

Office of the Director

REPUBLIC OF LIBERIA

WEBBO RURAL TEACHER TRAINING INSTITUTE

Konowroken City, Webbo Statutory District

River Gee County

Tel.: 0886569016 / 0775684496 / 0770682453



December 5, 2022

Atty. Jarbeh Roseline Nagbe-Kowo
Executive Director
Public Procurement & Concession Commission
Executive Mansion Ground
Monrovia, Liberia

Received:
Theophilus S.B. Kollie
December 12, 2022
Time: 12:22 pm

Dear Atty. Nagbe-Kowo:

Please accept our sincere compliments and best wishes. We are pleased to make final submission of our procurement plan package for the calendar year 2022 for your approval. The package contains the Core Budget Plan, the SBA Plan, the Spending Plan and the Explanatory Notes to the plan.

The WRTTI appreciates the major role played by the Public Procurement and Concessions Commission (PPCC) in enhancing trust and accountability in the public financial management of our country.

Thanks and appreciation for your continuous supports and guidance.

Sincerely yours,

Martin L. Poquie

DIRECTOR/WRTTI

Cc: File





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/707/'22

December 15, 2022

Hon. Martin L. Poquoi

CHAIRPERSON

Webbo Rural Teacher Training Institute

Republic of Liberia

Dear Hon. Poquoi:

Subject: RECEIPT AND FINAL APPROVAL OF THE WEBBO RURAL TEACHER TRAINING INSTITUTE FINAL SBA PROCUREMENT PLAN YFOR FISCAL YEAR 2022.

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the WRTTI's Final SBA Procurement Plans for Fiscal Year 2022 in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the WRTTI that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated processes.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall on a quarterly basis and whenever it becomes necessary review and update its Procurement Plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission 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.

Sincerely yours,


Japheth N. Nagbe Kwo (Atty).
CHIEF EXECUTIVE OFFICER

Procurement Plan (SBA)

Source of Funding: 2022 National Budget

Calendar Year: January 1, 2022, December 30, 2022

[illegible]

Intelli

Dec: 12, 2022

Approved:

Jeremiah D. W. Tarty

Procurement Officer/ WRTTI

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Approved:

Martin L. Poquie

Director/WRTTI

Webbo Rural Teacher Training Institute (WRTTI)
Procurement Plan (SBA)
Source of Funding: 2022 National Budget
Calendar Year: January 1, 2022, December 30, 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	ITE M 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 DOCTECH SPECS	ELD INVATION OF RELEASE DOC.	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL- BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION, (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLAN	6	IFB NO. WRTTI/SBA/RF Q/006/2022	Educational Materials	G4761	Assorted	8000.00	RFQ	1/1/5/2022	1/22/2022	1/28/2022	2/3/2022	2/16/2022	2/22/2022	2/28/2022	3/7/2022	N/A	12/1/5/2022	12/30/2022	
UPDATE																			
ACTUAL																			
PLAN UPDATE	7	IFB NO. WRTTI/SBA/RF Q/007/2022	Building Materials	G4663	Assorted	4000.00	RFQ	2/11/2022	2/19/2022	2/25/2022	3/3/2022	3/16/2022	3/22/2022	3/28/2022	4/4/2022	N/A	12/1/5/2022	12/30/2022	
ACTUAL																			
PLAN	8	IFB NO. WRTTI/SBA/RF Q/001/2022	Food Stuff	G4630	Assorted	133,000.00	NCB	1/5/2022	1/11/2022	1/18/2022	1/24/2022	2/24/2022	3/9/2022	3/16/2022	3/22/2022	N/A	12/1/5/2022	12/30/2022	
UPDATE																			
ACTUAL						145,000.00													
Total		GRAND TOTAL				170,029.00													

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

Date: Dec 12, 2022

Approved:

Martin L. Poque
Director/WRTTI



Webbo Rural Teacher Training Institute (WRTTI)
Explanatory Note to Procurement Plan (SBA)
Calendar Year 2022

No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. WRTTI/SBA/RFQ/001/2022	Petroleum products	This contract package is intended to procure fuel of WRTTI's vehicles and generators
2	IFB NO. WRTTI/SBA/RFQ/002/2022	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/RFQ/003/2022	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/RFQ/004/2022	Spare Parts for Vehicle	This contract package is intended to procure spare parts for WRTTI vehicles: Tyres, bearings, battery, priming pumps, pump, butt, break shoes, breakpads, etc. this contract package will be funded from the line item: Repair and Maintenance – Vehicle.
5	IFB NO WRTTI/SBA/RFQ/005/2022	Stationery	This contract package is intended to procure assorted stationery items for administrative and academic use: sheets, catridges, 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/RFQ/006/2022	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/RFQ/007/2022	Building Materials	This contract package is intended to procure building materials: cement, electric wire, light bulbs. Various types of planks, nails, zinc, doors, frames, tiles, sockets, sand, etc. This contract package is funded from the line item: Repair and maintenance- Civil.
8	IFB NO WRTTI/SBA/NCB/001/2022	Food Stuff	This contract package is intended to procure assorted food and catering items for trainees and trainers on campus, such as rice, sardine, oil, sugar, baking powder, margarine, corn meal, salt, canned mackerel, fish, eggs, manpo, flour, creamy wheat, cocodust, powder milk, Quaker oats, onion, vita, yeast, frozen chicken, mayonnaise, lipton tea, blackpepper, season All, smoke first boneless meat, etc. This will be founded from the line item: Food and catering services. Twelve thousand seven hundred USD from this will be used to purchase local food items.

Signed: _____

Jeremiah D. W. Party
Procurement Officer/ WRTTI

Date: _____

Dec 12, 2022

Approved: _____

Martin I. Poquie
Director/ WRTTI

Webbo Rural Teacher Training Institute (WRTTI)
 Spending Plan Details (CY-2022)

32701 - Administration and Management			Spending Plan Projections												
No.	Category	CY 2022 Original Budget	Total Spending Plan	January	February	March	April	May	June	July	August	September	October	November	Decemb
2	Fuel and Lubricants - Vehicles	4,000.00	4,000.00	500.00	500.00	500.00	500.00	500.00	-	1,000.00	500.00	-	-	-	-
3	Fuel and Lubricants – Generator	5,029.00	5,200.00	750.00	750.00	750.00	750.00	750.00	-	700.00	750.00	-	-	-	-
4	Repair and Maintenance–Civil	4,000.00	4,000.00	-	-	2,000.00	-	-	-	2,000.00	-	-	-	-	-
5	Repairs and Maintenance- Vehicle	4,000.00	4,000.00	-	-	-	2,000.00	-	2,000.00	-	-	-	-	-	-
6	Cleaning Materials and service	4,000.00	4,000.00	-	2,000.00	-	-	2,000.00	-	-	-	-	-	-	-
7	Stationery	4,000.00	4,000.00	-	-	2,000.00	-	-	2,000.00	-	-	-	-	-	-
8	Drugs and Medical Consumables	4,000.00	4,000.00	-	1,000.00	-	1,000.00	-	-	-	1,000.00	-	1,000.00	-	-
9	Educational Materials and Supplies	8,000.00	8,000.00	2,000.00	-	2,000.00	-	2,000.00	-	2,000.00	-	-	-	-	-
10	Food and Catering Services	133,000.00	133,000.00	11,000.00	11,343.00	11,000.00	11,657.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00
Total		170,029.00	170,200.00	14,250.00	15,593.00	18,250.00	15,907.00	16,250.00	15,000.00	16,700.00	13,250.00	11,000.00	12,000.00	11,000.00	11,000.00

Pass

Dec. 12, 2022

