



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/0931/'19

November 21, 2019

Hon. Martin L. Poquie

DIRECTOR

Webbo Rural Teacher Training Institute

Republic of Liberia

Dear Hon. Poquie:

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 Webbo Rural Teacher Training Institute SBA Procurement Plan 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>.

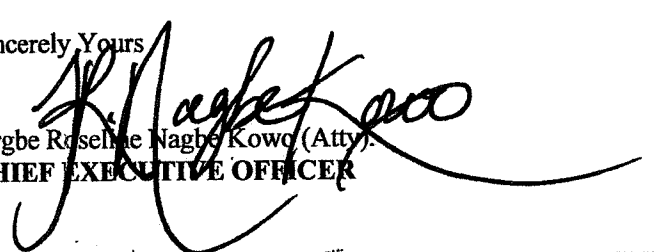
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for WRTTI's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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

Webbo Rural Teacher Training Institute (WRTTI)
Procurement Plan (SBA Core Budget)
Source of Funding: 2019-2020 National Budget
Budget Period/Fiscal Year: July 1, 2019 - June 30, 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)	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 PRPORT	PC APPROVAL- BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLAN		IFB No. WRTTI/SBA/RF Q/001/2019/2	Petroleum Products		2,421.00	9,200.00	RFQ	4/26/2019	5/2/2019	5/8/2019	5/14/2019	5/20/2019	5/27/2019	6/3/2019	6/10/2019	N/A		6/15/2020	6/29/2020	
UPDATE																				
ACTUAL																				
PLAN		IFB No. WRTTI/SBA/RF Q/002/2019/2	Cleaning Materials		Assorted	4,000.00	RFQ	4/17/2019	4/23/2019	4/30/2019	5/7/2019	5/21/2019	6/4/2019	6/11/2019	7/3/2019	N/A		6/15/2020	6/29/2020	
UPDATE																				
ACTUAL																				
PLAN		IFB No. WRTTI/SBA/RF Q/003/2019/2	Drug & Medical Consumables		Assorted	5,486.00	RFQ	4/17/2019	4/23/2019	4/30/2019	5/6/2019	5/20/2019	6/3/2019	6/10/2019	6/24/2019	N/A		6/15/2020	6/30/2020	
UPDATE																				
ACTUAL																				
PLAN		IFB No. WRTTI/SBA/RF Q/004/2019/2	Spare parts for Vehicle		Assorted	4,000.00	RFQ	4/26/2017	5/3/2019	5/10/2019	5/17/2019	5/24/2019	5/31/2019	6/7/2019	7/3/2019	N/A		6/15/2020	6/29/2020	
UPDATE																				
ACTUAL																				
PLAN		IFB No. WRTTI/SBA/RF Q/005/2019/2	Stationery		Assorted	4,000.00	RFQ	4/3/2019	4/10/2019	4/17/2019	5/24/2019	5/8/2019	5/22/2019	5/29/2019	7/12/2019	N/A		6/15/2020	6/29/2020	
UPDATE																				
ACTUAL																				
		Sub Total				26,686.00														

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

Date: 
Sept. 6, 2019

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Approved: 
Martin L. Poquie
Director/WRTTI

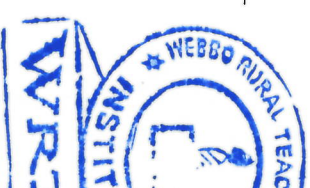

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Webbo Rural Teacher Training Institute (WRTTI)
 Procurement Plan (SBA Core Budget)
 Source of Funding: 2019-2020 National Budget
 Budget Period/Fiscal Year: July 1, 2019 - June 30, 2020

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)	CONT. PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOC/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	IFB No. WRTTI/SBA/RF Q/006/2019/2	Educational materials	G4761	Assorted	8,000.00	RFQ	4/3/2019	4/10/2019	4/17/2019	4/24/2019	5/8/2019	5/22/2019	5/29/2019	6/12/2019	N/A	6/14/2020	6/29/2020	
UPDATE																		
ACTUAL																		
PLAN	IFB No. WRTTI/SBA/RF Q/007/2019/2	Building Materials	G4663	Assorted	4,000.00	RFQ	4/26/2019	5/2/2019	5/8/2019	5/14/2019	5/20/2019	5/27/2019	6/3/2019	6/17/2019	N/A	6/14/2020	6/29/2020	
UPDATE					12,000.00													
ACTUAL																		
Total	GRAND TOTAL:				38,686.00													

Signed: *[Signature]*
 Jeremiah D. W. Tarty
 Procurement Officer/WRTTI
 Date: *Sept. 6, 2019*


Approved: *[Signature]*
 Martin L. Poquie
 Director/WRTTI



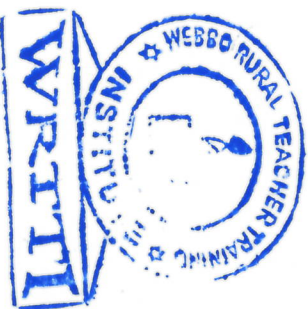
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Webbo Rural Teacher Training Institute (WRTTI)
Explanatory Note to Procurement Plan (SBA Core Budget)
Fiscal Year 2019/2020

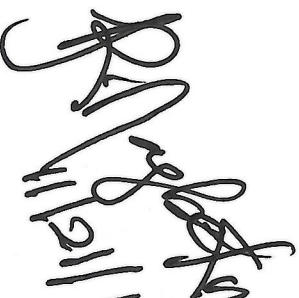
No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. WRTTI/SBA/RFQ/001/2019/2020	Petroleum products	This contract is intended to procure fuel WRTTI vehicles and generators
2	IFB No. WRTTI/SBA/RFQ/002/2019/2020	Cleaning Materials and Service	This contract is intended to procure the following items: soaps, brushes, tide soaps, towels, tissues, mops, tissue, broooms, etc.
3	IFB No. WRTTI/SBA/RFQ/003/2019/2020	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, ect.
4	IFB No. WRTTI/SBA/RFQ/004/2019/2020	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, break pads, etc This contracr package will be funded from the line item: Repair and Maintenance - Vehicle
5	IFB No. WRTTI/SBA/RFQ/005/2019/2020	Stationery	This contract package is intended to procure assorted stationery items for administrative and academi use: sheets, cartridges, photo copiers, printers, ledgers, chalks,, glue, marker, pen, folders, stapliers, stiple pins, pencils, punch, ruler, poster sheets, glue, tapes, etc.
6	IFB No. WRTTI/SBA/RFQ/006/2019/2020	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, ect.
7	IFB No. WRTTI/SBA/RFQ/007/2019/2020	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, sockes, sand, etc. This contract package is funded from the line item: Repair and maintenance - Civil.

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

 Date
Sept 6, 2019
ASU, 24, 2019



Approved: 
Martin L. Poquie
Director/WRTTI


11/21/11