. Sayde
CHAIRMAN, PROCUREMENT COMMISSION

