



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/449/21**

October 20, 2021

Mr. Martin L. Poquie  
**DIRECTOR**  
Webbo Rural Teacher Training Institute  
Republic of Liberia

Dear Mr. Poquie:

Subject: **PROVISIONAL APPROVAL OF WEBBO's DRAFT PROCUREMENT PLAN (SBA CORE BUDGET FOR FISCAL YEAR 2021.**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for WEBBO Rural Teacher Training Institute SBA Core Budget Procurement Plan for Fiscal Year 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 culminated in **framework agreements** for 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>.

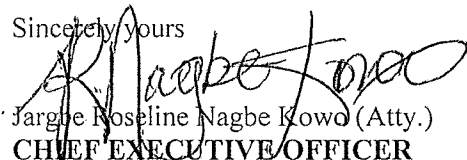
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for WEBBO's allocation in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

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.

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**

Webbo Rural Teacher Training Institute (WRTTI)  
Draft Procurement Plan (SBA Core Budget)  
Source of Funding: 2021 Special Budget  
Budget Period/Special Budget: July 1, 2021 - December 30, 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONT. PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENTS	PC APPROVAL - BID DOC/TECH SPECS	BID INVATION & RELEASE OF BID DOC.	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION PROPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARK
PLAN	1/001/SB-2021	Petroleum	G4661	2,605gallons	9,900.00	RFQ	6/7/2021	6/14/2021	6/21/2021	10/22/2021	11/4/2021	11/10/2021	11/16/2021	11/22/2021	N/A		12/15/2021	12/30/2021
UPDATE																		
ACTUAL																		
PLAN	IFB No. WRTTI/SBA/RFQ	Cleaning Materials	G4773	Assorted	3,000.00	RFQ	6/7/2021	6/14/2021	6/21/2021	10/25/2021	11/8/2021	11/15/2021	11/22/2021	11/30/2021	N/A		12/15/2021	12/30/2021
UPDATE																		
ACTUAL																		
PLAN	IFB No. WRTTI/SBA/RFQ	Drug & Medical Consumables	G4772	Assorted	2,115.00	RFQ	7/1/2021	7/7/2021	7/13/2021	10/22/2021	11/4/2021	11/10/2021	11/16/2021	11/22/2021	N/A		12/15/2021	12/30/2021
UPDATE																		
ACTUAL																		
PLAN	IFB No. WRTTI/SBA/RFQ	Spare parts for Vehicle	G4530	Assorted	4,000.00	RFQ	6/2/2021	6/7/2021	6/14/2021	10/25/2021	11/18/2021	11/15/2021	11/22/2021	11/30/2021	N/A		12/15/2021	12/30/2021
UPDATE																		
ACTUAL																		
PLAN	IFB No. WRTTI/SBA/RFQ	Stationery	G4761	Assorted	4,000.00	RFQ	7/1/2021	7/7/2021	7/13/2021	10/22/2021	10/4/2021	11/10/2021	11/16/2021	11/22/2021	N/A		12/15/2021	12/30/2021
UPDATE																		
ACTUAL																		
Sub Total					23,015.00													

Signed: Jeremiah B. M. Tarty  
Procurement Officer/WRTTI

Date:

October 19, 2021

Approved

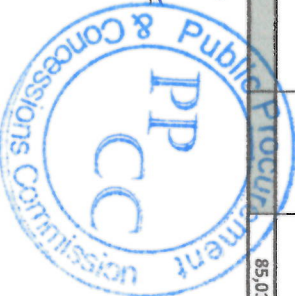
Martin E. Roquie  
Director / WRTTI



Webbo Rural Teacher Training Institute (WRTTI)  
 Draft Procurement Plan (SBA Core Budget)  
 Source of Funding: 2021 Special Budget  
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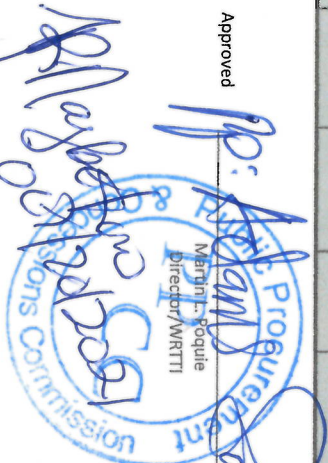
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
BASIC DATA								IMPLEMENTATION DATES												
	ITEM NO.	PACKAGE NUMBER (CODE)	CONT. PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/REQ/ DRAWINGS	PREP. OF BID DOCUMENTS	PC APPROVAL - BID DOC/TECH SPECS	BID INVATION & 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 (COMPLETION)	AGREEMENT & FINAL PAYMENT	REMARKS	
PLAN		IFB No. WRTTI/SBA/NCB 6 /001/SB-2021	Food Items	G4630	Assorted	54,000.00	NCB	9/1/2021	9/7/2021	9/13/2021	10/22/2021	11/22/2021	12/6/2021	12/13/2021	12/20/2021	N/A		12/21/2021	12/30/2021	
UPDATE																				
ACTUAL																				
PLAN		IFB No. WRTTI/SBA/RFQ 7 /006/SB-2021	Educational materials	G4761	Assorted	5,000.00	RFQ	9/1/2021	9/7/2021	9/13/2021	10/25/2021	11/8/2021	11/15/2021	11/22/2021	11/30/2021	N/A		12/15/2021	12/29/2021	
UPDATE																				
ACTUAL																				
PLAN		IFB No. WRTTI/SBA/RFQ 8 /007/SB-2021	Building Materials	G4663	Assorted	3,000.00	RFQ	9/1/2021	9/7/2021	9/13/2021	10/22/2021	11/4/2021	11/10/2021	11/16/2021	11/22/2021	N/A		12/15/2021	12/29/2021	
UPDATE																				
ACTUAL																				
Total		GRAND TOTAL:				85,015.00														

Signed:   
 Jeremiah M. Tarty  
 Procurement Officer/WRTTI



Date: *October 19, 2021*


Approved:   
 Martin A. Poquie  
 Director/WRTTI






**Webbo Rural Teacher Training Institute (WRTTI)**  
**Explanatory Note to Procurement Plan (SBA Core Budget)**  
**Special Budget 2021**

No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. WRTTI/SBA/RFO/001/2020/2021	Petroleum products	This contract package is intended to procure 2605 gallons of fuel @\$3.80 per gallon for WRTTI's vehicles and generators
2	IFB No. WRTTI/SBA/RFO/002/2020/2021	Cleaning Materials and Service	This contract is intended to procure the following items: soaps, brushes, tide soaps, towels, tissues, mops, brooms, etc.
3	IFB No. WRTTI/SBA/RFO/003/2020/2021	Drugs and Medical Consumables	This contract package is intended to procure assorted drugs and other medical supplies for WRTTI clinic such as paracetamol, aspirin, and other first aid materials, etc.
4	IFB No. WRTTI/SBA/RFO/004/2020/2021	Spare Parts for Vehicle	This contract package is intended to procure spare parts for WRTTI vehicle types, bearing, battery, priming pumps, pump butt, break shoes, break pads, etc This contract package will be funded from the line item: Repair and Maintenance - Vehicle
5	IFB No. WRTTI/SBA/RFO/005/2020/2021	Stationery	This contract package is intended to procure assorted stationery items for administrative and academic use: sheets, cartridges, photo copiers, printers, ledgers, chalks,, glue, marker, pen, folders, staplers, staple pins, pencils, punch, ruler, poster sheets, glue, tapes, etc.
6	IFB No. WRTTI/SBA/RFO/006/2020/2021	Educational Materials	This contract package is intended to procure development and printing of assorted educational materials for academic purpose. Training modules/booklets: foundation, child development, pedagogy, teaching content, teacher plan book, teacher roll book, copy books, poster sheets, etc.
7	IFB No. WRTTI/SBA/RFO/007/2020/2021	Building Materials	This contract package is intended to procure building materials: cement, electric wire, light bulbs. Various types of planks, nails, zinc, doors, door frames, tiles, sockets, sand, etc. This contract package is funded from the line item: Repair and maintenance - Civil.

Signed:   
Jeremiah P. W. Tarty  
Procurement Officer/WRTTI

Date October 13, 2021




Approved:   
Martin L. Poquie  
Director/WRTTI



**Webbo Rural Teacher Training Institute (WRTTI)**  
**Explanatory Note to Procurement Plan (SBA Core Budget)**  
**Special Budget 2021**

No	Contract Package Code	Contract Package	Content of Contract Package
			This contract package is intended to procure assorted food and catering items for trainees and trainers on campus such as rice, sardines, oil, sugar, baking powder, margarine, cornmeal, salt, canned mackerel, fish, egg, mampou, flour, cornmeal, cewamy wheat, cocoa dust, powder milk, quaker oats, onion, vita, yeast, froozen chicken, mayonnaise, black pepper, season all, smoked fish, canned beef, boneless meat, etc. This will be funded from the line item: Food and Catering Services. 10,989.00 USD from this line will be used to purchase local food items
1	IFB No. WRTTI/NCB/001/2020/2021	Food Items	

Signed:  October 13, 2021  
Jeremiah D. W. Tarty  
Procurement Officer/WRTTI  
Date

Approved:   
Martin L. Poquie  
Director/WRTTI





Webbo Rural Teacher Training Institute (WRTTI)  
Special Budget with Spending Plan Details (July 2021 - December 2021)

32701 - Administration and Management		Spending Plan Projections - Special Budget						
No.	Category	Total Spending Plan	July	August	September	October	November	December
1	Basic Salary - Civil Service	136,054.50	22,675.75	22,675.75	22,675.75	22,675.75	22,675.75	22,675.75
2	Fuel and Lubricants - Vehicles	4,000.00	600.00	600.00	600.00	1,000.00	1,200.00	-
3	Fuel and Lubricants - Generator	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	-
4	Repair and Maintenance - Civil	4,000.00	-	1,000.00	1,000.00	-	2,000.00	-
5	Repairs and Maintenance - Vehicle	4,000.00	-	-	2,000.00	-	2,000.00	-
6	Cleaning Materials and service	4,000.00	-	2,000.00	-	-	2,000.00	-
7	Stationery	4,000.00	-	-	2,000.00	-	2,000.00	-
8	Drugs and Medical Consumables	5,000.00	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
9	Educational Materials and Supplies	6,000.00	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00	-
10	Food and Catering Services	80,000.00	13,000.00	13,000.00	13,000.00	14,000.00	13,000.00	14,000.00
Total		252,054.50	38,275.75	42,275.75	44,275.75	40,675.75	48,875.75	37,675.75

Signed: P. Jeremiah D.W. Tarty  
Gueve P. Dean  
Business Manager/WRTTI

Approved: P. Adams Garner  
Martin L. Poquie  
Director/WRTTI

