

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

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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 allotnens 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 approval 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 agards.

Jarge Roseline Nagbe Kewo

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

Source of Funding: GOVERNMENT OF LIBERIA (GOL) SMALL BUSINESS ACT PROCUREMENT PLAN (SBA) Gabriel L. Dennis Foreign Service Institute Ministry of Foreign Affairs

Fiscal year: 2019-2020

		I	>		P	 দি	I				Γ
			Actual	Update	Planned	Planned					
							No.	ITEM			1
					IFB No. FSI/SBA/SS/0 Internet 2 01/19/20 Connec	IFB No. FSI/SBA/RFQ 1 /001/19/20	number (code) Package	package			2 3
Sub-Total					Internet Connectivity	Airtickets		Contract		BASIC DATA	4
al					J.6120	N.7911	Code	Activity	Business	ATA	5
					1 Firm	1 Firm	Qŧy				6
3,400	1				400 SS	3,000 RFQ	Cost (USD)	Estimated			7
					SS	RFQ	Method	ment	Procure		8
					9/17/2019	9/16/2019	Method Drawings	9	Procure Technical		9
					9/25/2019	9/23/2019	Document	Pre. Of Bid			10
					10/3/2019	9/30/2019	Doc/Tech	Bid	PC Approval		11
					10/10/2019	9/30/2019	Bid Doc		Bid Approval Invitiation &		12
					10/18/2019	10/7/2019	blic Opening Report	Submission/Pu Evaluation	Bid		13
					10/25/2019	10/14/2019			Submission of Bid	IMPLEMENT	14
					11/4/2019	10/21/2019	Report	Evaluation	Approval Bid	IMPLEMENTATION DATES	15
					11/11/2019 N/A	11/4/2019 N/A	Signing	Award &	Contract	S	16
					N/A	N/A	n)	(Mobilizatio (Substantial	Advance Payment		17
					11/18/2019	11/11/2019			Delivery Inspection		18
					6/30/2020	6/30/2030	Final Payment Remark	Acceptance &			19
							Remark				

Prepared By: Procurement Head/FSI Lydia Johnson Nathan

Approved By:

Actg. Director - General/FSI Amb. Remongar Dennis

Date: January 8, 2020

Source of Funding: GOVERNMENT OF LIBERIA (GOL) SMALL BUSINESS ACT PROCUREMENT PLAN (SBA) Gabriel L. Dennis Foreign Service Institute **Ministry of Foreign Affairs**

Fiscal year: 2019-2020

	Actual	Planned	Planned			
		ä	ă.	ITEM No.		
		IFB No. FSI/SBA/RFQ Publication 4 /004/19/20 Services	IFB No. Printing FSI/SBA/RFQ Binding 3 /003/19/20 Services	number (code) Package		2
Sub-Total		Publication Services	Printing and) Binding Services	Contract) Package	BASIC DATA	3 4
al		J.5819	C.1812	Business Activity Code	DATA	
		One (1) Firm	One (1) Firm	Qty		5 6
4,200		1,200	3,000 RFQ	Estimated Cost (USD)		7
		1,200 RFQ	RFQ	Procure ment Method		8
		9/23/2019	9/21/2019	Procure Technical ment Specs/BOQ/ Pre. Of Bid Method Drawings Document		9
		10/30/2019	10/29/2019	Pre. Of Bid Document		10
		11/8/2019		Bid Invitiation & Bid Release of Doc/Tech Bid Doc		11
		11/18/2019	11/7/2019 11/15/2019			12
		11/26/2019	11/25/2019	Bid Bid Bid Submission/Pu Evaluation blic Opening Report		13
		12/4/2019	12/3/2019	ı of	IMPLEMENT	14
		12/12/2019	12/11/2019	Approval Bid Evaluation Report	IMPLEMENTATION DATES	15
		2/11/2020 N/A	2/10/2020 N/A	Contract Award & Signing	S	16
		N/A	N/A	Advance Delivery Payment Inspection (Mobilizatio (Substantial n) Completion		17
		2/19/2020	2/18/2020			18
		6/30/2020	6/20/2020	Acceptance & Final Payment Remark		19
				Remark		

Lydia Johnson Nathan **Procurement Head/FSI**

Prepared By:

Approved By: (Amb. Remongar Dennis

Actg. Director - General/FSI

Date: Squuay 8, 2020

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Fiscal year: 2019-2020

		Actual	Update	Planned							
		ıal	ate	ned		17	_				1
				5		No.	ITEM				2
				/005/19/20	IFB No. FSI/SBA/RFQ	number (code) Package	package				3
Sub-Total				News Paper		Package	Contract			BASIC DATA	4
al				G.4761		Code	Activity	Business		DATA	5
				d	Assorte	Qty					6
600	1			600		Cost (USD)	Estimated				7
				600 RFQ		Method	ment	Procure			8
				9/23/2019		Method Drawings	ment Specs/BOQ/ Pre. Of Bid	Procure Technical			9
				9/30/2019		Document	Pre. Of Bid				10
				10		Doc/Tech	Bid	PC Approval			11
				0/7/2019 10/14/2019		Bid Doc	Release of	PC Approval Invitiation & Bid	Bid		12
				10/28/2019		blic Opening Report	Submission/Pu Evaluation				13
				11/4/2019				Bid	Submission of	IMPLEMENT	14
						Report	Evaluation	Approval Bid Contract		IMPLEMENTATION DATES	15
				11/11/2019 11/18/2019 N/A		Signing	Award &	Contract		Š	16
				N/A		n)	(Mobilizatio (Substantial	Payment Inspection	Advance		17
				5/20/2020		Completion)		Inspection	Delivery		18
				6/30/2020		Final Payment Remark	Acceptance &				19
						Remark					

Prepared By:

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Procurement Head/FSI Lydia Johnson Nathan

Approved By: _(

Amb. Remongar Dennis

Actg. Director - General/FSI

Gabriel L. Dennis Foreign Service Institute Ministry of Foreign Affairs SMALL BUSINESS ACT PROCUREMENT PLAN (SBA) Source of Funding: GOVERNMENT OF LIBERIA (GOL)

Fiscal year: 2019-2020

		Actual	Update	Planned							1
				6		No.	ITEM				2
				6 /006/19/20	IFB No. FSI/SBA/RFQ Books and	number (code) Package	package				3
Sub-Total				Periodical	Books and	Package	Contract			BASIC DATA	4
al				G.4761		Code	Activity	Business		DATA	
				ted	Assor-	Qty					5 6
400	1			400		Cost (USD)	Estimated				5 7
				400 RFQ		Method	ment	Procure			8
				9/23/2019		Method Drawings	ment Specs/BOQ/ Pre. Of Bid	Procure Technical			9
				9/30/2019		Document	Pre. Of Bid				10
				10/7/2019		Doc/Tech	Bid	PC Approval Invitiation &			11
				10/14/2019		Bid Doc	Release of		Bid		12
				10/28/2019		blic Opening Report	Submission/Pu Evaluation	Bid			13
				11/4/2019				Bid	Submission of	IMPLEMENTATION DATES	14
				11/18/2019		Report	Evaluation	Approval Bid		ATION DATE	15
				11/26/2019 N/A		Signing	Award &	Contract		S	16
				N/A		n)	(Mobilizatio (Substantial	Payment	Advance		17
				5/20/2020		Completion)		Inspection	Delivery		18
				6/20/2020		Final Payment Remark	Acceptance &				19
						Remark					

Prepared By:

Lydia Johnson Nathan Procurement Head/FSI

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January 8, 20:

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Gabriel L. Dennis Foreign Service Institute Ministry of Foreign Affairs SMALL BUSINESS ACT PROCUREMENT PLAN (SBA) Source of Funding: GOVERNMENT OF LIBERIA (GOL)

Fiscal year: 2019-2020

		Actual	Update	Planned							
		u	te	ed		No.					1
				7 //	7 8		ITEM p				2
				/007/19/20	IFB No. FSI/SBA/RFQ Events	number (code) Package	package				3
Grand-Total	Sub-Total			Catering	Events	Package	Contract			BASIC DATA	4
otal	al			G.4761		Code	Activity	Business		DATA	5
				Firm	One (1)	Qty					6
10,350	1,750			1,750		Cost (USD)	Estimated				7
				1,750 RFQ		Method Drawings	ment	Procure Technical			8
				9/23/2019			Specs/BOQ/ Pre. Of Bid	Technical			9
				9/30/2019		Document	Pre. Of Bid				10
				10/7/2019		Doc/Tech	Bid	PC Approval			11
				10/7/2019 10/14/2019		Bid Doc	Release of	Approval Invitiation & Bid	Bid		12
				10/28/2019		blic Opening Report	Submission/Pu Evaluation				13
				11/4/2019		Report	Evaluation	Bid	Submission of	IMPLEMENT	14
				11/18/2019		Report	Evaluation	Approval Bid Contract		IMPLEMENTATION DATES	15
				11/26/2019 N/A		Signing	Award &	Contract		S	16
				N/A		n)	(Mobilizatio (Substantial	Payment	Advance		17
				5/20/2020		Completion)		Inspection	Delivery		18
				6/20/2020		Final Payment Rem	Acceptance &				19
						Remarl					

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Lydia Johnson Nathan Procurement Head/FSI

Approved By:

Amb. Remongar Dennis Actg. Director - General/FSI

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

the Ministry to procure service from Litelco. This is because both the FSI and the MFA are housed in the same building.			
This package is taken from the budget line Telecommunication and Internet and shall be	Internet connectivity	IFB/No. FSI/SBA/RFQ/002/19/20	22
America.			
General to other parts of Africa, Europe and			
facilitate the travel of the the FSI Director –			
budget line Air Tickets and shall be used to			
This contract package was taken from the	Air Tickets	IFB No. FSI/SBA/RFQ/001/19/20	1
Content of Package	Contract Package	Contract Package Code	Item No.

Prepared by: _

Procurement Head/FSI Lydia Johnson-Nathan

Approved by:

Amb. Remongar Dennis

Actg. Director - General/FSI

Resolution -

Gabriel L. Dennis Foreign Service Institute (FSI)

Ministry of Foreign Affairs

SBA Explanatory Notes (SBA Budget)

Fiscal Year: 2019-2020

4	သ	Item No.
IFB No. FSI/SBA/RFQ/004/19/20	IFB No. FSI/SBA/RFQ/003/19/20	Contract Package Code
Publication Service	Printing and binding	Contract Package
This contract package was taken from the budget line printing, binding, and publication service Printing of FSI Diplomatic Diary and Magazine.	This package is taken from the budget line Printing & Binding and will be used to procure the following services: Printing of Hand-outs for FSI Students/Trainees Certificates/Diplomas Group photos	Content of Package

Prepared by:

Lydia Johnson-Nathan Procurement Head/FSI

Approved by:

Amb. Remongar Dennis Actg. Director - General/FSI

Date

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

6 IFB No. FSI/SBA/RFQ/006/19/20 Books and periodical	S IFB No. FSI/SBA/RFQ/005/19/20 Newspaper	Item No. Contract Package Code Contract Package
. This contract is taken from the newspaper, books and periodicals budget line item and will be used to procure the following items: A. Books and Periodicals for the FSI Library.	This package is taken from the newspaper, books and periodicals budget line item and will be used to procure Newspaper for the FSI Library.	Content of Package

Prepared by: _

Procurement Head/FSI Lydia Johnson-Nathan

Approved by:

Amb: Remongar Dennis

Actg. Director - General/FSI

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

						7	Item No.
						IFB No. FSI/SBA/RFQ/007/2019/2020	Contract Package Code
						Events catering	Contract Package
C. Receptions	B. Panel Discussion	Lecture Series	A. Catering for Ambassadorial	to procure the following services:	budget line food and catering and will be used	This contract package was taken from the	Content of Package

Prepared by:

Procurement Head/FSI Lydia Johnson-Nathan

Amb. Remongar Dennis

Actg. Director - General/FSI

Camuary 8, 2020

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