



Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto: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:

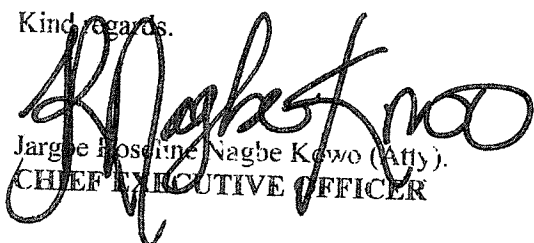
Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

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 Kewo (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**  
**SMALL BUSINESS ACT PROCUREMENT PLAN (SBA)**  
**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	19
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 & Final Payment	Remark
Planned	3	IFB No. FSI/SBA/RFQ /003/19/20	Printing and Binding Services	One (1) Firm	3,000	RFQ	9/21/2019	10/29/2019	11/7/2019	11/15/2019	11/25/2019	12/3/2019	12/11/2019	2/10/2020	N/A	2/18/2020	6/20/2020	
Planned	4	IFB No. FSI/SBA/RFQ /004/19/20	Publication Services	One (1) Firm	1,200	RFQ	9/23/2019	10/30/2019	11/8/2019	11/18/2019	11/26/2019	12/4/2019	12/12/2019	2/11/2020	N/A	2/19/2020	6/30/2020	
Actual					-													
Sub-Total					4,200													

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

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

Date: January 8, 2020

0202/01/15/2020  
W. B. F. Jr

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

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BASIC DATA								IMPLEMENTATION DATES										
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Planned	IFB No. FSI/SBA/RFQ 5 /005/19/20	News Paper	G.4761	Assorted	600	RFQ	9/23/2019	9/30/2019	10/7/2019	10/14/2019	10/28/2019	11/4/2019	11/11/2019	11/18/2019	N/A	5/20/2020	6/30/2020	
Update																		
Actual																		
Sub-Total					600													

Prepared By: Lydia Johnson Nathan  
Procurement Head/FSI

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

Date: January 8, 2020

Approved  
10/15/2020  
[Signature]



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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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/Pu blic Opening	Bid Evaluation Report	Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery Inspection (Substantial Completion)	Acceptance & Final Payment	Remark
Planned	IFB No. FSI/SBA/RFQ 6 /006/19/20	Books and Periodical	G.4761	Assorted	400	RFQ	9/23/2019	9/30/2019	10/7/2019	10/14/2019	10/28/2019	11/4/2019	11/18/2019	11/26/2019	N/A	5/20/2020	6/20/2020	
Update																		
Actual																		
		Sub-Total			400													

Prepared By: Lydia Johnson Nathan  
Procurement Head/FSI

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

Date: January 8, 2020

02/05/2020

01/08/20

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

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														Submission of Bid Evaluation Report	Approval Bid Evaluation Report					Contract Award & Signing
Planned		IFB No. FSI/SBA/RFQ 7 /007/19/20	Events Catering	G.4761	One (1) Firm		1,750	RFQ	9/23/2019	9/30/2019	10/7/2019	10/14/2019	10/28/2019	11/4/2019	11/18/2019	11/26/2019	N/A	5/20/2020	6/20/2020	
Update																				
Actual							-													
			Sub-Total																	
			1,750																	
			Grand-Total																	
			10,350																	

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

02/25/2020  
01/15/2020  
01/15/2020

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

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

Prepared by: Lydia Johnson-Nathan  
Procurement Head/FSI


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


Date: January 8, 2020

R. Magbeto  
01/15/2020

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

Item No.	Contract Package Code	Contract Package	Content of Package
3	IFB No. FSI/SBA/RFQ/003/19/20	Printing and binding	This package is taken from the budget line Printing & Binding and will be used to procure the following services: <ul style="list-style-type: none"><li>▪ Printing of Hand-outs for FSI Students/Trainees</li><li>▪ Certificates/Diplomas</li><li>▪ Group photos</li></ul>
4	IFB No. FSI/SBA/RFQ/004/19/20	Publication Service	This contract package was taken from the budget line printing, binding, and publication service.. Printing of FSI Diplomatic Diary and Magazine.

Prepared by:   
Lydia Johnson-Nathan  
Procurement Head/FSI

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

Date:  January 8, 2020

 01/15/2020



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

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

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

01/15/2020

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

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

Prepared by: Lydia Johnson-Nathan  
Procurement Head/FSI

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

Date: January 8, 2020

Revised  
01/15/2020