



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 Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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



BOOKER WASHINGTON INSTITUTE

SBA PROCUREMENT PLAN
SOURCE OF FUNDING: COL

FISCAL YEAR: 2019/2020



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 ON/PTBL C OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILITY)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT
PLAN	1	IFB NO: BW//SBA/RFO /001/19/20	SCRATCH CARDS	J6190	1164PCS CARDS	\$ 5,820.00	RFO	3/22/2019	4/5/2019	4/15/2019	6/24/2019	7/3/2019	7/12/2019	7/18/2019	7/26/2019	N/A	6/5/2020	6/11/2020
UPDATE																		
ACTUAL																		
PLAN	2	IFB NO: BW//SBA/RFO 01/19/20	PERSONNEL INSURANCE	K6511	1FIRM	\$ 30,000.00	RB	3/22/2019	4/5/2019	4/15/2019	5/15/2019	6/10/2019	6/19/2019	7/5/2019	7/10/2019	N/A	6/7/2020	6/12/2020
UPDATE																		
ACTUAL																		
SUB-TOTAL					\$	35,820.00												

Prepared by: [Signature]
J. Diabeno Nasih
Procurement Manager

Date: 08-06-19

Approved by: [Signature]

Harris F. Tarnue Esq./Chairman
Procurement Committee

Date: 8/26/19

08/26/19
August 17, 2019

Provisional
8/123/19
Provisional



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



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BASIC DATA							IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BID SINCE ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOO/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCEMENT (ANTICIPATION)	DELIVERY/INSPECTION/COMPLETION	ACTUAL COST & FINANCIAL PAYMENT
PLAN	3	IFB NO: BWI/SBA/NCB /001/19/20	CLEANING MATERIALS	G4773	Assorted	\$48,000.00	NCB	4/30/2019	5/13/2019	5/21/2019	6/14/2019	7/16/2019	7/25/2019	8/1/2019	8/8/2019	NA	6/7/2020	6/12/20
UPDATE																		
ACTUAL																		
PLAN	4	IFB NO: BWI/SBA/RB/O 02/19/20	PETROLEUM PRODUCTS	G4661	53,897 GALLONS	\$ 189,720.00	RB	3/22/2019	4/5/2019	4/15/2019	5/15/2019	6/24/2019	7/3/2019	7/12/2019	7/18/2019	NA	6/7/2020	6/12/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$237,720.00												

Prepared by: J. Diarmeno Nasih Date: 08-06-19

Procurement Manager

Approved by: Harris F. Arnue Esq./Chairman Date: 8/06/19

Procurement Committee

08/06/19
08/23/19

Provisional



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



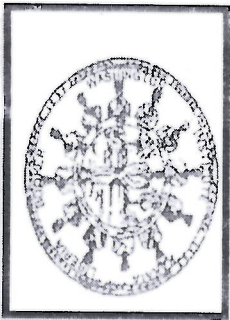
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BASIC DATA							IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILITY)	DELIVERY, INSPECTION & ACCEPTANCE	DELIVERY, INSPECTION & ACCEPTANCE	DELIVERY, INSPECTION & ACCEPTANCE
PLAN 5	IFB NO. BWI/SBA/RFP Q002/19/20	FABRICANTS	G4661	Assorted	\$ 8,400.00	RFQ	4/27/2019	5/13/2019	5/18/2019	5/27/2019	6/12/2019	6/22/2019	6/30/2019	7/12/2019	N/A	6/5/2020	6/15/2020	
UPDATE																		
ACTUAL																		
PLAN 6	IFB NO. BWI/SBA/NCB /002/19/20	TEACHING MATERIALS	G4761	ASSORTED	\$ 81,991.00	NCB	4/30/2019	5/13/2019	5/21/2019	5/30/2019	6/28/2019	7/5/2019	7/12/2019	7/19/2019	N/A	6/7/2020	6/14/2020	
UPDATE																		
ACTUAL																		
SUB-TOTAL				\$	90,391.00													
GRAND TOTAL				\$	363,931.00													

Prepared by: J. Diameno Nash Date: 08-06-19
Procurement Manager

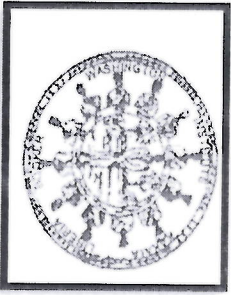
Approved by: Morris F. Tammue Esq./Chairman Date: 8/16/19
Procurement Committee

08/19/2019

8/16/2019
8/23/19



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



Item NO.	Contract package Code	Contract Package	Content of Contract Package
1	IFB NO. BWI/SBA/RFQ/001/19/20	SCRATCH CARDS	This contract package is intended to procure scratch cards for internal and external communication and data for various offices. It is drawn from the budget line Telecommunication, Internet. (US\$5,820.00) A. Scratch cards B. Scratch cards
2	IFB NO. BWI/SBA/RB/001/19/20	PERSONNEL INSURANCE	This contract package is intended to under write the cost of insuring employees of the institution. This contract package is drawn from the budget line Personnel Insurance in the tone of (US\$30,000.00)
3	IFB NO. BWI/SBA/NCB/001/19/20	CLEANING MATERIALS	The institution/BWI will use this contract package to procure the followings items for cleaning of offices, bathrooms, classrooms and laboratories dettol, vim, tide soap, Chloral, Mops, Caustic soda, Air freshener, Soft brooms, Hard brooms. It is drawn from the budget line Cleaning Materials and Service in the tone of (US\$48,000.00).
4	IFB NO. BWI/SBA/RB/002/19/20	PETROLEUM PRODUCTS	This contract package is intended to procure fuel for the following items for smooth running of the institution' vehicles and generators in the tone of (US\$ 189,720.00). It is drawn from the budget lines Fuel and Lubricants Vehicles and Fuel and Lubricants Generators.
5	IFB NO. BWI/SBA/RFQ/002/19/20	LUBRICANTS	This contract package is intended to procure Lubricants for the following items for smooth running of the institution' vehicles and generators in the tone of (US\$8,400.00). It is drawn from the budget lines Fuel and Lubricants Vehicles and Fuel and Lubricants Generators.

Added
August 19, 2019

RR/agb-kub Howard
08/28/19

BWI/SBA/NCB/002/19/20

Automotive Department:

- | | |
|---|------------------------------------|
| a. Storage battery (100Amp, 12V--3pcs | e. Valve spring compressor-----3 p |
| l. Master tool box--4 | |
| b. Battery charger(HD)-----4 pcs | f. Work bench-- 4 pcs |
| tons--1 | j. Chain hoist(5 |
| c. Air compressor-----2 pcs , g. Diesel nuzzles calibrator-----1 pc | K. ignition switch |
| -3pcs | |
| d. Hydraulic floor jack----- 3 pcs | h. Gear puller----- 3 pcs |
| Starter----- 2 pcs | |

Machinery Department:

- a. Index center-milling Machine-----2 pcs
- b. Pedestrian & portable grinding machine-1pc
- c. Tap & die set-----1 set
- d. assorted files-----10pcs
- e. Pipes cutter-----1 pc

Business Education Department(Accounting & Secretarial Science)

- | | |
|--------------------------------------|--------------------------------|
| a. Electronic type writer-----20 pcs | d. yellow pads-----4 dzs |
| Photocopier-----2pcs | |
| b. A4 sheets-----15 cartoons | e. Note pad-----5 dzs |
| pens-----10 pks | h. Assorted pens-----10 pks |
| c. Postal sheet-----5 reams | f. 8 Column worksheet---20 pcs |
| Manila folders-----4dzs | |

Domestic Science department: (Tailoring, Cosmetology, Pastry , Hotel manager and cooking)

Chloe
August 18, 2019

K. J. Agrestano
 08/02/19

- a. Stand dryer--3pcs
- b. Electric pressing combs---5pcs
- c. Dressing mirror---5pcs
- d. Clipping irons-----10 pcs
- e. Rice (25kg)-----20 bgs
- f. Tubs-----6pcs
- g. Dishing spoons-----10 pcs
- E. Electronic cutting Scissors--2 pcs
- f. Bobbin cases--3 pcs
- g. Ironing board----4pcs
- h. Tape lines----5pcs
- i. Cake mixers-----6pcs
- Wheat flour--20 bags
- Butter- 40 Bkts
- Argo oil-- 40tins
- Baking pan----7 pcs

General Building Trades Department :(Carpentry, Masonry and Plumbing shops)

- a. Assorted Timbers-----100pcs
- b. Zincs-----5 bundles
- c. Assorted nails-----10 cartoons
- d. Wood glue-----20 cans
- e. Commodes-----5set
- f. Pvc pipes-----20 pcs
- g. Face basin-----5 pcs
- h. Faucets-----15 pcs
- i. vanish-----10 cans
- j. Tape lines-----10 pcs
- k. Tape rule-----5 pcs
- l. Plywood-----20 pcs

Drafting Section

- a. Tracing papers--3 reams
- b. Drawing pens---5 pks
- c. Work board-----10 pcs
- d. Triangle-----10 pcs
- e. Assorted postal sheets--3 reams
- f. HB pencils---5pks
- g. Rulers-----3pks
- h. Printers-----2 pcs
- i. Desk tc computer- 1pc
- k. Surveying instrument-----1 pc

Electronics Department:

- a. Soldering iron---15 pcs
- b. Solders---20 pcs
- c. Pliers---20 pcs
- d. Claw hammer---5pcs
- e. Screw drivers-10 pcs
- f. Philip--10 pcs
- g. Soldering lead-----12 pcs
- h. Desk top computer---10 pcs
- i. Mouse---10 pcs

Electrical Department:

- a. Vibration meters-----35 pcs
- b. Battery chargers-----10 pcs
- c. Car battery-----3 pcs
- f. Watt checker-----10 pcs
- g. Digital tachometer-----10 pcs
- i. Water proof suspension wires—15 pc

2025
August 192025

J. Magbestkuro
08/23/19

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Date: 08-06-19

Approved by:

Marris Pomba Tarnue, Esq.
Principal & CEO/Chairman
Procurement Committee

Date _____

28/9/19

Related Subject Department:

- d. Millimeters'-----10 pcs j. Safety helmet-----20 pcs
- e. Ladders-----5 pcs k. Metallic trap for grounding-----20 pcs
- Related Subject Department:**
- a. Laboratory Supplies, for Biology, Chemistry and Physics Lab.

ATB
August 18, 2015

Approved

Kilgus
08/23/19