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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Ref. **PPCC/RL/ACEO/016/25'**

June 13, 2025

Hon. Reginald B. Goodridge
DIRECTOR GENERAL
Gabriel L. Dennis Foreign Service Institute
Monrovia, Liberia

Dear Hon. Goodridge:

Subj: **APPROVAL OF GABRIEL L. DENNIS FOREIGN SERVICE INSTITUTE ANNUAL CORE AND SBA PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication dated June 5, 2025, which sought the approval of the Commission for Gabriel L. Dennis Foreign Service Institute (**GLDFSI**) Annual Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the Gabriel L. Dennis Foreign Service Institute **GLDFSI**) Annual Core and SBA Procurement Plan for 2025 in accordance with ***Section 40 (3)*** of the PPCA, 2010, and informs Gabriel L. Dennis Foreign Service Institute that its annual Core and SBA 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 ***"each Procuring Entity, shall, on a quarterly basis 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 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.

Sincerely yours,

Himmie E. Langford (Hon)
ACTING CHIEF EXECUTIVE OFFICER

GABRIEL L. DENNIS FOREIGN SERVICE INSTITUTE
MINISTRY OF FOREIGN AFFAIRS
CAPITAL HILL, MONROVIA, LIBERIA
Email: fserviceinstitute@gmail.com

June 5, 2025

Received:
Theophilus S.B Kollie
June 9, 2025
Time: 11:17AM
0886812950

Hon. Bodger Scott Johnson
Chief Executive Officer (CEO)
Public Procurement & Concessions Commission
Executive Mansion Grounds
Monrovia, Liberia

Dear Hon. Johnson

Subj: **Request for Approval of Gabriel L. Dennis Foreign Service Institute Annual Procurement Plan FY2025**

Pursuant to Section 40 of the Amended and Restated Public Procurement & Concession Act of 2010, I attach herewith the FY2025 Procurement Plan on behalf of Gabriel L. Dennis Foreign Service Institute for approval.

Given the above, we look forward to your review and approval, which will enable us to commence and execute our Budgetary Procurement Process.

Thank you in advance for your usual kind cooperation.

Sincere regards,

Signed: ____________ Approved: ____________

Solomon D. Jerue
Chief Financial Officer/FSI

Hon. Reginald B. Goodridge, Sr.
Director General / FSI

Explanatory Note-Core budget

No.	Code	Contract Package	Contents
1	IFB No. MFA/FSI/RFQ/001/ 2025	Supply of Cleaning Materials	This contract package is taken from the cleaning materials and services budget line item and will be used to procure asorted cleaning materials for the FSI. 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,Hand sanitizers and others. The use of Request for Quotation Procurement method (RFQ) is tailor to Section 54 of the PPCA.
2	IFB No. MFA/FSI/RFQ/002/ 2025	Food Stuff	This contract package is taken from the Provision budget line item and will be used to procure asorted food stuffs for the FSI. And will include: Coffee, Nido milk , sugar , tea, Mixed coffed, water , can soft drink and juice
3	IFB No. MFA/FSI/RFQ/003/ 2025	Office Equipment	Fund on this line will be used to procure procurable items in the context of the concerned procurement package. This will include the procurement of : atleast One Laptop, atleast two printers, atleast three desktop computers , at least a hard drivees , at least six extension cords and atleast a mini Ice box
4	IFB No. MFA/FSI/RFQ/004/ 2025	Stationery	This line shall be used for the purchase of assorted stationery items for the Ministry . These materials shall include papers (A4/Legal) manilla folders,pens cartridges, staples pins ,staple machines,etc. bases upon the package value and in keeping with the requlation on threshold,the Request For Quotation Procurement method will be considered . The use of RFQ method is tailor to Section 50 of the PPCA.
5	IFB No. MFA/FSI/RFQ/005/ 2025	Reparis and maintenance services(Civil Works), (Non-residential building)	Fund on this line will be used in the very context of the concerned procurement package which in focus considers the Office of the Finance and FSI Lavatories repair and maintenance services.
6	IFB No. MFA/FSI/RFQ/006/ 2025	News Paper and Books	Fund on this line will be used to procure procurable items in the context of the contract package for the Office of the FSI Director General Office as well as the Foreign Service Institute for the budget year 2025.
7	IFB No. MFA/FSI/RB/001/2025	Supply of Furniture and Fixture	Funds on this line was derived from two budget line items (i.e. *reserved vault and furniture and Fixture or Office*) and will be used to procure Vault for Finance office as well as executive chairs , Desks, curtian etc.
8	IFB No. MFA/FSI/RB/002/2025	Air tickets	Fund on this line will be used to procure air tickets to facilitate travel to other countries in Africa, Europe , America & Asia for the budget year 2025 as tailored to the FSI.

Prepared by: S Atena

Solomon D.Jerue, **Financial /Procurement Officer**

06/13/25

Approved by:

Hon. Reginald B. Goodridge, Sr., **Director General**

Public Procurement & Concessions Commission PPCC OFFICE OF THE EXECUTIVE DIRECTOR

FSI PROCUREMENT CONTRACT PACKAGE DERIVATION/ANALYSIS LOG 2025

	Budgetline Item	TOTAL	CONTRACT PACKAGE		CONTRACT AMOUNT	
1	Cleaning Materials	$ 2,500.00				
			Supply of cleaning materials		$ 2,500.00	1
2	Provision	$ 1,500.00				
			Food Stuff		$ 1,500.00	2
3	Office supplies	$ 8,500.00				
			Office equipment supply		$ 8,500.00	3
4	Stationery	$ 7,000.00				
			Stationery supply		$ 7,000.00	4
5	Repair & Maintainance -Civils works	$ 7,500.00				
			Repair and maintanance -Civil works		$ 7,500.00	5
6	News Paper and books	$ 2,500.00				
			News paper and Books		$ 2,500.00	6
7	Reserve Vault	$ 3,500.00				
			Furniture supply (1)	$ 3,500.00		
8	Furniture and Fixture for Office	$ 10,500.00				
			Furniture and supply(2)	$ 10,500.00	$ 14,000.00	7
9	Travel Air Ticket & Incidentals	$ 12,000.00				
			Air tickets		$ 12,000.00	8
TOTAL		**$ 55,500.00**			**$ 55,500.00**	

Prepared by: Solomon D. Jerue (signature)

Solomon D. Jerue

Financial /Procurement Officer

Approved by: (signature)

Hon. Reginald B. Goodridge, Sr.

Director-General

MINISTRY OF FOREIGN AFFAIRS, GABRIEL L. DENNIS FOREIGN SERVICE INSTITUTE

CORE BUDGET PROCUREMENT PLAN (Core Budget)

Source of Funding:GOVERNMENT OF LIBERIA (GOL)

Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	BASIC DATA						IMPLEMENTATION DATES												
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHO	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUME	PC APPROVAL - BID	BID INVITATION &	BID SUBMISSION/PUBLIC	SUBMISSION OF BID EVALUATI	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYME	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB No. MFA/FSI/RFQ/001/2025	Cleaning Materials	G-4773	Assorted	2,500.00	RFQ	09/06/2025	13/06/2025	20/06/2025	11/07/2025	18/07/2025	25/07/2025	01/08/2025	04/08/2025	N/A	08/08/2025	12/08/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. MFA/FSI/RFQ/002/2025	Food Stuff	G-4711	Assorted	1,500.00	RFQ	09/06/2025	13/06/2025	20/06/2025	11/07/2025	18/07/2025	25/07/2025	01/08/2025	04/08/2025	N/A	08/08/2025	12/08/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MFA/FSI/RFQ/003/2025	Office Equipment	G-4659	Assorted	8,500.00	RFQ	09/06/2025	13/06/2025	20/06/2025	11/07/2025	18/07/2025	25/07/2025	01/08/2025	04/08/2025	N/A	08/08/2025	12/08/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MFA/FSI/RFQ/004/2025	Stationery	G-4761	Assorted	7,000.00	RFQ	08/06/2025	12/06/2025	19/06/2025	10/07/2025	17/07/2025	24/07/2025	31/07/2025	03/08/2025	N/A	07/08/2025	11/08/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MFA/FSI/RFQ/005/2025	Reparis and maintenance services(Civil Works),	F-4100	One(1) firm	7,500.00	RFQ	08/06/2025	12/06/2025	19/06/2025	11/07/2025	18/07/2025	25/07/2025	01/08/2025	04/08/2025	N/A	08/08/2025	12/08/2025	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. MFA/FSI/RFQ/006/2025	News Paper and Books	G-4761	Assorted	2,500.00	RFQ	08/06/2025	12/06/2025	19/06/2025	12/07/2025	19/07/2025	26/07/2025	02/08/2025	05/08/2025	N/A	09/08/2025	13/08/2025	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. MFA/FSI/RB/001/2025	Furniture and Fixture	4759	Assorted	14,000.00	RB	08/06/2025	12/06/2025	19/06/2025	10/07/2025	09/08/2025	16/08/2025	23/08/2025	26/08/2025	N/A	30/08/2025	03/09/2025	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No. MFA/FSI/RB/002/2025	Air Tickets	N-7911	Assorted	12,000.00	RB	08/08/2025	12/08/2025	19/08/2025	09/09/2025	09/10/2025	16/10/2025	23/10/2025	26/10/2025	N/A	30/10/2025	03/11/2025	
UPDATE																			
ACTUAL																			
				TOTAL		55,500.00													

Prepared by: Solomon D. Jerue
Finance/ Procurement Officer

Approved by: Hon. Reginald B. Goodridge, Sr.
Director-General

Date: 6/05/25

06/13/25

Public Procurement & Concessions Commission
PPCC
EXECUTIVE DIRECTOR

Ministry of Foreign Affairs
Gabriel L. Dennis Foreign Service Institute
2025 Proposed Budget

Code	Department/Economic Items	Description	Qty	Unit Cost	Total
221601	Cleaning Materials & Toiletries				$2,500.00
	Provisions	Coffee, NIDO Milk, Sugar, Tea, Mixed Coffee, Water, Can-soft drink and Juice			1,500.00
221602	Office Supplies	2 Television, 4 Air Conditioner, 2 Lap-top, 5 Desk-top Computers, and 5 Printers.			8,500.00
221603	Stationery	A4Sheet, 737 & 61 Cartridge Ink, Printer Cartridge Ink, HP Lesser Jet printer Cartridge Ink, Pen, White Envelope, Ledger, Manila Folder, Hand Sanitizer, Hard Drives, Extension Cords, and Anti-Virus & etc.			7,000.00
221604	Repairs and maintenance civil work	Finance Office & FSI Lavatories			7,500.00
	Newspaper and Books	FSI Magazine, Newspapers for DG Office & Books for Library			2,500.00
	Reserve Vault	One (1) Reserve Vault for FSI Finance Office			3, 500.00
	Furniture and Fixture for Offices	Chairs, Desks, Curtains and etc.			10,500.00
221103	Travel Air Tickets & Incidentals	Africa, Europe, America & Asia	3	4,000.00	12,000.00
Grand Total					**55,500.00**

Signed: ______________________
Solomon D. Jerue
Chief Financial Officer /FSI

Approved: ______________________
Hon. Reginald B. Goodridge, Sr.
Director-General/FSI