



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/046/'23

January 25, 2023

Hon. Martin L. Poquie
WEBBO Rural Teacher Training Institute
River Gee County
Republic of Liberia

Dear Hon. Poquie:

Subject: **PROVISIONAL APPROVAL OF THE WEBBO RURAL TEACHER TRAINING INSTITUTE
PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the WEBBO Rural Teacher Training Institute Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at **<http://ppcc.gov.lr/vr/index.php/documents>**.

Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details bud get for the WEBBO's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

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


Yours sincerely,


Janine Roseline Naebe Rowe (Atty.)
CHIEF EXECUTIVE OFFICER

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

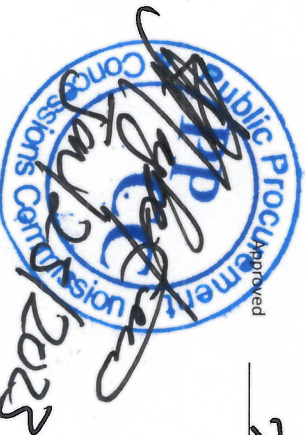
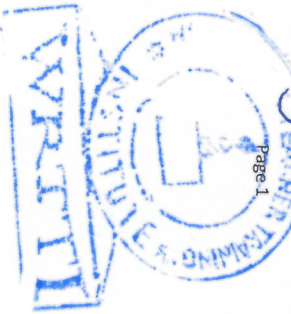
Webbo Rural Teacher Training Institute (WRTTI)
Procurement Plan (SBA Core Budget)
Source of Funding: 2023 National Budget
Budget Period/Fiscal Year: January 1, 2023 - December 31, 2023

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	BASIC DATA								IMPLEMENTATION DATES										
		IFB No. WRTTI/SBA/RF 1 Q/001/2023	Petroleum Products	G4661	1,527.75	9,029.00	RFQ	1/3/2023	1/9/2023	1/16/2023	1/27/2023	2/12/2023	2/8/2023	2/14/2023	2/20/2023	N/A	12/15/2023	12/30/2023	
PLAN																			
UPDATE																			
ACTUAL																			
		IFB No. WRTTI/SBA/RF 2 Q/002/2023	Cleaning Materials	G4773	Assorted	4,000.00	RFQ	2/22/2023	2/28/2023	3/9/2023	3/16/2023	3/23/2023	3/30/2023	4/6/2023	6/12/2023	N/A	12/15/2023	12/30/2023	
PLAN																			
UPDATE																			
ACTUAL																			
		IFB No. WRTTI/SBA/RF 3 Q/003/2023	Drug & Medical Consumables	G4772	Assorted	4,000.00	RFQ	2/13/2023	2/20/2023	2/27/2023	3/6/2023	3/13/2023	3/20/2023	3/27/2023	4/30/2023	N/A	12/15/2023	12/30/2023	
PLAN																			
UPDATE																			
ACTUAL																			
		IFB No. WRTTI/SBA/RF 4 Q/004/2023	Spare parts for Vehicle	G4530	Assorted	4,000.00	RFQ	2/22/2023	2/28/2023	3/9/2023	3/16/2023	3/23/2023	3/30/2023	4/6/2023	6/12/2023	N/A	12/15/2023	12/30/2023	
PLAN																			
UPDATE																			
ACTUAL																			
		IFB No. WRTTI/SBA/RF 5 Q/005/2023	Stationery	G4761	Assorted	4,000.00	RFQ	1/3/2023	1/9/2023	1/16/2023	1/27/2023	2/12/2023	2/8/2023	2/14/2023	2/20/2023	N/A	12/15/2023	12/30/2023	
PLAN																			
UPDATE																			
ACTUAL																			
		Sub Total				25,029.00													

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


Date: January 10, 2023

Approved: 
Marti L. Poquie
Director/WRTTI



Webbo Rural Teacher Training Institute (WRTTI)
Procurement Plan (SBA Core Budget)
Source of Funding: 2023 National Budget
Budget Period/Fiscal Year: January 1, 2023 - December 31, 2023

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)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENTS	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 (MOBILIZAT ION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMAR
PLAN	IFB No. WRTTI/SBA/RF 6 Q/006/2023	Educational materials	G4761	Assorted	8,000.00	RFQ	2/22/2023	2/28/2023	3/9/2023	3/16/2023	3/23/2023	3/30/2023	4/6/2023	6/12/2023	N/A	12/15/2023	12/30/2023	
UPDATE	Sub Total				8,000.00													
ACTUAL																		
Total	GRAND TOTAL:				33,029.00													

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

Date: January 10, 2023


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Approved: 
Martin L. Poquie
Director/WRTTI



Webbo Rural Teacher Training Institute (WRTTI)
Explanatory Note to Procurement Plan (SBA Core Budget)
Fiscal Year 2023

No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. WRTTI/SBA/RFO/001/2023	Petroleum products	This contract is intended to procure fuel WRTTI vehicles and generators
2	IFB No. WRTTI/SBA/RFO/2023	Cleaning Materials and Service	This contract is intended to procure the following items: soaps, brushes, tide soaps, towels, tissues, mops, tissue, brooms, etc.
3	IFB No. WRTTI/SBA/RFO/003/2023	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/RFO/004/2023	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/RFO/005/2023	Stationery	This contract package is intended to procure assorted stationery items for administrative and academi use: sheets, catridges, photo copiers, printers, ledgers, chalks,, glue, marker, pen, folders, stipliers, stiple pins, pencils, punch, ruler, poster sheets, glue, tapes, etc.
6	IFB No. WRTTI/SBA/RFO/006/2023	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.

Signed: 
Jeremiah D. W. Tarty
Procurement Officer/WRTTI
Date January 16, 2023



Approved: 
Martin L. Poquie
Director/WRTTI




Jan/25/2023

Webbo Rural Teacher Training Institute (WRTTI)
Procurement Plan (Core Budget)
Source of Funding: FY 2023 National Budget
Budget Period/Fiscal Year: January 1, 2023 - December 31, 2023

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 (CODES)	QTY	ESTIMATED COST (USD)	PROCUREMENT 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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTAN CE & FINAL PAYMENT	REMARKS	
PLAN		IFB No. WRTTI/NCB/	Food Items	64911 64630	Assorted	133,000.00	NCB	12/23/2022	12/30/2022	1/6/2023	1/13/2023	2/13/2023	2/27/2023	3/6/2023	3/30/2023	N/A		12/15/2023	12/30/2023	
UPDATE																				
ACTUAL																				
		IFB No. WRTTI/CB/R	Building Materials	G4663	Assorted	4,000.00	RFQ	2/13/2023	2/20/2023	2/27/2023	3/3/2023	3/16/2023	3/22/2023	3/28/2023	4/3/2023	N/A		12/15/2023	12/30/2023	
PLAN	13																			
UPDATE																				
ACTUAL																				
Total						137,000.00														

Signed: [Signature]
Jeremiah P. W. Tarty
Procurement Officer/WRTTI

Date: January 10, 2023

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




[Signature]
Jan 25/2023

[Signature]
Jan. 25/2023

Webbo Rural Teacher Training Institute (WRTTI)
Explanatory Note to Procurement Plan (Core Budget)
Fiscal Year 2023

No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. WRTTI/CB/NCB/001/22023	Food Items	This contract package is intended to procure assorted food and catering items for trainees and trainer on campus such as rice, sardines, oil, sugar, baking powder, margarine, cornmeal, salt, canned mackerel fish, egg, mampo, flour, cornmeal, cewamy wheat, cocoa dust, powder milk, quaker oats, onion, vita, yeast, froozen chicken, mayonnaisetea, 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 pruchase local food items
2	IFB No. WRTTI/CB/RFO/001/2023	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:  Date: January 10, 2023
Jeremiah D. W. Tarty
Procurement Officer/WRTTI

Approved: 
Martin L. Poquie
Director/WRTTI



Date: Jan 28, 2023





Date: Jan 23, 2023

Webbo Rural Teacher Training Institute (WRTTI)
Spending Plan Details (FY-2023)

32701 - Administration and Management			Spending Plan Projections												
No.	Category	CY 2023 Original Budget	Total Spending Plan	January	February	March	April	May	June	July	August	September	October	November	December
1	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	-	-	-	-
2	Fuel and Lubricants – Generator	5,029.00	5,200.00	750.00	750.00	750.00	750.00	750.00	-	700.00	750.00	-	-	-	-
3	Repair and Maintenance–Civil	4,000.00	4,000.00	-	-	2,000.00	-	-	-	2,000.00	-	-	-	-	-
4	Repairs and Maintenance - Vehicle	4,000.00	4,000.00	-	-	-	2,000.00	-	2,000.00	-	-	-	-	-	-
5	Cleaning Materials and service	4,000.00	4,000.00	-	2,000.00	-	-	2,000.00	-	-	-	-	-	-	-
6	Stationery	4,000.00	4,000.00	-	-	2,000.00	-	-	2,000.00	-	-	-	-	-	-
7	Drugs and Medical Consumables	4,000.00	4,000.00	-	1,000.00	-	1,000.00	-	-	-	1,000.00	-	1,000.00	-	-
8	Educational Materials and Supplies	8,000.00	8,000.00	2,000.00	-	2,000.00	-	2,000.00	-	2,000.00	-	-	-	-	-
9	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

Signed: 
Gueve P. Dean
Business Manager
Date: Jan. 10, 2023



Approved: 
Martin L. Poque
Director
Date: Jan. 10, 2023

