

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/0464/'19

August 23, 2019

Hon. George B. Kpennie, Sr.

**DIRECTOR**

Kakata Rural Teacher Training Institute  
Republic of Liberia

Dear Hon. Kpennie:

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 Kakata Rural Teacher Training Institute SBA, and Non SBA 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 KRTTI'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**

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

**KAKATA RURAL TEACHER TRAINING INSTITUTE**  
**PROCUREMENT PLAN (SBA)**  
**Source of Funding: GOL**  
**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	A-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 (SUBSTANTIATION COMPLETION)	ACCEPTANCE & FIN. PAYME
PLANNED	1	IFB No: KRTTI /SBA/ RFQ/001/2019/2020	Scratch Cards	I-6190	200 PCS	\$1000.00	RFQ	7/13/2019	7/20/2019	7/27/2019	8/9/2019	8/16/2019	8/23/2019	8/31/2019	9/7/2019	N/A	6/15/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No: KRTTI /SBA/RFQ/002/2019/2020	Vehicle Rental	H-4922	3	\$1,899.00	RFQ	7/13/2019	7/20/2019	7/27/2019	8/9/2019	8/16/2019	8/23/2019	8/31/2019	9/7/2019	N/A	6/15/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No:KRTTI /SAB/RB/001 2019/2020	Petroleum Product(diesel & gasoline)	G-4661	7,515.7 Gal @ 3.75	\$28,184.00	RB	7/14/2019	7/17/2019	7/27/2019	8/3/2019	9/4/2019	9/8/2019	9/14/2019	9/29/2019	N/A	6/15/2020	6/30/2020
UPDATE																		
ACTUAL																		
SUB TOTAL						\$31,083.00												

Prepared By: \_\_\_\_\_

Procurement Director/ Manager

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

Head of Entity/Chairman Proc. Committee

Date: \_\_\_\_\_

August 19, 2019

Uteboke August 19, 2019

Provisional

KAKATA RURAL TEACHER TRAINING INSTITUTE  
PROCUREMENT PLAN (SBA)  
Source Funding: GOL  
Fiscal Year: 2019/2020

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 Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	ION & 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	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	4	IFB No: KR/TTI /SBA/RFQ /003/201 9/2020	Building Materials	G-4663	Assorted	\$1,200.00	RFQ	7/13/2019	7/20/2010	7/27/2019	8/9/2019	8/16/2019	8/28/2019	8/31/2019	9/7/2019	N/A	6/15/2020	6/30/2020		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No :KR/TTI /SBA/RFQ /004 /2019/20 20	Vehicle Spare Parts	G-4530	Assorted	\$3,500.00	RFQ	7/13/2019	7/20/2019	7/27/2019	8/9/2019	8/16/2019	8/23/2019	8/31/2019	9/7/2019	N/A	6/15/2020	6/30/2020		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No: KR/TTI SBA/NCB/ 001/2019 /2020	Cleaning Materials	G-4776	Assorted	\$14,720.00	NCB	7/4/2019	7/17/2019	7/27/2019	8/3/2019	9/4/2019	9/8/2019	9/14/2019	9/29/2019	N/A	6/15/2020	6/30/2020		
UPDATE																				
ACTUAL																				
SUB. TOTAL						\$19,420.00														

(SBA) TOTAL \$50,503.00

Prepared by:

*Alfred August 19, 2019*  
Procurement Director/ Manager

Approved by:

*[Signature]*  
Head of Entity/Chairmen Proc. Committee

Date:

*August 19, 2019*

*Provs.*



**KAKATA RURAL TEACHER TRAINING INSTITUTE**  
**NOTE TO PROCUREMENT PLAN – 2019/2020**  
**Budget period / Fiscal year: 2019/2020**

Items	Contract Code	Contract Packages	Description
1.	IFB No: KR TT/SBA/RFQ/001 /2019/2020	Scratch Cards	This contract package is funded from the budget line telecommunication, internet, postage and courier which is intended to purchase scratch cards for use by the entity. The amount of 200 pieces will constitute both Cell -com and Lone star.
2.	IFB No: KR TT/SBA/RFQ/002 /2019/2020	Vehicle Rental	This contract package is funded from the budget line domestic means of travel which is intended to ren vehicles for use by the entity.
3.	IFB No-KR TT/SBA/RB/001/20 19/2020	Petroleum Products( diesel & gasoline)	This contract package is funded from the budget line fuel and lubricants vehicles and generators which is intended to procure the amount of 7,515.7( seven thousand five hundred fifteen point seven gallons worth of gasoline and fuel for the entity at the rate of 3.75 cents.
4.	IFB No: KR TT/SBA/RFQ/004/2019/2020	Spare parts	This contract package is funded from the budget line repair and maintenance vehicles which is intended to procure the following Spare Parts for vehicle which include: (filters, tires, batteries, etc.)
5.	IFB No: KR TT /SBA/RFQ/003/2019/2020	Repair and maintenance –civil	This contract package is funded from the budget line Repair and maintenance -civil which is intended for repair work on four (4) building on the entity facilitates.
6	IFB No KR TT/SBA/NCB/001/2019/2020	Cleaning Materials	This contract package is funded from the budget line cleaning materials and service which is intended to purchase the following items: Clorox-20ctns, Deitol-15ctns, Washing Soap-100ctns. Tide Soap-50ctns , Tissue-40sacks ,Spry Gone -10ctns Air Freshner -5ctns,etc.
7.	IFB No KR TT/NCB/002/2019/2020	Stationery	This contract package is funded from the budget line Stationery which is intended to purchase the following items : A-4 Paper, paper clip, legal sheet, folders, staples pins, staple clips, etc.
8.	IFB No KR TT/RFQ/005/2019/2020	Drugs & Medical Consumables	This contract package is funded from the budget line Drugs & Medical Consumables which is intended to purchase the following items : Aspirin (300mg) -1320ctns, Doxycycline (100mg)-500ctns , Erythromycin (250mg) -75ctns Ibuprofen (200mg)-50ctns, Quinine (300mg)-25ctns ,Flagyl (250mg) -100ctns, B. P. Cuff 25p/cs.
9.	IFB No: KR TT/NCB/003/2019/2020	Food Items	This contract package is funded from the budget line food and catering service which is intended to purchase food related items for feeding of students on the campus.

Signature \_\_\_\_\_  
Procurement Division

Approved: \_\_\_\_\_  
Chairmen, Procurement Committee

Date: August 19, 2019  
Date: August 19, 2019