



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING

P.O. BOX 10-9016
1000 MONROVIA, 10 LIBERIA



OFFICE OF THE DEPUTY MINISTER
FOR BUDGET AND DEVELOPMENT
PLANNING

MFDP/2-5/TGB-DMBDP/hen/070/'17

May 5, 2017

Hon. James Dorbor Jallah
Chief Executive Officer
Public Procurement & Concessions Commission
Capitol Hill, Monrovia, Liberia

RECEIVED
05 MAY 2017
BY: _____

Dear Hon. Jallah:

We present our compliments and wish to inform you of an additional allocation in the amount of US\$ 350,000 (Three Hundred Fifty Thousand United States Dollars) to the Ministry of Gender, Children and Social Protection as GoL support for the hosting of the International Women's Colloquium which was held in Monrovia in March 2017.

We hope this letter will serve as a basis for the review and/or subsequent approval of any procurement plan(s) they present that will enable them to undertake said transaction(s).

With sentiments of highest esteem.

Sincerely Yours,

Hon. Tanneh G. Brunson
Deputy for Budget /Ministry of Finance and Development Planning

Cc: Ministry of Gender, Children and Social Protection

Ministry of Gender & Child Protection
PROCUREMENT PLAN (Small Business Act Core budget)
Source of Funding: GOL NATIONAL BUDGET
Fiscal Year 2016/2017

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA							IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Activity Codes	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
PLANNE D	1	IFB No. MGCSP/SBA/NCB /001/16/17	Printing & Binding	C1811	1 firm	22,320.00	NCB	4/1/2016	4/8/2016	4/25/2016	5/2/2016	5/30/2016	6/10/2016	6/16/2016	6/30/2016	N/A	6/15/2017	6/26/2017
UPDATE																		
ACTUAL																		
PLANNE D	2	IFB No. MGCSP/SBA/RFQ /001/16/17	Publication	J5813	1 firm	9,440.00	RFQ	4/1/2016	4/8/2016	4/25/2016	4/28/2016	5/27/2016	6/10/2016	6/16/2016	6/30/2016	N/A	6/15/2017	6/26/2017
UPDATE																		
ACTUAL																		
PLANNE D	3	IFB No. MGCSP/SBA/RFQ /002/16/17	Vehicle Insurance	K6512	1 firm	2,034.00	RFQ	4/12/2016	4/18/2016	4/22/2016	4/29/2016	5/9/2016	5/13/2016	5/23/2016	6/20/2016	N/A	6/15/2017	6/26/2017
UPDATE																		
ACTUAL																		
SUB-TOTAL						33,794.00												

Prepared by:  27/02/2017
Koiiyan Makolo
Procurement Specialist

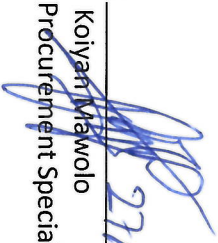
Approved by:  
Julia Duncan Cassell
MINISTER

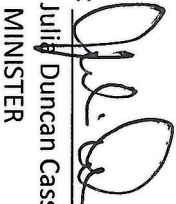
Date: 27/02/2017

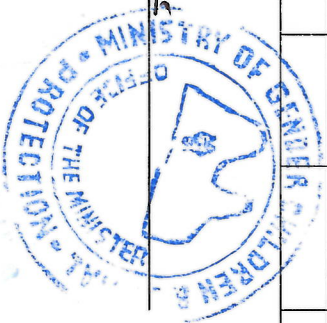


Ministry of Gender & Child Protection
PROCUREMENT PLAN (Small Business Act Core budget)
Source of Funding: GOL NATIONAL BUDGET
Fiscal Year 2016/2017

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PLANNED	4	IFB No. MGSP/ SBA/RB/ 001/16/ 17	Petroleum Product (Fuel & Gasoline)	G466 1	59,366.1 5@3.15 USD	187,003.38	RB	4/1/2016	4/8/2016	4/25/2016	4/28/2016	5/27/2016	6/10/2016	6/16/2016	6/30/2016	N/A	6/15/2017	6/26 017
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MGSP/ SBA/NCB /002/16/ 17	Security Guard	N801 0	1 firm	90,000.00	NCB	4/1/2016	4/8/2016	4/25/2016	4/28/2016	5/27/2016	6/10/2016	6/16/2016	6/30/2016	N/A	6/15/2017	6/26 017
UPDATE																		
ACTUAL																		
Sub-Total						277,003.38												

Prepared by: 
Koivani Mawolo
Procurement Specialist

Approved by: 
Julie Duncan Cassell
MINISTER



Date: 27/02/2017



Ministry of Gender & Child Protection
PROCUREMENT PLAN (Small Business Act Core budget)
Source of Funding: GOL NATIONAL BUDGET
Fiscal Year 2016/2017

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		BASIC DATA										IMPLEMENTATION DATES							
	ITE M NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Activity Codes	QTY	ESTIMATED COST (USD)	PROCUR EMENT METHO D	TECHNICA L SPECS/BO Q/DRAWIN GS	PREP. OF BID DOCUMENT T	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTAN FINAL PAY	
PLANNED	6	IFB No. MGCSF/W Q/SS/001/ 16/17	Food & Catering	I5621	1 (BAM Caterer s)	83,000.00	SS	27/02/1 7	27/02/17	27/02/17	27/02/17	02/03/17	02/03/17	06/03/17	06/03/17	N/A		08/03/17	08/03/17
UPDATE																			
ACTUAL																			
PLANNED	7.	IFB No. MGCSF/W Q/SS/002/ 16/17	Hotel Accommo dation Services	I5510	1 (Bella Casa Hotel & Suites)	31,950.00	SS	27/02/1 7	27/02/17	27/02/17	27/02/17	02/03/17	02/03/17	06/03/17	06/03/17	N/A		08/03/17	08/03/17
UPDATE																			
ACTUAL																			
Total						391,953.3 8													

Prepared by: Koiiyan Mawoti
Procurement Specialist

Approved by: Julia Puncan Cassell
MINISTER


Date: 27/02/2017



Ministry of Gender & Child Protection
PROCUREMENT PLAN (Small Business Act Core budget)
Source of Funding: **GOL NATIONAL BUDGET**
Fiscal Year 2016/2017

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. MGCSF/SBA/NCB/001/16/17	Printing & Binding	This contract package in the procurement Plan is meant for Printing of banners, Annual Reports, Letters and certificates for 19,320.00, from the budget line Printing, Binding and Publication, 1,000.00 from Bu Entertainment & Gifts for the printing of invitations for Children parties and other children related occasions 2,000.00 from the budget line Conference, Workshops and Symposium for printing invitation cards for participants, program outline printing, and printing of certificates at workshop/Symposium and other occasions. This contract package in the plan is intended for Publications and advertisement of messages via radio station print media for 6,440.00.00, 1.000.00 from Budget line Entertainment & Gifts for the publication and advertisement of children related information via the electron and or print media and, 2,000.00 from the line Conference, Workshops and Symposium for the publication or advertisement Conference, Workshop Symposium on the electronic and or print media for each occasion. To provide one year insurance service for 12 vehicles at the Ministry.
2.	IFB No. MGCSF/SBA/RFQ/001/16/17	Publication	
3.	IFB No. MGCSF/SBA/RFQ /002/16/17	Vehicle Insurance	
4.	IFB No. MGCSF/SBA/RB/001/16/17	Petroleum Product	Of the total of 187,003.38 indicated in the plan, 74,545.83 is meant to procure fuel for the Ministry's Vehicle 87,497.55 is meant to procure fuel for the Ministry's Generators which is available as a standby to the L 24, 960.00 is from the budget line TRANSPORTATION in the Women Colloquium Budget. It is meant procure gasoline for the women conference for Ministries and Agencies patterning to host the Women Colloquium
5.	IFB No. MGCSF/SBA/NCB/002/16/17	Security Guard	To contract a private security firm for the protection of the Ministry's properties.
6.	IFB No. MGCSF/WQ/SS/001/16/17	Food & Catering	This contract package in the Procurement Plan is meant to be Single Sourced to Bam Cateress for the provision of food and Catering Services for the women Colloquium slated for March 7 and 8, 2017. Procurement for contract package was unforeseen and came at a very short notice that is why it is indicated in the plan to be sourced.
7.	IFB No. MGCSF/WQ/SS/002/16/17	Hotel Accommodation Services	This contract package in the Procurement Plan is meant to be Single Sourced to Bella Casa Hotel & Suites Accommodation of delegates coming from the counties and elsewhere to attend the women Colloquium March 7 and 8, 2017. Procurement for this contract package was unforeseen and came at a very short notice that is why it is indicated in the plan to be single sourced.

Prepared by:  27/02/2017
Koiiyan Mwawolo
Procurement Specialist

Approved by:  27/02/2017
Julia Duncan Cassell
MINISTER

