



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/261/21

July 14, 2021

Harris Fomba Tarnue, Esq.
PRINCIPAL
Booker Washington Institute
Republic of Liberia

Dear Hon. Tarnue:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Booker Washington Institute (BWI) SBA and Non SBA Procurement Plans for FY 2021 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

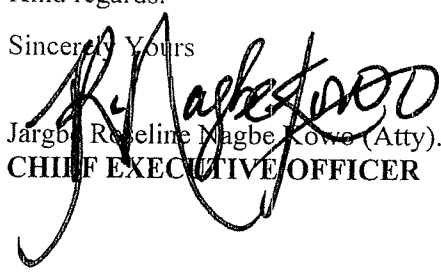
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **BWI's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 2021.

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.

Sincerely Yours


Jargbo Rueline Magbe Kowe (Atty).
CHIEF EXECUTIVE OFFICER



BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN(CORE BUDGET)
SOURCE OF FUNDING: GOL

FISCAL YEAR 2021

1	2	3	4	5	6	8	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	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID	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
PLAN	1	IFB NO.BW/RB/001/21	MEDICAL DRUGS & SUPPLIES	G4772	Assorted	\$ 10,000.00	RFO	4/27/2021	5/4/2021	6/14/2021	6/30/2021	7/15/2021	7/23/2021	7/30/2021	8/2/2021	N/A	12/23/2021	12/31/2021
UPDATE	E																	
ACTUAL	AL																	
PLAN	2	IFB NO.BW/RFO/001/21	IT SERVICES	J6120	1 FIRM	\$ 6,000.00	RFQ	5/27/2021	6/4/2021	6/14/2021	6/30/2021	7/12/2021	7/16/2021	7/21/2021	7/29/2021	N/A	12/23/2021	12/30/2021
UPDATE	E																	
ACTUAL	AL																	
SUB-TOTAL					\$	16,000.00												

Prepared by: J. Diameno Nasih Date: 06-28-21
Procurement Manager

Approved by: Harris F. Tarnue Esq./Chairman
Procurement Committee





BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN(CORE BUDGET)
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2021



1	2	3	4	5	6	8	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	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
PLAN	3	IFB NO. BWI//002/21	STATIONERY	G4761	Assorted	\$ 5,000.00	RFQ	5/26/2021	6/4/2021	6/8/2021	6/21/2021	6/30/2021	7/5/2021	7/9/2021	7/22/2021	NA	12/23/2021	12/30/2021
UPDATE																		
ACTUAL																		
PLAN	4	IFB NO. BWI/NCB/001/21	FOOD ITEMS	G4711	Assorted	\$ 269,000.00	NCB	4/27/2021	5/13/2021	5/18/2021	6/30/2021	7/30/2021	8/6/2021	8/12/2021	9/15/2021	NA	12/23/2021	12/30/2021
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 274,000.00												

Prepared by: J. Diameno Nasih Date: 06-28-21
Procurement Manager

Approved by: Harris F. Tarnue Esq./Chairman Date: 29/06/21
Procurement Committee





BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN(CORE BUDGET)
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2021



1	2	3	4	5	6	8	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	PREP. OF BID DOCUMENT	PC BID APPROVAL - DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC BID APPROVAL - EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLAN	5	BW/RFQ/003/21	VEHICLE SPARE PARTS	G4530	Assorted	\$ 3,178.00	RFQ	5/28/2021	6/15/2021	6/24/2021	6/30/2021	7/9/2021	7/14/2021	7/16/2021	7/20/2021	N/A	12/23/2021	12/30/2021	
UPDATE																			
ACTUAL																			
PLAN	6																		
UPDATE																			
E																			
ACTUAL																			
GRAND TOTAL					\$	293,178.00													

Prepared by: J. Diameno Nasih
Procurement Manager

Date: 06-28-21

Approved by: Harris F. Tarnue Esq./Chairman
Procurement Committee

Date: 28/06/21



July 14/2021
Harris F. Tarnue Esq./Chairman





BOOKER WASHINGTON INSTITUTE
KAKATA, MARGIBI COUNTY
NON-SBA PROCUREMENT PLAN EXPLANATORY NOTES(CORE BUDGET)
(SOURCE OF FUNDING: GOL)

FISCAL YEAR: 2021


Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. BWI/RFO/001/21	MEDICAL DRUGS & SUPPLIES	This contract package is intended to procure medicines and other medical supplies for the BWI Clinic. It is drawn from the budget line Drugs & Medical consumables in the tone of(US\$10,000.00).
2	IFB NO BWI/RFO/002/21	IT SERVICES	This contract package is intended to hire internet service provider to host our student grades and other data in the cloud; maintain our porter, etc. It is drawn from the budget line Internet Provider Services (US\$6,000.00)
3	IFB No. BWI/RFO/003/21	STATIONERY	This is a disaggregated contract package intended to purchase assorted stationeries instruction and testing. It is drawn from budget lines Educational Materials & Supplies in the tone of (US\$5,000.00) A. A4 paper B. Whiteboard markers C. HP 728 Cartridge D. pens G. Hanging folders H. Stapler machines I. risograph ink & master roll J. fireproof safe /etc
4	IFB No. BWI/NCB/001/21	FOOD ITEMS	This contract package is intended to procure two categories of food items for student feeding: Assorted Imported Foods and Assorted Local Foods: It is drawn from the budget line Food & Cratering Services in the tone of (US\$284,600.00) Category #1(Assorted Imported Food). It is in the tone of US\$269,000.00 A. Rice B. Assorted frozen food C. Wheat flour D. Argo oil x 20L E. Others assorted food

Procurement
Concessions Committee
July 1, 2021

Public Procurement
PPD



			<p>Category #2 : (Assorted Local Food items) is intended to be used for the purchase of food from the local Liberian market for boarding students feeding, and it is in the tone of USD\$15,600.00</p> <p>A. Cassava, B. Red oil C. Plantains D. Beans E. Yam F. Palm nuts G. Eddoes H. Potatoes</p> <p>Other local assorted foods</p>
5	IFB No. BWI/RFO/004/21	VEHICLE SPARE PARTS	<p>This contract package is intended to procure spare parts for the repairs and maintenance of the institution's vehicles. This contract package is drawn from the budget lines Repairs and Maintenance –Vehicle (US\$3,178.00).</p> <p>Examples of spare parts: Oil filter. Air filter, Shock absorber, view mirror, battery, radiator (water tank), Brake shoes, Transmission oil, Brake calibrate, etc.</p>

Prepared by: 

J. Diameno Nasih
Procurement Manager

Date: 06-28-21

Approved by: 

Harris Fomba Tarnue, Esq.
Principal & CEO/Chairman
Procurement Committee

Date: 28/6/21

