



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/00197/26'

February 26, 2026

Hon. Reginald B. Goodridge, Sr.

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 2026.**

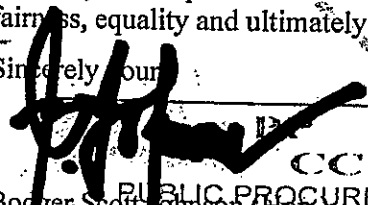
We present our compliments and wish to acknowledge receipt of your communication dated February 20, 2026, which sought the approval of the Commission for the Gabriel L. Dennis Foreign Service Institute (FSI) Annual Core and SBA Procurement Plan for Fiscal Year 2026.

Following thorough review, the Commission hereby approves Gabriel L. Dennis Foreign Service Institute (FSI) Annual Core and SBA Procurement Plan for Fiscal Year 2026 in accordance with *Section 40 (3)* of the PPCA, 2026, and informs Gabriel L. Dennis Foreign Service Institute that its Annual Core and SBA Procurement Plans Procurement Plan for 2026 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, 2026, 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, 2026, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,


PUBLIC PROCUREMENT
& CONCESSIONS COMMISSION
OFFICE OF THE
EXECUTIVE DIRECTOR



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



February 20, 2026

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 FY2026

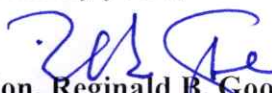
Pursuant to Section 40 (1) of the Amended and Restated Public Procurement & Concession Act of 2026, I attach herewith the FY2026 Procurement Plan and Explanatory note on behalf of Gabriel L. Dennis Foreign Service Institute for approval.

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.

Best regards.

Sincerely yours,


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



John Sino

Date	<i>0776591767</i>
Time	<i>02/20/2026</i>
Entity	<i>TIME 1:49pm</i>
Receiver	

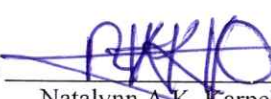
Annual Procurement Plan (S)

Source of Funding: Internal Generated Revenue

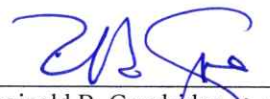
Budget Period: Fiscal Year 2026

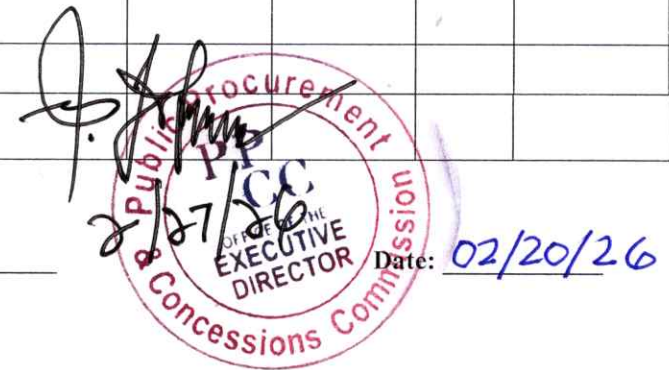
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	PACKAG E NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES											
				BUSINE SS ACTIVIT Y CODE	QTY	ESTIMAT ED COST (USD)	PROC URE MEN T MET HOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVA NCE PAYM ENT (MOBI LIZATI ON)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPTANC E & FINAL PAYMENT	REM ARKS
PLANNED	1	IFB NO. MFA/FSI /SBA/RF Q/001/2 026	Cleaning Materials	G-4773	Assorted	\$2,500.0 0	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No SBA/RFQ /002/20 26	Food Stuff	G4711	Assorted	\$1,500.0 0	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$4,000. 00													

Prepared by:


Natalynn A.K. Karpah
Procurement Officer

Approved by:


Hon. Reginald B. Goodridge, Sr.
Chairman Procurement Committee




02/26/26

Ministry OF FOREIGN AFFAIRS, GABRIEL L. DENNIS FOREIGN INSTITUTE

Annual Procurement Plan (SBA)

Source of Funding: Internal Generated Revenue

Budget Period: Fiscal Year 2026

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 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	REMARKS
PLANNED	3	IFB No SBA/RFQ/003 /2026	Stationery	G4761	Assorted	\$6,500.00	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No SBA/RFQ/004 /2026	Repair and Maintenance (Civil)	F4100	Firm	\$3,500.00	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No SBA/RFQ/005 /2026	News Paper and Books	G-4761	Assorted	\$2,500.00	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$12,500.00													

Prepared by:

Natalynn A.K. Karneh

Approved by:

Hon. Reginald B. Goodridge, Sr.

Date:

02/20/26



Ministry of Foreign Affairs, Gabriel L. Dennis Foreign Service Institute
Annual Procurement Plan (SBA)
Source of Funding: Internal Generated Revenue
Budget Period: Fiscal Year 2026

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1	IFB No FSI/SBA/RFQ/001/2026	Cleaning Materials	This contract package is funded from the Internal Generated Revenue Cleaning Materials, and is intended to procure items such as detergent, Clorox, powder soap, etc.
2	IFB No FSI/SBA/RFQ/002/2026	Food Stuffs	This contract package is funded from the Internal Generated Revenue Provision, and is intended to procure items such as Coffee, Nido Milk, Sugar, Mix Coffee, Lipton Tea, etc
3	IFB No FSI/SBA/RFQ/003/2026	Stationary & Supplies	This contract package is funded from the Internal Generated Revenue Stationery, and is intended to procure items such as A4 Sheet, 737 Cartridge Ink, HP Cartridge, Pen etc
4	IFB No FSI/SBA/RFQ/004/2026	Repairs and Maintenance -Civil	This contract package is funded from the Internal Generated Revenue Repairs and Maintenance -Civil Work, and is intended to hire a firm to renovate the FSI Lavatories
5	IFB No FSI/SBA/RFQ/005/2026	News Paper and Books	This contract package is funded from the Internal Generated Revenue News Paper, and is intended to procure items such as FSI Magazine, Newspaper for DG office, Library books etc
6	IFB No FSI/SBA/RFQ/006/2026	Air Ticket	This contract package is funded from the Internal Generated Revenue Foreign Travel, and is intended to hire a firm to purchase the tickets for the DG and others

Prepared by;


Natalynn A.K. Karpeh
Procurement Officer

Approved by;


Hon. Reginald B. Goodridge, Sr.
Chairman Procurement Committee

Date:

02/20/26

Ministry of Foreign Affairs, Gabriel L. Dennis Foreign Service Institute
Annual Procurement Plan (SBA)
Source of Funding: Internal Generated Revenue

1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20
	ITEM NO.	PACKAG E NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	PC APPROVAL - BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVA NCE PAYM ENT (MOBI LIZATI ON)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPTANC E & FINAL PAYMENT	REM ARKS
				BUSINE SS ACTIVIT Y CODE	QTY	ESTIMAT ED COST (USD)	PROC URE MEN T MET HOD											
PLANNED	6	IFB NO. MFA/FSI /SBA/RF Q/006/2 026	Air Ticket	N7911	Firm	\$6,000.0 0	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																		
ACTUAL																		
SUB TOTAL						\$6,000. 00												
GRAND TOTAL						\$22,500												

Prepared by:

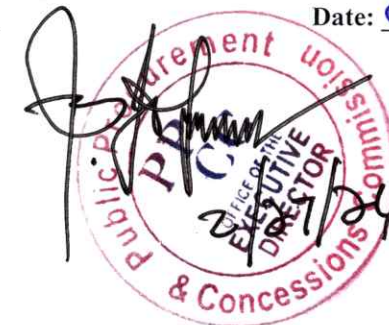

Natalynn A.K. Karbeh
Procurement Officer


02/26/26

Approved by:


Hon. Reginald B. Goodridge, Sr.
Chairman Procurement Committee

Date: 02/20/26



Annual Procurement Plan (NOI BA)
Source of Funding: Internal Generated Revenue
Budget Period: Fiscal Year 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	PACKAG E NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES											
			CONTRACT PACKAGE	BUSINE SS ACTIVIT Y CODE	QTY	ESTIMAT ED COST (USD)	PROC URE MEN T MET HOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVA NCE PAYM ENT (MOBI LIZATI ON)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPTANC E & FINAL PAYMENT	REM ARKS
PLANNED	1	IFB NO. MFA/FSI /RFQ/00 1/2026	Scratch Cards	J6190	1,200PC S@5	\$6,000.0 0	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No /RFQ/00 2/2026	Office Equipment	G4659	Assorted	\$9,500.0 0	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No /RFQ/00 3/2026	Furniture and Fixture	G4659	Assorted	\$9,000.0 0	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No /RFQ/00 4/2026	Petroleum Product	G4661	1, 732gal@ 4.33	\$7,500.0 0	RFQ	1/29/2026	2/2/2026	2/9/2026	3/2/2026	3/16/2026	3/23/2026	3/25/2026	3/27/2026	N/A	12/30/2026	12/31/2026	
UPDATE																			

[Handwritten Signature]
02/26/26

Ministry of Foreign Affairs, Gabriel L. Dennis Foreign Service Institute
Annual Procurement Plan (Non-SBA)
Source of Funding: Internal Generated Revenue
Budget Period: Fiscal Year 2026

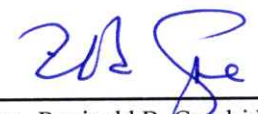
ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1	<i>IFB No FSI/RFQ/001/2026</i>	Scratch Card	This contract package is funded from the Internal Generated Revenue Telecommunication & Internet, and is intended to procure 1,200PCS@5 for the Staffs of FSI
2	<i>IFB No FSI/RFQ/002/2026</i>	Office Equipment	This contract package is funded from the Internal Generated Revenue Office Equipment, and is intended to procure 2 Televisions, four (4) Air Conditioner, Two (2) Laptop, Five (5) Desktop computer, Five (5) Printers, etc..
3	<i>IFB No FSI/RFQ/003/2026</i>	Furniture and Fixture	This contract package is funded from the Internal Generated Revenue Furniture and Fixture, and is intended to procure Office Chair, Desks, Curtains, File Cabinet and etc..
4	<i>IFB No FSI/RFQ/004/2026</i>	Petroleum Product	This contract package is funded from the Internal Generated Revenue and is intended to procure 1, 732gal@4.33

Prepared by;


Natalynn A.K. Karneh
Procurement Officer


02/26/26

Approved by;


Hon. Reginald B. Goodridge, Sr.
Chairman Procurement Committee

Date: 02/20/26