



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/068/'22

January 31, 2022

Hon. Harris Fomba Tarnue  
**PRINCIPAL & CEO/CHAIRMAN**  
Booker Washington Institute  
Republic of Liberia

Dear Tarnue:

Subject: **PROVISIONAL APPROVAL OF BOOKER WASHINGTON INSTITUTE SBA, NON SBA PROCUREMENT PLANS FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of Booker Washington Institute SBA, NON SBA Procurement Plans for FY 2022 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

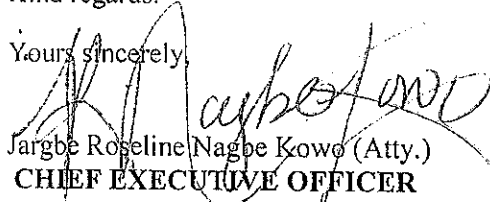
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for BWI's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended six months budget, for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2022.

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.

Yours sincerely,

  
Jargbe Roseline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia



BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN(CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR 2022

1	2	3	4	5	6	8	10	11	12	13	14	15	16	17	18	19		
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 N/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:BWV/RB/001/22	MEDICAL DRUGS	G4772	Assorted	\$ 18,500.00	RB	6/12/2021	13/12/2021	18/1/2022	26/1/2022	14/2/2022	24/2/2022	28/2/2022	8/3/2022	N/A	9/12/2022	21/12/2022
UPDAT E																		
ACTU AL																		
PLAN	2	BWV/RFQ/001 /22	VEHICLE SPARE PARTS	G4530	Assorted	\$ 9,000.00	RFQ	6/12/2021	13/12/2021	18/1/2022	31/1/2022	14/2/2022	24/2/2022	28/2/2022	8/3/2022	N/A	9/12/2022	21/12/2022
UPDAT E																		
ACTU AL																		
SUB-TOTAL					\$	27,500.00												

Prepared by: J. Diameno Nasih

Date: 2/21/22

Approved by: Harris F. Tarnue Esq./Chairman

Date: 9/21/22

Procurement Manager

Procurement Committee

*Handwritten signature and date: 2/24/2022*

*Handwritten signature and date: 9/21/2022*







BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)  
SOURCE OF FUNDING: GOL& BWI

FISCAL YEAR: 2022



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PLAN	3	IFB NO. BW/NCB/001/22	STATIONERY & Computers	G4761/G4741	Assorted	\$ 50,500.00	NCB	6/12/2021	13/12/2021	18/1/2022	25/1/2022	25/2/2022	7/3/2022	18/3/2022	29/3/2022	NA	9/12/2022	9/12/2022
UPDATE																		
PLAN	4	IFB NO. BW/RF Q/002/2022	GENERATOR SPARE PARTS	G4659	Assorted	\$ 6,000.00	RFQ	6/12/2021	13/12/2021	18/1/2022	27/1/2022	14/2/2022	24/2/2022	28/2/2022	8/3/2022	NA	9/12/2022	21/12/2022
UPDATE																		
PLAN																		
SUB-TOTAL						\$ 56,500.00												

Prepared by: J. Diameno Nasih  
Procurement Manager

Date: 01-21-22

Approved by:

Harris F. Jaroue Esq./Chairman  
Procurement Committee

Date:

01/21/22





BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN(CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR: 2022



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PLAN 5	IFB NO:BW/RF Q/003/22	LABORATORY EQUIPMENT & CHEMICALS	G4669/G4659	Assorted	\$ 5,000.00	RFQ	6/12/202021	13/12/2021	18/1/2022	20/1/2022	10/2/2022	18/2/2022	25/2/2022	96/3/2022	N/A	9/12/2022	21/12/2022
UPDATE E																	
ACTUAL																	
PLAN 6	IFB No. BW/RFQ/004/22	MEDICAL SUPPLIES	G4772	Assorted	\$ 9,500.00	RFQ	6/12/2021	13/12/2021	18/1/2022	27/1/2022	14/2/2022	24/2/2022	28/2/2022	7/3/2022	NA	9/12/2022	21/12/2022
UPDATE E																	
ACTUAL																	
SUB-TOTAL					\$ 14,500.00												

Prepared by: J. Diameno Nasih  
Procurement Manager

Date: 01-21-22

Approved by: [Signature]

Merris F. Tarnue Esq./Chairman  
Procurement Committee

Date: 2/21/22

[Signature]  
Commissioner

[Signature]  
Sun 1/31/2022





BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR: 2022



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PLAN 7	IFB NO: BW/RFQ/00 5/22	EQUIPMENT & HOUSEHOLD MATERIALS	G4759	Assorted	\$ 5,000.00	RFQ	6/12/2021	13/12/2021	18/1/2022	27/1/2022	14/2/2022	24/2/2022	28/2/2022	7/3/2022	N/A	9/12/2022	21/12/2022
UPDATE E ACTUAL																	
PLAN 8	IFB NO. BW/RFQ/00 6/22	SEEDS AND FERTIZERS	G4773	Assorted	\$ 4,000.00	RFQ	6/12/2021	13/12/2022	18/1/2022	27/1/2022	14/2/2022	24/2/2022	28/2/2022	7/3/2022	N/A	9/12/2022	21/12/2022
UPDATE E ACTUAL																	
SUB-TOTAL				\$	9,000.00												





BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR: 2022



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PLAN	9	IFB No. BW/NCB/00 2/22	BUILDING MATERIALS	G4663	Assorted	\$ 146,000.00	NCB	6/12/2021	13/12/2021	18/1/2022	25/1/2022	25/2/2022	7/3/2022	18/3/2022	29/3/2022	N/A	9/12/2022	21/12/2022
UPDATE																		
ACTUAL																		
PLAN	10	IFB NO. BW/RFO/00 7/22	MACHINERY AND EQUIPMENT SPARE PARTS	G4659	Assorted	\$ 8,500.00	RFO	6/12/2021	13/12/2021	18/1/2022	27/1/2022	14/2/2022	24/2/2022	28/2/2022	7/3/2022	N/A	9/12/2022	21/12/2022
UPDATE																		
ACTUAL																		
SUB-TOTAL					\$	154,500.00												

Prepared by: J. Diameno Nasih  
Procurement Manager

Date: 6/21/22

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

Date: 6/21/22



8/1/2022  
Jan/3/2022



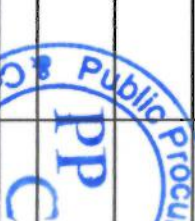


BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI



FISCAL YEAR: 2022

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PLAN 11	IFB No. BW/RF/002/22	MOTOR VEHICLE	G4510	1	\$ 50,000.00	RB	6/12/2021	13/12/2021	18/1/2022	25/1/2022	15/2/2022	24/2/2022	7/3/2022	21/3/2022	N/A	9/12/2022	21/12/2022
UPDATE																	
ACTUAL																	
PLAN 12	IFB NO BW/RF/008/22	AGRICULTURAL TOOLS	G4653	ASSORTED	\$ 4,000.00	RFQ	6/12/2021	13/12/2021	18/1/2022	27/1/2022	14/2/2022	24/2/2022	28/2/2022	7/3/2022	N/A	9/12/2022	21/12/2022
UPDATE																	
ACTUAL																	
SUB-TOTAL					\$ 54,000.00												



Prepared by:

Date: 01-21-22

Approved by:

Date: 01/21/22

J. Diameno Nasih  
Procurement Manager

Harris F. Fairue Esq./Chairman  
Procurement Committee

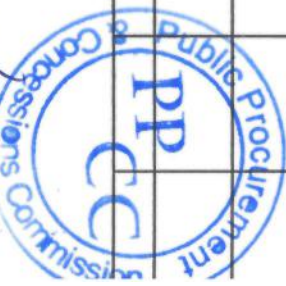




BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR 2022



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BASIC DATA						IMPLEMENTATION DATES												
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									INVITATION & RELEASE	SUBMISSION N/PUBLIC OPENING	N OF BID EVALUATION REPORT	APPROVAL - BID EVALUATION						
PLAN 13	IFB NO. BWI/RB/002/22	FABRIC & OTHER TAILORING MATERIAL	G4751	ASSORTED	\$31,000.00	RB	6/12/2021	13/12/2021	18/1/2022	25/1/2022	15/2/2022	24/2/2022	7/3/2022	21/3/2022	N/A	9/12/2022	21/12/2022	
UPDATE																		
ACTUAL																		
PLAN 14	IFB NO. BWI/NCB/003/22	CLEANING MATERIAL	G4773/C2023	ASSORTED	\$30,000.00	NCB	6/12/2021	13/12/2021	18/1/2022	25/1/2022	25/2/2022	7/3/2022	18/3/2022	29/3/2022	N/A	9/12/2022	21/12/2022	
UPDATE																		
ACTUAL																		
SUB-TOTAL				\$	61,000.00													



Prepared by: J. Diameno Nasih  
Procurement Manager

Date: 01-21-22

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

Date: 01/21/22

US\$ 40  
Jan. 24, 2022

AK  
Jan 31, 2022

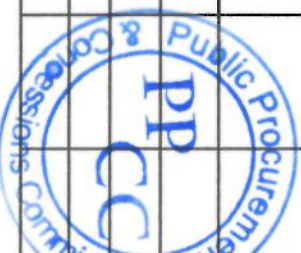
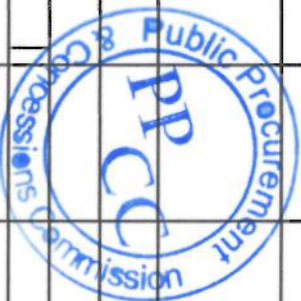




BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR: 2022



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	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLICATION 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 15	BW/ISBA/SS /001/18/19	AIR TICKET	H5110	Assorted	\$ 5,000.00	RFQ	6/12/2021	13/12/2021	18/1/2022	27/1/2022	14/2/2022	24/2/2022	28/2/2022	7/3/2022	N/A	9/12/2022	21/12/2022	
UPDATE																		
ACTUAL																		
PLAN																		
UPDATE																		
ACTUAL																		
SUB-TOTAL					5,000.00													
GRAND TOTAL					\$ 382,000.00													



Prepared by: J. Diamelio Chea  
Procurement Manager

Date: 01/21/22

Approved by: \_\_\_\_\_

Atty. Harris F. Tarnue Esq./Chairman  
Procurement Committee

Date: 01/21/22

USC 242022

1/25/2022





BOOKER WASHINGTON INSTITUTE  
KAKATA, MARGIBI COUNTY  
NON-SBA PROCUREMENT PLAN EXPLANATORY NOTES  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR: 2022



Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. BWI/RB/001/22	MEDICAL DRUGS	This contract package is intended to procure medicine for the BWI Clinic IN THE TONE OF \$18,500.00. It is drawn from the budget line <b>Drugs &amp; Medical consumables (US\$28,000.00)</b> . Example of drugs:
2	IFB No. BWI/RFQ/001/22	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 <b>Repairs and Maintenance –Vehicle (US\$9,000.00)</b> . Examples of spare parts: Oil filter, Air filter, Shock absorber, view mirror, battery, radiator (water tank), Break shoes, clutch disc, Brake calibrate, etc.
3	IFB No. BWI/NCB/001/22	STATIONERY, COMPUTERS, PERIPHERAL UNITS & SOFTWARE	This contract package is intended to purchase assorted stationeries for the Institute's use at various departments and sections. It is a combined package drawn from budget lines <b>Stationery</b> in the tone of <b>(US\$35,000.00)</b> , Newspaper Books and Periodicals(US\$500.00),Computer supplies& ITC equipment(US\$9,000.00) and Other Office Materials and Consumables(US\$6,000.00) A. A4 sheets B. Desktops C. HP cartridge 36 A D. HP 728 Cartridge E. Delisted pens F. Ball pens G. Hanging folders H. Stapler machines I. paper shrelers J. laptops
4	IFB NO. BWI/RFQ/002/22	GENERATOR SPARE PARTS	This contract package is intended to procure spare parts for the Institute generators. It is drawn from the budget lines <b>Repairs and Maintenance-Generator (US\$6,000)</b> .
5	IFB No. BWI/RFQ/003/22	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 <b>Laboratory Consumables</b> in the tone of <b>(USD\$5,000.00)</b>



	IFB NO. BWI/RFO/004/22	MEDICAL SUPPLIES	This contract package is a disaggregated package, intended to procure medical supplies for the Institution Clinic in the tone of (US\$9,500.00). It is drawn from the budget line <b>Drugs &amp; Medical consumables (US\$28,000.00)</b> .
7	IFB NO. BWI/RFO/005/22	EQUIPMENT & HOUSEHOLD MATERIALS	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 <b>US\$5,000.00</b>
8	IFB NO. BWI/RFO/006/22	SEEDS AND FERTIZERS	This contract package is a disaggregated package in the tone of (US\$4000.00).It is intended to procure hybrid seeds and fertilizers for demonstration/practical by students, vegetable production and other agriculture activities by field workers. This package is drawn from the budget line Agricultural Supplies and Inputs in tone of (US\$ 8,000.00). Examples are: Cucumber, pepper seed, sweet corn, assorted chemical (Urea, NPK-15-15-15, NPK-25-25-25), Insecticides, etc.
9	IFB NO. BWI/NCB/002/22	BUILDING MATERIALS	This contract package is intended to procure building construction materials for renovation works for general campus maintenance and other construction activities. It is a combined package drawn from the budget lines Repair and Maintenance-Civil (US\$46,000.00) and Non-residential buildings (100,000.00)
10	IFB NO. BWI/RFO/007/22	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\$8,500.00).
11	IFB NO. BWI/RB/002/22	MOTOR VEHICLE	This contract package is intended to procure motor vehicle (car) for the institute. It is drawn from the Budget line Transportation Equipment in the tone of (US\$50,000.00).
12	IFB NO. BWI/RFO/008/22	AGRICULTURAL TOOLS	This contract package is intended to procure tools such as shovels, power tillage, Rakes, hoes, Spray cans, etc. for Agricultural demonstration/practical by students, vegetable production and other Agriculture Activities by field workers in the tone of (US\$4,000.00). This package is disaggregated from the budget line Agricultural Supplies and Inputs in tone of (US\$ 8,000.00).



24, 2022

PPM

Signature and stamp of the official responsible for the procurement process.



13	BWI/RB/003/22	FABRIC & OTHER TAILORING MATERIALS	This is a combined contract package in uniform fabrics and other sewing materials for production of students and security uniforms for the institute. It is drawn from the Budget lines Uniform & specialized clothing (US\$26,000.00) and other specialized materials and services (US\$5,000.00)
14	BWI/NCB/003/22	CLEANING MATERIALS	This contract package is intended to procure cleaning materials for the Institute. It is drawn from the Budget line Cleaning Materials & Services in the tone of (US\$30,000.00).
15	BWI/RFO/009/22	AIR TICKETS	This contract package is intended to procure airline tickets for foreign travels. It is drawn from the Budget line Foreign Travel-Means in the tone of (US\$5,000.00).
		STAFF TRAINING-LOCAL	A. 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\$ 25,000.00).
		ELECTRICITY	This contract package is intended to pay bill to LEC for power supply to BWI. It is drawn from the Budget line Electricity in the tone of (US\$108,000.00).
		WATER & SEWAGE	This contract package is intended to pay bill to LWSC for water supply to BWI. It is drawn from the Budget line Water and Sewage in the tone of (US\$24,000.00).
		DOMESTIC TRAVEL	This contract package is intended to provide travel allowances for staff traveling within Liberia. It is drawn from the Budget lines Domestic Travel-Means (US\$9,000.00) and Domestic Travel-Daily Substance Allowances (US\$9,500.00).
		FOREIGN TRAVEL ALLOWANCE	This contract package is intended to underwrite the cost of Daily Sustenance Allowance. It is drawn from the budget line FOREIGN TRAVEL – Daily Sustenance Allowance in the tone of (US\$7,500.00).
		CAPACITY BUILDING	This contract package is intended to underwrite the cost of sending staff for specialized short-term trainings within Africa. It is drawn from the Budget lines Capacity Building (US\$22,750.00).

J. Diameno Nasih  
Procurement Manager

Date: 01-21-22

Approved by:

Date:

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



18/06/2022  
24/06/2022