



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/0461/'19

August 23, 2019

Atty. Harris Fomba Tarnue

PRINCIPAL/CEO

Booker Washington Institute

Republic of Liberia

Dear Atty. Tarnue:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Booker Washington Institute 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 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 FY 2019/2020 National Budget, 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 FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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

Jargbe Rosefine Nagbe Kowo (Atty).

CHIEF EXECUTIVE OFFICER



BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL
FISCAL YEAR 2019/2020



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 DOCS/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	1	IFB NO: BWI/RB/001/19/20	MEDICAL DRUGS	G4772	Assorted	\$ 20,000.00	RB	4/26/2019	5/3/2019	5/16/2019	6/12/2019	7/12/2019	7/24/2019	8/6/2019	8/12/2019	N/A	6/4/2020	6/10/2020
UPDATE																		
ACTUAL																		
PLAN	2	IFB NO: BWI/RB/001/19/20	VEHICLE SPARE PARTS	G4530	Assorted	\$ 9,800.00	RFQ	4/4/2019	4/24/2019	5/3/2019	5/15/2019	5/28/2019	6/5/2019	6/10/2019	6/17/2019	N/A	6/5/2020	6/11/2020
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 29,800.00												

Prepared by: J. Diameno Nasih Date: 08-06-19 Approved by: Harris F. Tarnue Esq./Chairman Date: 8/06/19
Procurement Manager Procurement Committee

ALTER
August 19, 2019

Procurement Committee
08/23/19



BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2019/2020



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PLAN	3	IFB NO. BW/NCB/002/19/20	STATIONERY	G4761	Assorted	\$ 72,000.00	NCB	4/24/2019	5/2/2019	5/13/2019	5/20/2019	6/21/2019	7/2/2019	7/11/2019	7/23/2019	N/A	6/5/2020	6/10/2020
UPDATE																		
PLAN	4	IFB NO. BW/RF Q/002/19/20	GENERATOR SPARE PARTS	G4659	Assorted	\$ 10,000.00	RFQ	4/4/2019	4/15/2019	4/24/2019	5/3/2019	5/13/2019	5/23/2019	6/3/2019	6/11/2019	N/A	6/5/2020	6/10/2020
UPDATE																		
E																		
ACTUAL																		
SUB-TOTAL						\$ 82,000.00												

Prepared by: J. Diameno Nasih
Procurement Manager

Date: 08-06-19

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

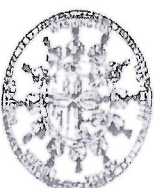
Date: 8/6/19

Attended August 18, 2019

Presented: August 18, 2019



BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2019/2020



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PLAN 5	IFB NO. BW/RI Q/003/19/20	LABORATORY EQUIPMENT & CHEMICALS	G4669/G4659	Assorted	\$ 10,000.00	RFQ	4/4/2019	4/15/2019	4/24/2019	5/7/2019	5/16/2019	5/27/2019	6/5/2019	6/17/2019	N/A	6/5/2020	6/11/2020
UPDATER																	
ACTUAL																	
PLAN 6	IFB No. BW/NCB/00 4/19/20	FOOD ITEMS	G4711	Assorted	\$ 484,000.00	NCB	4/30/2019	5/8/2019	5/20/2019	5/27/2019	6/28/2019	7/9/2019	7/18/2019	7/30/2019	N/A	6/5/2020	6/10/2020
UPDATER																	
ACTUAL																	
SUB-TOTAL					\$	494,000.00											

Prepared by: J. Diameno Nasih
Procurement Manager

Date: 05-06-19

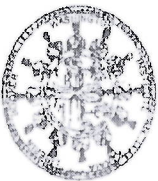
Approved by: Harris F. Tarnue Esq./Chairman
Procurement Committee

Date: 05/19

05/19
August 18, 2019

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BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2019/2020



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7	IBB NO. BW/RFQ/004/19/20	EQUIPMENT & HOUSEHOLD MATERIAL	G4759	Assorted	\$ 10,000.00	RFQ	4/5/2019	4/17/2019	4/29/2019	5/8/2019	5/20/2019	5/30/2019	6/10/2019	6/19/2019	N/A	6/5/2020	6/11/2020
UPDATE																	
ACTUAL																	
PLAN	IBB NO. BW/IRB/002/19/20	SEEDS AND FERTILIZERS	G4773	Assorted	\$ 15,000.00	IRB	5/2/2019	5/9/2019	5/21/2019	5/30/2019	6/27/2019	7/8/2019	7/17/2018	7/30/2019	N/A	6/5/2020	6/12/2020
UPDATE																	
ACTUAL																	
SUB-TOTAL					\$ 25,000.00												

Prepared by: J. Diaméto Nasih
Procurement Manager

Date: 08-06-19

Approved by:

Harris F. Tarnue Esq./Chairman
Procurement Committee

Date: 08/06/19

08/13/2019

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BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2019/2020



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9	IFB No. BW/RFO/00 5/19/20	BUILDING MATERIALS	G4663	Assorted	\$ 8,000.00	RFQ	4/4/2019	4/16/2019	4/25/2019	5/6/2019	5/16/2019	5/27/2019	6/5/2019	6/18/2019	N/A	6/5/2020	6/11/20
10	IFB No. BW/RFO/00 6/19/20	OFFICE MACHINERY AND EQUIPMENT SPARE PARTS	G4659	Assorted	\$ 2,000.00	RFQ	4/4/2019	4/16/2019	4/25/2019	5/6/2019	5/16/2019	5/27/2019	6/5/2019	6/18/2019	N/A	6/6/2020	6/11/20
SUB-TOTAL				\$	10,000.00												

Prepared by: J. Diarmeno Nasih
Procurement Manager

Date: 08-06-19

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

Date: 8/6/19

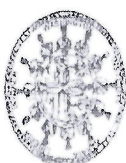
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August 18, 2019

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08/23/19

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BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2019/2020



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PLAN	11	IFB No. BW/IRB/003/19/20	NETWORK EQUIPMENT	G4741	Assorted	\$ 17,460.00	RB	4/26/2019	5/3/2019	5/16/2019	6/12/2019	7/12/2019	7/24/2019	8/6/2019	8/12/2019	N/A	6/7/2020	6/12/2020
UPDATE																		
ACTUAL																		
PLAN	12	IFB NO: BW/RFQ/007/19/20	AGRICULTURAL TOOLS	G4653	ASSORTED	\$ 10,000.00	RFQ	4/4/2019	4/16/2019	4/25/2019	5/6/2019	5/16/2019	5/27/2019	6/5/2019	6/18/2019	N/A	6/6/2020	6/11/2020
UPDATE																		
ACTUAL																		
SUB-TOTAL					\$	27,460.00												

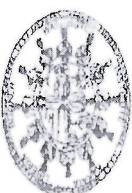
Prepared by: J. Diameno Nasih Date: 08-06-19 Approved by: Harris F. Tarnue Esq./Chairman Date: 8/6/19
Procurement Manager Procurement Committee

Uttah
August 13, 2019

Robertson
08/23/19



BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL
FISCAL YEAR 2019/2020



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	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/DRAWINGS	PREP OF BID DOCUMENT	PC BID APPROVAL - BID DOCTECH	BID INVITATION & RELEASE	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC BID APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIATION)	ACCEPTANCE & FINAL PAYMENT
PLAN	13	IFB NO. BWI/RFQ/008 /19/20	MEDICAL SUPPLIES	G4772	Assorted	\$10,000.00	RFQ	4/4/2019	4/16/2019	4/25/2019	5/6/2019	5/16/2019	5/27/2019	6/5/2019	6/18/2019	N/A	6/5/2020	6/11/20
UPDATE																		
ACTUAL																		
PLAN	14																	
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 10,000.00												
GRAND TOTAL						\$ 678,260.00												

Prepared by: J. Diabeno Nasih
Procurement Manager

Date: 08-06-19

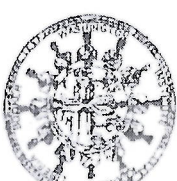
Approved by: Morris F. Tarnue Esq./Chairman
Procurement Committee

Date: 8/6/19

ATB
August 13, 2019
K. Hockett
08/23/19
Provis
App



BOOKER WASHINGTON INSTITUTE
KAKATA, MARGIBI COUNTY
NON-SBA PROCUREMENT PLAN (SOURCE OF FUNDING: GOL) EXPLANATORY NOTES
FISCAL YEAR: 2019/2020



Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. BWI/RB/001/19/20	MEDICAL DRUGS	This contract package is intended to procure medicine for the BWI Clinic. It is drawn from the budget line Drugs & Medical consumables (US\$20,000.00) .
2	IFB NO. BWI/RFO/001/19/20	VEHICLE SPARE PARTS	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\$9,800.00) . Examples of spare parts: Oil filter, Air filter, Shock absorber, view mirror, battery radiator (water tank), Break shoes, Transmission oil, Brake calibrate, etc.
3	IFB NO. BWI/NCB/002/19/20	STATIONERY	This contract package is intended to purchase assorted stationeries for the Institute's use at various departments and sections. It is drawn from budget line Stationery in the tone of (US\$72,000.00) , A. A4 sheets B. HP cartridge 05A C. HP cartridge 36 A D. HP 728 Cartridge E. Delisted pens F. Ball pens G. Hanging folders H. Stapler mach,etines I. paper shrelers J. fireproof safe
4	IFB NO. BWI/RFO/002/19/20	GENERATOR SPARE PARTS	Note: This contract package was done in advance procurement; therefore the code cannot change after the Procurement Hearing. It remains NCB- 002. Meanwhile, NCB- 001 & NCB- 003 was changed to RB respectively. This contract package is intended to procure generators spare parts for the Institute generators. It is drawn from the budget lines on Repairs and Maintenance-Generator (US\$10,000) .
5	IFB No. BWI/RFO/003/19/20	LABORATORY EQUIPMENT & CONSUMABLES	This contract package will be used to under write the cost of procuring laboratory reagents, chemicals, slides, etc. This contract package is drawn from the budget line Laboratory Consumables in the tone of (USD\$10,000.00)

OTB
August 13, 2019

Signature
23/19

6	IFB No. BWI/NCB/004/19/20	FOOD ITEMS	<p>This Institution intends to use this package to procure two (2) categories of food items Assorted Imported Foods and Assorted Local Foods: It is drawn from the budget line Food (US\$484,000.00)</p> <p>Category #1: (Assorted Imported Food Items) is intended to procure imported food for boarding students feeding and it is in the tone of US\$404,800.00</p> <p>E.g.: (Assorted Imported Food items)</p> <ul style="list-style-type: none"> A. Rice B. Assorted frozen food C. Wheat flour D. Argo oil x 20L E. Others assorted food <p>Category #2 : (Assorted Local Food items) is intended to be used for the procurement of local food for boarding students feeding, and it is in the tone of USD\$79,200.00</p> <ul style="list-style-type: none"> A. Cassava, B. Red oil C. Plantains D. Beans E. Yam F. Palm nuts G. Eddoes H. Potatoes I. Other local assorted foods <p><i>[Signature]</i> 08/23/19</p>
7	IFB NO. BWI/RFQ/004/19/20	EQUIPMENT & HOUSEHOLD MATERIALS	<p>Note: This contract package was done in advance procurement; therefore the code cannot change after the Procurement Hearing. It remains NCB- 004. Meanwhile, NCB 001 & NCB- 003 was changed to RB respectively.</p> <p>This contract package is intended to be used for procuring assorted items as listed below: air conditioners, iceboxes, stoves, etc. This contract package is drawn from the budget line Equipment & Household materials in the tone of US\$10,000.00</p>

Added August 19, 2019

8	IFB NO. BWI/RB/002/19/20	SEEDS AND FERTIZERS	This contract package is intended to procure the items listed below for Agriculture demonstration/practical by students, vegetable production and other agricultural activities by field workers in the tone of (US\$15,000.00). This object of procurement o the budget line is disaggregated form the budget line Agricultural Supplies and Inputs i tone of (US\$ 25,000.00) . It is intended to procure Cucumber, pepper seed, sweet cor assorted chemical (Urea, NPK-15-15-15, NPK-25-25-25), Insecticides, etc.
9	IFB NO. BWI/RFO/005/19/20	BUILDING MATERIALS	This contract package is intended to procure building construction materials for renovation works for general campus maintenance. It is a combined package drawn from the budget lines Repair and Maintenance-Civil (US\$8,000.00).
10	IFB NO. BWI/RFO/006/19/20	OFFICE MACHINERY AND EQUIPMENT SPARE PARTS	This contract package is intended to procure spare parts for Machines and Equipment. It is drawn from the budget line Repairs & Maintenance Machines & Equipment, Furniture in the tone of (US\$2,000.00) .
11	IFB NO. BWI/RB/003/19/20	NETWORK EQUIPMENT	To purchase infrastructure such as, routers, cables, etc. for internet connectivity and maintenance for the Institution. It is drawn from the budget line Internet Provide Service in the tone of (US\$17,460.00)
12	IFB NO. BWI/RFO/007/19/20	AGRICULTURAL TOOLS	This contract package is intended to procure tools such as Shovels , Power tailor, Rakes assorted chemical, Spray cans, etc. for Agricultural demonstration/practical by students vegetable production and other Agriculture Activities by field workers in the tone o (US\$10,000.00). This package is disaggregated form the budget line Agricultura Supplies and Inputs in tone of (US\$ 25,000.00) .
13	IFB NO. BWI/RFO/008/19/20	MEDICAL SUPPLIES	This contract package is intended to procure Medical supplies for the Institution Clinic It is drawn from the budget line Drugs & Medical consumables (US\$10,000.00) .
		CAPACITY BUILDING	This package is non-procurable. As such, the institution uses this package to under write the cost to pay employees tuition/fees or training allowances from distinct training programs in various institutions of learning locally per semester through the Business and Finance Office. It is drawn from the budget line Capacity Building in the tone of (US\$ 12,000.00) .

Prepared by:  Date: 08-06-19

J. Diaheno Nasih
Procurement Manager

Approved by: 

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

Date: 08/06/19


08/06/19


08/06/19