



REPUBLIC OF LIBERIA
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
EJS Ministerial Complex, Congo Town
1000 Monrovia 10, Liberia



Office of the Minister

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Ref.#MGCSP/GHK/M/218/2025

December 4, 2025

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Liberia Public Procurement and Concessions Commission (PPCC)
Monrovia, Liberia

Dear Hon. Johnson:

RE: **Request for No Objection to Utilize the Shopping Method for the Procurement of Rice and Oil for Staff Christmas Compensation**

I present my warmest compliments and express the Ministry's sincere appreciation to the Liberia Public Procurement and Concessions Commission (PPCC) for its continuous guidance and support in enabling the Ministry of Gender, Children and Social Protection (MoGCSP) to carry out its mandate effectively.

The Ministry kindly requests the PPCC's **No Objection** to proceed with the **Shopping Method** for the procurement of rice and oil intended for Christmas compensation for our staff. The total estimated cost for this procurement is **Eleven Thousand Three Hundred United States Dollars (US\$11,300)**.

As referenced, the Ministry has already submitted formal communication to the Ministry of Finance and Development Planning (MFDP) seeking authorization to reallocate funds from our budget line to support this initiative. For your information and further review, please find attached the communication addressed to MFDP.

In accordance with standard procurement procedures, the estimated cost of US\$11,300 would ordinarily require a competitive bidding process with a minimum 30-day publication period. However, given the limited number of days remaining before December 25, it is not feasible to conduct the full competitive tender process and complete the procurement in time for Christmas distribution.

In view of the aforementioned, the Ministry kindly requests the PPCC's approval to use the Shopping Method. This will allow us to finalize the procurement in a timely manner and ensure that our dedicated staff receive their Christmas compensation without delay.

Josephina O. Gelescia
Dec. 5, 2025
12:46 PM





REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.ppsc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/1392/25'**

December 15, 2025

Hon. Gbeme Horace Kollie

MINISTER

Ministry of Gender, Children, and Social Protection
EJS Ministerial Complex
Republic of Liberia

Dear Hon. Kollie:

Subj: **REQUEST FOR NO OBJECTION SEEKING THE UTILIZATION OF THE SHOPPING METHOD FOR THE PROCUREMENT OF RICE AND OIL FOR STAFF CHRISTMAS COMPENSATION FOR FISCAL YEAR 2025**

We present our compliments and acknowledge receipt of your communication requesting the Commission's approval regarding the Ministry of Gender, Children, and Social Protection's (MoGCSP) submission referenced above.

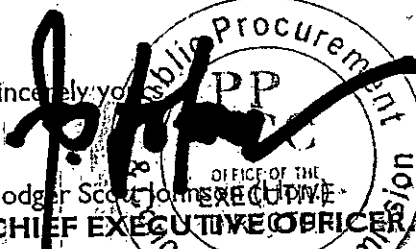
Following a thorough review of the documentation submitted, the Commission notes the following:

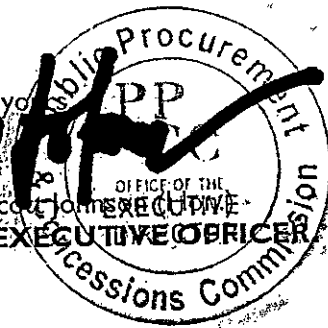
- The Ministry submitted a comprehensive package consisting of a Transmittal letter, an addendum procurement plan, explanatory notes, a request for budgetary transfer, and the MFDP budget transfer voucher-FY 2025.
- The item was not originally included in the 2025 National Budget; however, the Ministry subsequently sought and received budgetary support from the Ministry of Finance and Development Planning

Based on the above finding, it was observed that the Ministry's request is not consistent with **Regulation 90** (Schedule of Threshold for the Quotation) of the PPCA. Therefore, the Commission requests that the Ministry of Gender, Children, and Social Protection utilize the appropriate procurement method, considering the schedule of thresholds.

The Public Procurement and Concessions Commission emphasizes that it is a priority for you to remain compliant with the PPCA, 2010, as we jointly strive to achieve transparency, accountability, fairness, equality, and ultimately, public confidence in our procurement and concessions processes. It was notice

Sincerely yours,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER



The Ministry remains fully committed to complying with all procurement regulations and assures the Commission of transparency, accountability, and adherence to due process throughout this exercise. We look forward to your favorable consideration of this request. Please accept, Hon. Johnson, the assurances of my highest esteem.

Best regards,

Gbeme Horace-Kollie
MINISTER




MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
PROCUREMENT PLAN
SOURCE OF FUNDING: GOL/Allotment
FISCAL YEAR: 2025

ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										ACCEPTANCE & FINAL PAYMENT	
	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	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)		
PLANNED	1	IFB No. MGCSP/ADM/RFQ/001/2025	Food supplies	G4711	Assorted	\$11,300.00	RFQ	01-12-2025	04-12-2025	12-01-2026	10-12-2025	17-12-2025	18-12-2025	19-12-2025	22-12-2025	N/A	23-12-2025	31-12-2025
UPDATE																		
ACTUAL																		
Update																		
Actual																		
Grand Total						\$11,300.00												

Prepared by: 
Cayce Nelson
Procurement Director

Approved by: 
Hon. Gbeme Horace-Kollie
Chair, Procurement Committee

Date: 12/13/25


12/12/25



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
PROCUREMENT PLAN
SOURCE OF FUNDING: GOL/Allotment
FISCAL YEAR: 2025

1.	IFB No. MGCSP/ADM/RFQ/001/2025	Food Supplies	This contract package is from the budget line " Food Supplies" and it is intended to hire a vendor to supply Rice and other seasonal gifts for the Ministry's staff in observance of the upcoming festival season Dec 2025.
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prepared by:



Cayce Nelson
Procurement Director

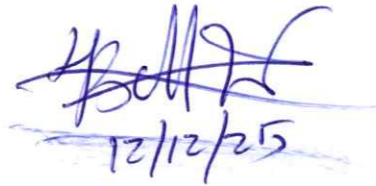
Approved by:



Hon. Gbeme Horace-Kollie
Chair, Procurement Committee

Date:

12/12/25



12/12/25