



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



Ref. **PPCC/RL/CEO/1132/25'**

November 7, 2025

Hon. Frederick S. Cooper
DEPUTY MINISTER FOR ADMINISTRATION
Ministry of Gender, Children and Social Protection
EJS Ministerial Complex
Congo Town
Republic of Liberia

Dear Hon. Cooper:

Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (GENDER SOCIAL INCLUSION UNIT)
PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Ministry of Gender, Children and Social Protection (MoGCSP) Special Project, Gender Social Inclusion Unit Procurement Plan. Following a thorough review, the Commission approves the Ministry of Gender, Children and Social Protection's special project procurement plan for Fiscal Year 2025, in accordance with Section 40(3) of the Public Procurement and Concessions Act, 2010. The Commission further informs the Ministry that the 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.

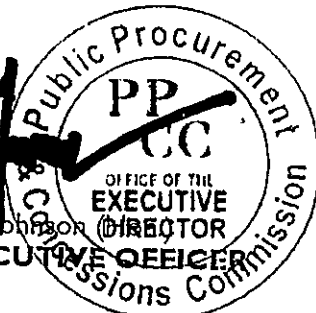
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that **"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."**

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity. As such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant with the PPCA 2010 as we jointly strive to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concession processes.

Sincerely yours,

Rodger Scott Johnson
CHIEF EXECUTIVE OFFICER





Republic of Liberia
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
Ministerial Complex, Congo Town
1000 Monrovia 10, Liberia, West Africa



Office of the Deputy Minister for
Administration

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Ref.#MGCSP/FSC/DMA/178/'25

October 14, 2025

Hon. 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 GOL (Special Project) Procurement Plan for the Gender Social Inclusion 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 Ministry of Gender, Children and Social Protection intends to procure for the GOL (Special Project) FY Year 2025.

Thank you for your usual cooperation and please accept the assurances of my highest esteem.

Sincerely yours,



Frederick S. Cooper
Deputy Minister for Administration

*Received
Theophilus B. Kollie
Oct. 17, 2025
Time: 1:00 PM*

MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
GENDER SOCIAL INCLUSION UNIT (GSIU) PROCUREMENT PLAN
SOURCE OF FUNDING: GOL (SPECIAL PROJECT)
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											
		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	REMARKS
PLANNED	1	IFB No. MGCSP/GSIU/RFO/001/2025	Printing Services	C1812	1firm	2,200.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	2	IIFB No. MGCSP/GSIU/RFO/002/2025	Vehicle Rental	H4922	1firm	2,500.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MGCSP/GSIU/RFO/003/2025	Stationery Supplies	G4761	Assorted	1,600.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						6,300													

Prepared by:

Cayce Nelson
Procurement Director

Approved by:

Hon. Gbeme Horace Kollie
Chair, Procurement Committee

Date:

17/10/25



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
GENDER SOCIAL INCLUSION UNIT (GSIU) PROCUREMENT PLAN
SOURCE OF FUNDING: GOL (SPECIAL PROJECTS)
FISCAL YEAR: 2025

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PLANNED	4.	IFB No. MGCSP/GSIU/RB/001/2025	Fuel & Lubricants-Veh.	G4661	329.099gals of fuel @4.33 & 370.129gals of gasoline @3.90	2,850.00	RB	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/27/25	10/28/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	5.	IFB No. MGCSP/GSIU/RFQ/004/2025	ICT Service	G4741	Assorted	4,790.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	6.	IFB No. MGCSP/GSIU/RFQ/005/2025	Communication card	J6190	Assorted	1,360.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						9,000.00													

Prepared by:

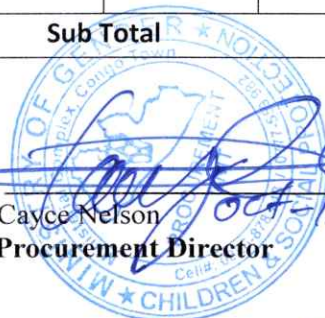
Cayce Nelson
Procurement Director

Approved by:

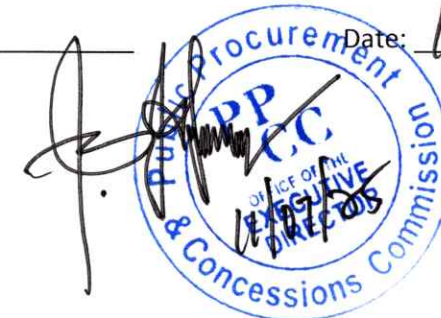
Hon. Gbeme Horace-Kollie
Chair, Procurement Committee

Date:

17/10/25



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11/5/23



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
GENDER SOCIAL INCLUSION UNIT (GSIU) PROCUREMENT PLAN
SOURCE OF FUNDING: GOL (SPECIAL PROJECTS)
FISCAL YEAR: 2025

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PLANNED	7.	IFB No. MGCSP/GSIU/RFQ/005/2025	Food items	G4711	Assorted	480.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	8.	IFB No. MGCSP/GSIU/RFQ/006/2025	Cleaning material	G4773	Assorted	1,490.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
PLANNED	9.	IFB No. MGCSP/GSIU/RFQ/007/2025	Office Furniture	G4659	Assorted	1,450.00	RFQ	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/20/25	10/23/25	10/30/25	11/03/25	N/A	11/10/25	12/30/25	
UPDATE																			
ACTUAL																			
Sub Total						3,420.00													

Prepared by:

Cayce Nelson
Procurement Director

Approved by:

Hon. Gbeme Horace-Kollie
Chair, Procurement Committee

Date:

16/11/25



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11/5/25



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
GENDER SOCIAL INCLUSION UNIT (GSIU) PROCUREMENT PLAN
SOURCE OF FUNDING: GOL (SPECIAL PROJECTS)
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												
		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	10.	IFB No. MGCSP/GSIU/RB/002/2025	Catering Service	H5621	4firms	19,325.00	RB	10-08-2025	10-09-2025	10-10-2025	10/13/25	10/27/25	10/29/25	11/3/25	11/7/25	N/A	11/12/25	12/30/25		
UPDATE																				
ACTUAL																				
Sub Total						\$19,325.00														
Grand Total						\$38,045.00														

Prepared by:

Cayce Nelson
Procurement Director

Approved by:

Hon. Gbeme Horace-Kollie
Chair, Procurement Committee

Date:

17/10/25



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11/5/25



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
GENDER SOCIAL INCLUSION UNIT (GSIU) PROCUREMENT PLAN
SOURCE OF FUNDING: GOL (SPECIAL PROJECTS)
FISCAL YEAR: 2025

1.	IFB No. MGCSP/GSIU/RFQ/001/2025	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 Social Inclusion Unit
2.	IFB No. MGCSP/GSIU/RFQ/002/2025	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 Social Inclusion Unit
3.	IFB No. MGCSP/GSIU/RFQ/003/2025	Stationery Supplies	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 Social Inclusion Unit
4.	IFB No. MGCSP/GSIU/RB/001/2025	Fuel & Lubricants-Vehicle	This contract package is from the budget line "Fuel and Lubricants-Vehicle", and it is intended to procure 329.009 gals of Fuel @ 4.33 which is equivalent to US\$1,425 (50%) of the total amount (2,850.00) and 370.129 gals of Gasoline @ 3.90 which is also equivalent to 50% (US\$1,425) of the total amount stated above it also for the operations of the Gender Social Inclusion Unit
5.	IFB No. MGCSP/GSIU/RFQ/004/2025	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 Social Inclusion Unit (GSIU).
6.	IFB No. MGCSP/GSIU/RFQ/005/2025	Communication Card	This contract package is from the budget line "Communication Cards", and it is intended to procure Communication cards Lone star (136 PCS) And Orange (136pcs) for the Gender Social Inclusion Unit (GSIU).
7.	IFB No. MGCSP/GSIU/RFQ/006/2025	Food items	This contract package is from the budget line "Food items" and it is intended to procure assorted food for the Gender Social Inclusion Unit (GSIU).

Prepared by:

Cayce Nelson
Procurement Director

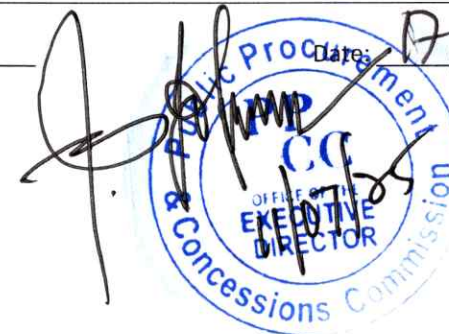
Approved by:

Hon. Gbeme Horace-Kollie
Chair, Procurement Committee

Date:

7/10/25

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11/5/25



MINISTRY OF GENDER, CHILDREN, AND SOCIAL PROTECTION
GENDER SOCIAL INCLUSION UNIT (GSIU) PROCUREMENT PLAN
SOURCE OF FUNDING: GOL (SPECIAL PROJECTS)
FISCAL YEAR: 2025

8.	IFB No. MGCSP/GSIU/RFQ/007/2025	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 Social Inclusion Unit (GSIU).
9.	IFB No. MGCSP/GSIU/RFQ/008/2025	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 Social Inclusion Unit (GSIU).
10.	IFB No. MGCSP/GSIU/RFB/002/2025	Catering Service	This contract package is from the budget line "Catering Service", and it is intended to hire four (4) firms render a catering service for the Gender Social Inclusion Unit (GSIU).
11.		Desk review and internal consultation of the Gender and Social Inclusion Policy.	This contract package is from the budget line "Desk review and Internal Consultation", and it is intended for the Gender Social Inclusion Unit (GSIU).

Prepared by:

Cayce Nelson
Procurement Director



Approved by:

Hon. Gbeme Horace-Kollie
Chair, Procurement Committee

Date: 17/10/25