



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/ACEO/1008/25'

September 29, 2025

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

Dear Hon. Kollie:

Subj: **APPROVAL OF MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION  
SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2025**

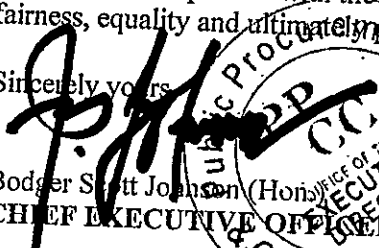
We present our compliments and wish to acknowledge receipt of your communication dated September 17, 2025, which sought the approval of Ministry of Gender, Children and Social Protection (MoGCSP) Special Project Procurement Plan for 2025.

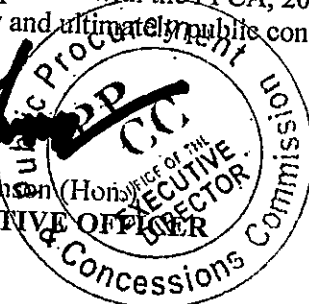
Following thorough review, the Commission hereby approves the Ministry of Gender, Children and Social Protection's Special Project Procurement Plan for 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs MoGCSP that its Special Project Procurement Plan for 2025 will be duly forwarded 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

  
Rodgers Scott Johnson (Hon.)  
**CHIEF EXECUTIVE OFFICER**





**REPUBLIC OF LIBERIA**  
**MINISTRY OF GENDER, CHILDREN & SOCIAL PROTECTION**

EJS Ministerial Complex, Congo Town  
1000 Monrovia, 10 Liberia



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(+231) 770213318

OFFICE OF THE MINISTER

REF#: MGCSP/GHK/M/167/'25

September 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 UNICEF Procurement Plan for the Gender and Adolescent Unit 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 Gender and Adolescent Unit intends to procure for the UNICEF Year 2025.

We look forward to your timely response.

Best regards,



Gbeme Horace-Kollie  
MINISTER

*John Suro*  
*09/18/2025*  
*TIME 90:58AM*

MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION  
 PROCUREMENT PLAN: DEPARTMENT GENDER & ADOLESCENT GIRL'S UNIT  
 SOURCE OF FUNDING: UNICEF  
 FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												REMARKS
	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 & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No. MGCSP/UNICEF/RFQ/001/2025	Scratch Card	J6190	1 firm	6,000.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. MGCSP/UNICEF/RFQ/002/2025	Stationery Supplies	G4761	Assorted	7,060.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. MGCSP/UNICEF/RFQ/003/2025	Office ICT Equipment	G4741	Assorted	3,050.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						16,110.00														

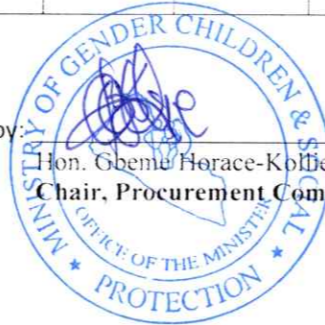
Prepared by:

Cayce Nelson  
 Procurement Director



Approved by:

Hon. Gbema Horace-Kollie  
 Chair, Procurement Committee



*[Handwritten Signature]*  
 09/23/25

Date:

*[Handwritten Signature]*  
 09/29/25



**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN: DEPARTMENT GENDER & ADOLESCENT GIRL'S UNIT**  
**SOURCE OF FUNDING: UNICEF**  
**FISCAL YEAR: 2025**

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PLANNED	4.	IFB No. MGCSP/UNICEF/RB/001/2025	Fuel & Lubricants-Veh.	G4661	774.647gals of fuel @4.26 & 846.153gals of gasoline @3.90	6,600.00	RB	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/19/25	09/23/25	09/25/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	5.	IFB No. MGCSP/UNICEF/RFQ/005/2025	Office furniture	G-4659	1irm	8,160.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	6.	IFB No. MGCSP/UNICEF/RFQ/006/2025	Veh. Maintenance	G4520	1 firm	3,000.00	RFQ	08-11-2025	08-13-2025	08-15-2025	8/18/25	09/8/25	09/10/25	09/12/25	09/16/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>17,760.00</b>														

Prepared by:

Cayce Nelson  
**Procurement Director**



Approved by:

Hon. Gheme Horace-Kollie  
**Chair, Procurement Committee**



*[Handwritten Signature]*  
 09/23/25

*[Handwritten Signature]*  
**Public Procurement Commission**  
**EXECUTIVE DIRECTOR**  
 Date: 09/25

**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN: DEPARTMENT GENDER & ADOLESCENT GIRL'S UNIT**  
**SOURCE OF FUNDING: UNICEF**  
**FISCAL YEAR: 2025**

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PLANNED	7.	IFB No. MGCSP/UNICEF/RFQ/007/2025	Food items	G4711	Assorted	10,000.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	8.	IFB No. MGCSP/UNICEF/RFQ/008/2025	Cleaning material	G4773	Assorted	5,000.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	9.	IFB No. MGCSP/UNICEF/RB/009/2025	Education materials	G4761	Assorted	2,000.00	RFQ	08-11-2025	08-13-2025	08-15-2025	8/18/25	09/8/25	09/10/25	09/12/25	09/16/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>17,000.00</b>														

Prepared by:

Cayce Nelson  
Procurement Director



Approved by:

Hon. Gbeme Horace-Koffie  
Chair, Procurement Committee



*Billie*  
09/23/25

Date:

16/09/25



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION  
 PROCUREMENT PLAN: DEPARTMENT GENDER & ADOLESCENT GIRL'S UNIT  
 SOURCE OF FUNDING: UNICEF  
 FISCAL YEAR: 2025

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PLANNED	10.	IFB No. MGCSPP/UNICEF/RFQ/010/2025	Clothing	G4771	1 firm	4,000.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	11.	IFB No. MGCSPP/UNICEF/RFQ/011/2025	Catering Service	G4773	2 firm	4,925.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	12.	IFB No. MGCSPP/UNICEF/RB/012/2025	Internet Modern	J6120	1firm	430.00	RFQ	08-11-2025	08-13-2025	08-15-2025	8/18/25	09/8/25	09/10/25	09/12/25	09/16/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
<b>Sub Total:</b>						<b>9,355.00</b>														

Prepared by:

Cayce Nelson  
 Procurement Director



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 09/23/25

Approved by:

Hon. Gbeme Horace Kollie  
 Chair, Procurement Committee



Date:

16/09/25

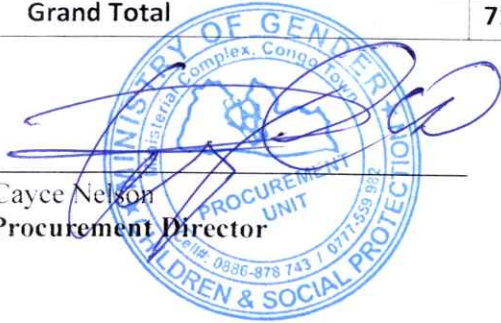


MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION  
 PROCUREMENT PLAN: DEPARTMENT GENDER & ADOLESCENT GIRL'S UNIT  
 SOURCE OF FUNDING: UNICEF  
 FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												REMARKS
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PLANNED	13.	IFB No. MGCSPP/UNICEF/RFQ/013/2025	Vehicle Rental	G4711	1 firm	2,980.00	RFQ	08-29-2025	09-01-2025	09-03-2025	09/05/25	09/12/25	09/16/25	09/19/25	09/30/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	14.	IFB No. MGCSPP/UNICEF/RB/015/2025	Printing Service	C1812	1 firm	8,000.00	RFQ	08-11-2025	08-13-2025	08-15-2025	8/18/25	09/8/25	09/10/25	09/12/25	09/16/25	N/A	12/12/25	12/30/25		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>10,980.00</b>														
<b>Grand Total</b>						<b>71,205.00</b>														

Prepared by:

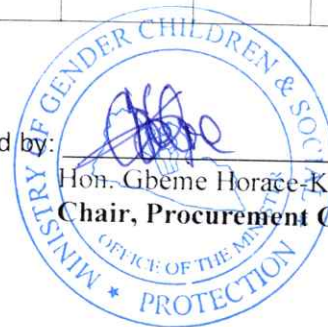
Cayce Nelson  
 Procurement Director



*[Handwritten Signature]*  
 09/23/25

Approved by:

Hon. Gbeme Horace Kollie  
 Chair, Procurement Committee



Date:

16/09/25

*[Handwritten Signature]*  
 9/18/25



**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN: DEPARTMENT GENDER & ADOLESCENT GIRL'S UNIT**  
**SOURCE OF FUNDING: UNICEF**  
**FISCAL YEAR: 2025**

1.	IFB No. MGCSP/UNICEF/RFQ/001/2025	Scratch Card	This contract package is from the budget line "Scratch cards", and it is intended to procure Communication cards Lone star (600 PCS) And Orange 600pcs for the Gender, and Adolescent Unit.
2.	IFB No. MGCSP/UNICEF/RFQ/002/2025	Stationery Supplies	This contract package is from the budget line "Stationery Supplies", 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. for the Gender and Adolescent Unit.
3.	IFB No. MGCSP/UNICEF/RFQ/003/2025	Office ICT Equipment	This contract package is from the budget line "Office Equipment (ICT)", and it is intended to procure, desktops, Laptops, Printers, Extension cord, USB etc. for the Gender and Adolescent Girl's Unit.
4.	IFB No. MGCSP/UNICEF/RB/001/2025	Fuel & Lubricants-Vehicle	This contract package is from the budget line "Fuel and Lubricants-Vehicle", and it is intended to procure 774.647 gals of Fuel @ 4.26 which is equivalent to US\$3,300 (50%) of the total amount (6600.00) and 846.153 gals of Gasoline @ 3.90 which is also equivalent to 50% (US\$3,300) of the total amount stated above it also for the operations of the Gender and Adolescent Girl's Unit.
5.	IFB No. MGCSP/UNICEF/RFQ/005/2025	Office furniture	This contract package is from the budget line "Furniture", and it is intended to procure furniture which includes but limited to the following: executive, desk, curtains, Broom, Trash can, cabinet, Chair, executive Chairs, semi executive and etc. for the Gender and Adolescent Unit.
6.	IFB No. MGCSP/UNICEF/RFQ/006/2025	Veh. Maintenance	This contract package is from the budget line "Vehicle maintenance", and it is intended to hire a firm to render repair & maintenance service for the Gender and Adolescent Unit.
7.	IFB No. MGCSP/UNICEF/RFQ/007/2025	Food items	This contract package is from the budget line "Food items" and it is intended to procure assorted food supplements for 300 child survivors of rape/Gender/SGBV at the open day Centers and safe Homes in five spotlight countries for the Gender and Adolescent Unit.

Prepared by:

Cayce Nelson  
 Procurement Director



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 09/23/25

Approved by:

Hon. Gbeme Horace Kollie  
 Chair, Procurement Committee



09/23/25

**MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION**  
**PROCUREMENT PLAN: DEPARTMENT GENDER & ADOLESCENT GIRL'S UNIT**  
**SOURCE OF FUNDING: UNICEF**  
**FISCAL YEAR: 2025**

8.	IFB No. MGCSP/UNICEF/RFQ/008/2025	Cleaning material	This contract package is from the budget line "Cleaning Materials", and it is intended to procure Tie- Soap, Tissues, Toothpaste, Bath soap, Clorox, sanitary pad, hand sanitizer and etc... for the Gender, and Adolescent Unit.
9.	IFB No. MGCSP/UNICEF/RFQ/009/2025	Education materials	This contract package is from the budget line "Education Material's", and it is intended to procure Stationery supplies which includes but not limited to the following: copy book, pencil, back bag, Eraser geometric set and pencil. for the Gender and Adolescent Unit.
10.	IFB No. MGCSP/UNICEF/RFQ/010/2025	Clothing	This contract package is from the budget line "Clothing", and it is intended to procure, children's clothes (DK bales), soft toys and Bathing Tower for the Gender and Adolescent Girl's Unit.
11.	IFB No. MGCSP/UNICEF/RFQ/011/2025	Catering Service	This contract package is from the budget line "Catering Service", and it is intended to hire a firm render a catering service for the Gender and Adolescent Girl's Unit.
12.	IFB No. MGCSP/UNICEF/RFQ/012/2025	Internet Modern	This contract package is from the budget line "Internet Modern", and it is intended to procure Lonestar & Orange modern for the Gender and Adolescent Unit.
13.	IFB No. MGCSP/UNICEF/RFQ/013/2025	Vehicle Rental	This contract package is from the budget line "Vehicle Rental", and it is intended to hire a firm to render a vehicle rental service for the Gender and Adolescent Unit.
14.	IFB No. MGCSP/UNICEF/RFQ/014/2025	Printing Service	This contract package is from the budget line "Printing Service" and it is intended to hire a firm to render printing services (Stickers, flyers, banner, T-shirt, Booklets and pullout banner) for the Gender and Adolescent Unit.
		International Day of the Girl Child, Young Women and Girls Conference.	This contract package is from the budget line "International Day of the Girl Child and Young Women & Girls Conference" and it is intended for an celebration events for two separate women organizations across the countries' for the Gender and Adolescent Unit.

Prepared by:

Cayce Nelson  
 Procurement Director



*[Handwritten signature]*  
 09/23/23

Approved by:

Hon. Gbemi Horace-Kollie  
 Chair, Procurement Committee



*[Handwritten signature]*  
 Date: 06/09/25

