



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

Ref. PPCC/RL/CEO/0993/'20

January 17, 2020

Amb. Remongar Dennis

ACTING DIRECTOR GENERAL

Gabriel L. Dennis Foreign Service Institute/Ministry of Foreign Affairs
Republic of Liberia

Dear Amb. Dennis:

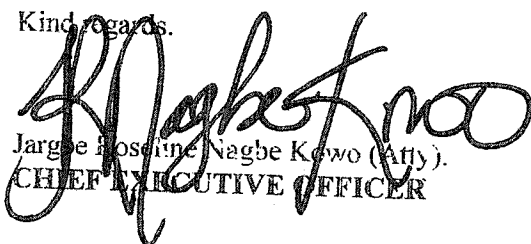
Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Gabriel L. Dennis Foreign Service Institute/ Ministry of Foreign Affairs SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

Kind regards.


Jargoe Roseanne Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

Gabriel L. Dennis Foreign Service Institute
Ministry of Foreign Affairs
Non SBA PROCUREMENT PLAN (Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal Year: 2019-2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
BASIC DATA					IMPLEMENTATION DATES													
ITEM No.	package number (code)	Contract Package	Business Activity Code	Qty	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/ Drawings	Pre. Of Bid Document	PC Approval Bid Doc/Tech	Bid Invitation & Release of Bid Doc	Bid Submission/ Public Opening	Submission of Bid Evaluation Report	Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery Inspection/Substantial Completion	Acceptance and final payment	
Planned	1	FSI/FFQ/00	Scratch Card	J6190	136 pcs.	680	RFQ	9/16/2019	9/23/2019	9/30/2019	10/7/2019	10/14/2019	10/21/2019	10/28/2019	11/4/2019	N/A	11/11/2019	5/20/2020
Update																		
Actual																		
Planned		IFB No. FSI/RFQ/00	Cleaning Materials	G.4773	Assorted	1,540	RFQ	9/17/2019	9/24/2019	10/1/2019	10/8/2019	10/15/2019	10/22/2019	10/29/2019	11/6/2019	N/A	11/14/2019	5/20/2020
Update																		
Actual																		
Planned	3	IFB No. FSI/RFQ/00	Stationery	G.4761	Assorted	4,000	RFQ	9/18/2019	9/25/2019	10/2/2019	10/9/2019	10/16/2019	10/23/2019	10/30/2019	11/6/2019	N/A	11/15/2019	5/20/2020
Update																		
Actual																		
Grand-Total					6,220													

Prepared By: Lydia Johnson
Lydia Johnson Nathan
Procurement Head/FSI

Approved By: Amb. Remoungar Dagnis
Amb. Remoungar Dagnis
Actg. Director - General/FSI

Date: January 8, 2020




Gabriel L. Dennis Foreign Service Institute
 Ministry of Foreign Affairs
 Non SBA PROCUREMENT PLAN (Core Budget)
 Source of Funding: GOVERNMENT OF LIBERIA (GOL)
 Fiscal Year: 2019-2020

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Planned	4	FSI/RFQ/00	Office Equipment		4,000	RFQ	9/17/2019	9/24/2019	10/1/2019	10/8/2019	10/15/2019	10/22/2019	10/29/2019	11/6/2019	N/A	11/14/2019	5/20/2020
Update																	
Actual																	
Sub-Total					4,000												

Prepared By: Lydia Johnson Nathan
 Lydia Johnson Nathan
 Procurement Head/FSI

Approved By: Amb. Remongar Dennis
 Amb. Remongar Dennis
 Actg. Director - General/FSI

Date: January 8, 2020

[Handwritten signatures and dates: 1/15/2020, 1/18/2020]

Gabriel L. Dennis Foreign Service Institute
Ministry of Foreign Affairs
Non SBA PROCUREMENT PLAN (Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal Year: 2019-2020


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Planned	FSI/ SBAR/ FQ/005/19/ 20	Supply of Office Furniture	G.4659	Assorted	4780	RFQ	9/17/2019	9/24/2019	10/1/2019	10/8/2019	10/15/2019	10/22/2019	10/29/2019	11/6/2019	N/A	11/14/2019	5/20/2020
Update																	
Actual																	
	IFB No.																
	FSI/ SBAR/ FQ/006/19/ 20	Gifts	G.4773	Assorted	500	RFQ	9/18/2019	9/25/2019	10/2/2019	10/9/2019	10/16/2019	10/23/2019	10/30/2019	11/7/2019	N/A	11/15/2019	5/20/2020
Planned																	
Update																	
Actual																	
Sub-Total					5,280.00												
Grand-Total					15,500.00												

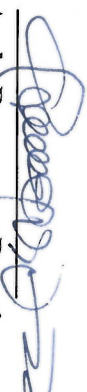
Prepared By: Lydia Johnson Nathan
Lydia Johnson Nathan
Procurement Head/FSI

Approved By: Amb. Renongar Dennis
Amb. Renongar Dennis
Actg. Director- General/FSI
Date: January 8, 2020

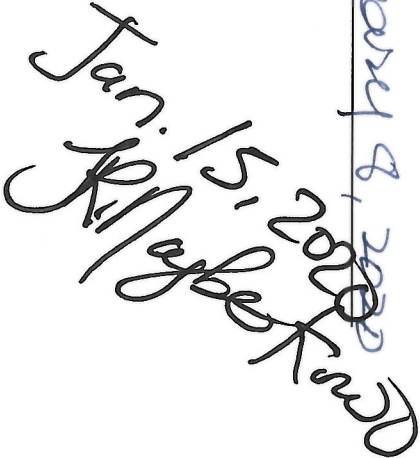
Gabriel L. Dennis Foreign Service Institute (FSI)
Ministry of Foreign Affairs
Non-SBA Explanatory Notes (Core Budget)
Fiscal Year: 2019-2020

Item No.	Contract Package Code	Contract Package	Content of Package
1	IFB No. FSI/RFQ/001/19/20	Scratch Cards	This contract package was derived from the budget line telecommunication and internet and shall be used to purchase 68 (sixty eight) scratch cards for Orange and 68 (sixty eight) scratch cards for Lone Star
2	IFB No. FSI/RFQ/002/19/20	Cleaning Materials	This contract package is taken from the budget line item Cleaning Materials & Services and will be used to procure assorted cleaning materials for the Institute and will include Liquid soap, Tie soap, Small and Medium size Clorox, Small and Medium size Dettol, Dust Pan and etc. Soft and hard brooms, Commode brushes, Commode detergent, Hard sanitizers and others

Prepared by: 
Lydia Johnson-Nathan
Procurement Head/FSI


Approved by: 
Amb. Remongar Dennis
Actg. Director - General/FSI

Date: 
January 8, 2020

Jan. 15, 2020


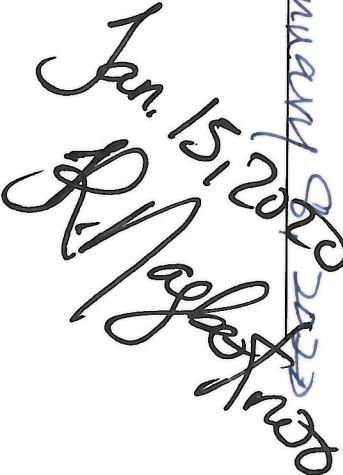
Gabriel L. Dennis Foreign Service Institute (FSI)
Ministry of Foreign Affairs
Non-SBA Explanatory Notes (Core Budget)
Fiscal Year: 2019-2020

Item No.	Contract Package Code	Contract Package	Content of Package
3	IFB No. FSI/RFQ/003/19/20	Stationery	This package is taken from the budget line item stationery and office supplies and will be used to procure assorted stationery materials. <ul style="list-style-type: none">728-cartridge35A-cartridgePermanent markersLedgersA4 paper etc.
4	IFB No. FSI/RFQ/004/19/20	Office Equipment	This contract package is taken from the budget line stationery and office equipment. It will be used to procure assorted office equipment such as Television, Mini ice box, a Laptop computer, 2 printers, hard drives, extension cords and anti-virus.

Prepared by: 
Lydia Johnson-Nathan
Procurement Head/FSI

Approved by: 
Amb. Remon Gar Dennis
Actg. Director - General/FSI

Date: 
January 26, 2020

Jan 15, 2020


Gabriel L. Dennis Foreign Service Institute (FSI)
Ministry of Foreign Affairs
Non-SBA Explanatory Notes (Core Budget)
Fiscal Year: 2019-2020

Item No.	Contract Package Code	Contract Package	Content of Package
5	IFB No. FSI/RFQ/005/2019/2020	Supplies of Furniture	This contract package is taken from the budget line furniture and fixture and shall be used to procure furniture such as double window classes chairs, desks, curtains etc where accommodative in the budget line.

Prepared by: Lydia Johnson
Lydia Johnson-Nathan
Procurement Head/FSI


Approved by: Amb. Remongar Dennis
Amb. Remongar Dennis
Actg. Director - General/FSI

Date: January 8, 2020

Jan. 15 2020
R. N. N. N.

Gabriel L. Dennis Foreign Service Institute (FSI)
Ministry of Foreign Affairs
Non-SBA Explanatory Notes (Core Budget)
Fiscal Year: 2019-2020

Item No.	Contract Package Code	Contract Package	Content of Package
6	IFB No. FSI/RFQ/006/2019/2020	Gifts	This contract package was derived from the budget line representation and gift, and shall be used to procure goods in the context of the package as required. Example: Plaque for Ambassadors. And Representation to Ambassadorial functions

Prepared by: 
Lydia Johnson-Nathan
Procurement Head/FSI

Approved by: 
Amb. Remongar Dennis
Actg. Director - General/FSI

Date: January 8, 2020

January 15, 2020
