



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/0558/25'

May 12, 2025

Hon. Gbeme Horace Kollie
MINISTER
Ministry of Gender, Children and Social Protection
Monrovia, Liberia

Dear Hon. Kollie:

Subj: **APPROVAL OF UNITED NATIONS POPULATION FUND (UNFPA) PROJECT
PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication dated April 21, 2025, which sought the approval of the Commission for Ministry of Gender, Children and Social Protection (MoGCSP) United Nations Population Fund Project Procurement Plan for 2025.

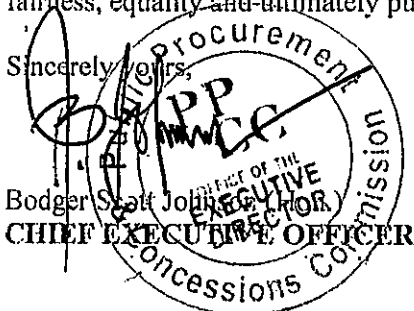
Following thorough review, the Commission hereby approves the Ministry of Gender, Children and Social Protection (MoGCSP) United Nations Population Fund Project Procurement Plan for 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Ministry of Gender, Children and Social Protection (MoGCSP) that the United Nations Population Fund Project 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,

Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER



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/056/'25

April 21, 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 UNFPA 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".

The attached Procurement Plan outlines the works and services that the Ministry of Gender, Children and Social Protection intends to procure for the United Nations Population Fund (UNFPA) support 2025.

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



*Received:
Theophilus S. B. Kelly
April 24, 2025
Time: 11:20 AM*

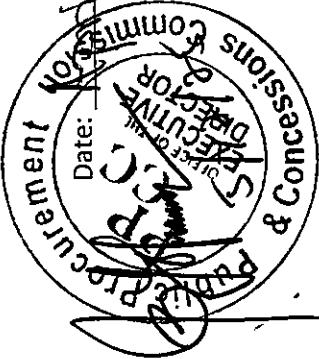
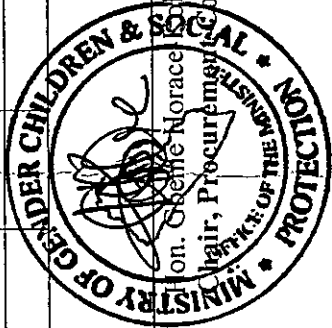
MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
DONOR PROCUREMENT PLAN
SOURCE OF FUNDING: UNFPA SUPPORT
FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION N 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. MGCSF/UNFPA/RF Q/001/2025	Stationery supplies	G4761	Assorted	1,155.00	RFQ	04-15-2025	04-16-2025	04-17-2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. MGCSF/UNFPA/RF Q/002/2025	Office Furniture	G4659	Assorted	4,535.00	RFQ	04-15-2025	04-16-2025	04-17-2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MGCSF/UNFPA/RF Q/003/2025	Scratch Cards	J6190	Assorted	7,890.00	RFQ	04-15-2025	04-16-2025	04-17-2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
Subtotal						13,580.00													



Prepared by:

Approved by:

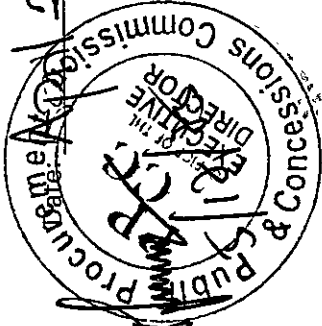
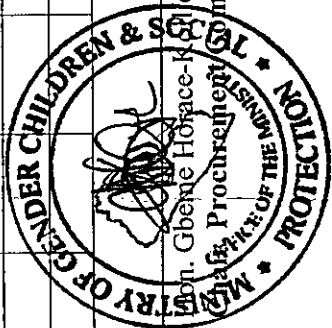
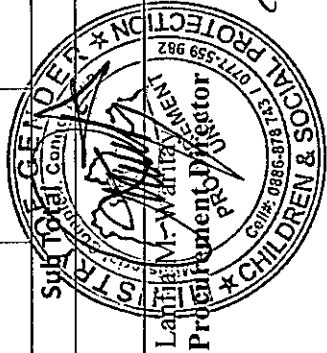


MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
DONOR PROCUREMENT PLAN
SOURCE OF FUNDING: UNFPA SUPPORT
FISCAL YEAR: 2025

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BASIC DATA								IMPLEMENTATION DATES											
	ITEM NO.	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 N & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION N 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/UNFPA/R FQ/004/2025	Media Coverage	J5813	3 Firms	750.00	RFQ	04-15-2025	04-16-2025	04-17-2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	5.	IFB No. MGCSP/UNFPA/R FQ/005/2025	Catering Services	I5621	1 Firm	4,200.00	RFQ	04-15-2025	04-16-2025	04-17-2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	6.	IFB No. MGCSP/UNFPA/R FQ/006/2025	Printing Services	C1812	1 Firm	500.00	RFQ	04-15-2025	04-16-2025	04-17-2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						5,450.00													

Prepared by:

Approved by:

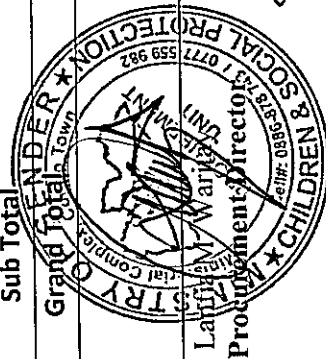


5/9/25

22/2025

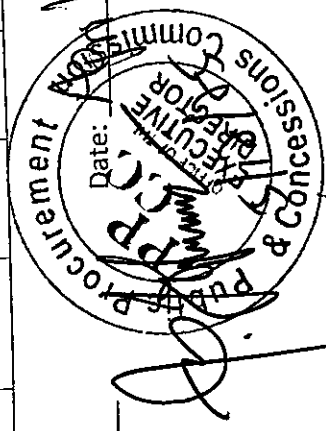
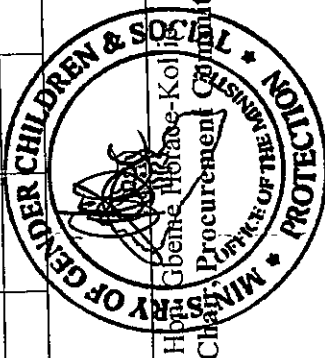
MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
DONOR PROCUREMENT PLAN
SOURCE OF FUNDING: UNFPA SUPPORT
FISCAL YEAR: 2025

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BASIC DATA								IMPLEMENTATION DATES											
	ITE M NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINE SS ACTIVIT Y CODE (S)	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BO Q/DRAWIN GS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATIO N & N & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATI ON REPORT	PC APPROVAL - BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMEN T (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANC E & FINAL PAYMENT	REMARKS
PLANNED	7.	IIFB No. MGCSF/UNFPA/R FQ/007/2025	Hall Rental	L6810	1 Firm	2,500.00	RFQ	04-15- 2025	04-16- 2025	04-17- 2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	8.	IIFB No. MGCSF/UNFPA/R FQ/008/2025	Petroleum Products	G4661	450 @ 4.29= 105.63- gals fuel & 450 @ 3.90= 115.38- gals gas	900.00	RFQ	04-15- 2025	04-16- 2025	04-17- 2025	4/21/25	4/28/25	5/2/25	5/5/25	5/7/25	N/A	12/12/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						3,400.00													
Grand Total						22,430.00													



Prepared by:

Approved by:

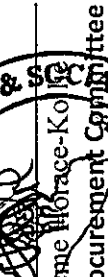


MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
DONOR PROCUREMENT PLAN
SOURCE OF FUNDING: UNFPA SUPPORT
FISCAL YEAR: 2025

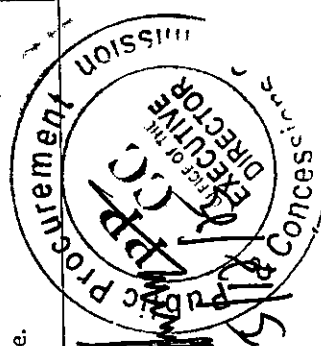
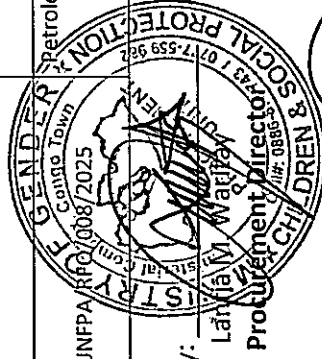
1	IFB No. MGCSPP/UNFPA/RFQ/001/2025	Stationery supplies	This contract package is from the budget line "Goods and Services-Stationeries", and it is intended to procure Stationery supplies which includes but not limited to the following: A-4 Paper, Legal paper, Box file, Ball pen, Cartridges (728, 737, 725 & etc.), Stipple machine & pins, Manila folder, white board marker, legal sheet, and etc.
2	IFB No. MGCSPP/UNFPA/RFQ/002/2025	Office Furniture	This contract package is from the budget line "furniture", and it is intended to procure furniture which includes but not limited to the following: executive desk, cabinet, decorations, chair, executive chair, semi executive and etc. for the Ministry of Gender, Children & Social protection.
3	IFB No. MGCSPP/UNFPA/RFQ/003/2025	Scratch 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. MGCSPP/UNFPA/RFQ/004/2025	Media Coverage	This contract package is from the budget line "Media Coverage", and it is intended to hire a team of media service for the Ministry's.
5	IFB No. MGCSPP/UNFPA/RFQ/005/2025	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) during these activities for the Ministry's.
6	IFB No. MGCSPP/UNFPA/RFQ/006/2025	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.
7	IFB No. MGCSPP/UNFPA/RFQ/007/2025	Hall Rental	This contract package is from the budget line "Hall Rental", and it is intended to hire a Hall Rental Services for the Ministry's.
8.	IFB No. MGCSPP/UNFPA/RFQ/008/2025	Petroleum Products	This contract package is from the budget line "Fuel and Lubricants-Vehicle", and it is intended to procure 105.63 gals of Fuel @ 4.29 which is equivalent to US\$450 (50% of the total amount stated above) and it is also equivalent to 50% (US\$450.00) of the total amount stated above.

Prepared by:

Approved by:


 Hon. Gbemi Horace-Kolawole
 Chairman, Procurement Committee

Date: April 22, 2025




 15/9/25