



# 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/RI/CEO/662/'22

November 15, 2022

Hon. Emmanuel Leon Sieh Wreh  
Professor & Acting President  
William V.S. Tubman University  
Republic of Liberia

Dear Hon. Wreh:

Subject: RECEIPT AND APPROVAL OF THE WILLIAM V.S. TUBMAN UNIVERSITY SBA PROCUREMENT PLAN FOR FISCAL YEAR 2022.

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the William V.S. Tubman SBA Procurement Plan for Fiscal Year 2022 in accordance with Section 55(d) and Section 40 (3) of the PPCA, 2010.

The Commission conveys to the WVSTU that this 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 Plan.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission." 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.

Please note that all contracts which cumulative annual value above the threshold of US\$250,000.00 must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

  
Janeth Roseline Nagbe Koro (Atty.)  
CHIEF EXECUTIVE OFFICER

WILLIAM V.S. TUBMAN UNIVERSITY  
 PROCUREMENT PLAN (SBA)  
 SOURCE OF FUNDING: GOL  
 Fiscal year: 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITE M NO.	BASIC DATA						IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICA L SPECS/BO Q/DRAWIN GS	PREP. OF BID DOCUMENT T	PC APPROVA L - BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATI ON REPORT	PC APPROVA L - BID EVALUATI ON REPORT	CONTRACT AWARD & SIGNING	ADVANCE MENT PAYME NT (MOBIL IZATION)	DELIVERY, INSPECTIO N (SUBSTANTI AL COMPLETI ON)	AC
PLANNE D	1	IFB NO. WVSTU/SB A/NCB/001/ 2022	Stationery	G4761	Assorted	42,000.00	NCB	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12,
UPDATE																		
ACTUAL																		
PLANNE D	2	IFB NO. WVSTU/SB A/NCB/002/ 2022	Construction of Engineering building	F4100	1 Unit	750,000.00	NCB	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12,
UPDATE																		
ACTUAL																		
PLANNE D	3	IFB NO. WVSTU/SB A/NCB/003/ 2022	Teaching Materials	G4761	Assorted	180,213.00	NCB	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12,
UPDATE																		
ACTUAL																		
SUB-TOTAL																		

FOR COMPLIANCE  
 Prepared by: *Theophilus M. Kollie*  
 Date: *11/13/2022*  
 Procurement Director

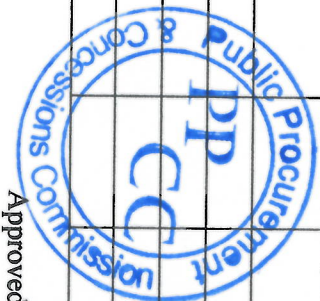
OF PROCUREMENT  
 Approved by: *[Signature]*  
 Date: *Nov. 4, 2022*  
 Acting President/ Chairman Procurement Committee  
*Nov. 14, 2022*  
*Nov 15, 2022*

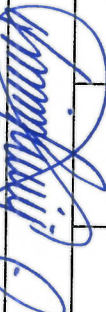


WILLIAM V.S. TURMAN UNIVERSITY  
PROCUREMENT PLAN (SBA)  
SOURCE OF FUNDING: GOL  
Fiscal year: 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (6)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL L - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL L - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCEMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	AC
PLANNE D	4	IFB NO. WVSTU/SB A/RFQ/001/ 2022	Printing and Binding Services	C1812	1firm	4,000.00	RFQ	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12/
UPDATE																		
ACTUAL																		
PLANNE D	5	IFB NO. WVSTU/SB A/RFQ/002/ 2022	Publication Services	J5813	1firm	3,500.00	RFQ	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12/
UPDATE																		
ACTUAL																		
PLANNE D	6	IFB NO. WVSTU/SB A/NCB/004/ 2022	Event Catering	H5621	1firm	17,639.00	NCB	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12/
UPDATE																		
ACTUAL																		
SUB-TOTAL				\$25,139.00														

Prepared by:   
Theophilus M. Kollie  
Procurement Director



Approved by: 

Acting President/ Chairman Procurement Committee

Date: Nov. 4, 2022

  
Nov. 14, 2022

  
2022 Nov 14





WILLIAM V.S. TUBMAN UNIVERSITY  
PROCUREMENT PLAN (SBA)  
SOURCE OF FUNDING: GOL  
Fiscal year: 2022

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	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH 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 (SUBSTANTIAL COMPLETION)		
PLANNE D	7	IFB NO. WVSTU/SB A/RFQ/003/ 2022	Hall rental	L6810	1firm	2,000.00	RFQ	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12
UPDATE																		
ACTUAL																		
PLANNE D	8	IFB NO. WVSTU/SB A/RFQ/004/ 2022	Food stuffs	G4711	1firm	5,000.00	RFQ	10/14/22	10/17/22	10/20/22	11/8/22	11/25/22	11/30/22	12/5/22	12/9/22	N/A	12/15/22	12
UPDATE																		
ACTUAL																		
		SUB-TOTAL				\$7,000.00												
		Grand- TOTAL				\$329,352.00												

Prepared by: Theophilus M. Kollie  
Procurement Director



Approved by: Dr. Emmanuel Leon Sieh Wreh  
Acting President/ Chairman Procurement Committee

Date: Nov. 4, 2022



WILLIAM V.S. TUBMAN UNIVERSITY  
EXPLANATORY NOTES  
PROCUREMENT PLAN (SBA)

FY2022

SOURCE OF FUNDING: GOL

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB.NO.WVSTU/SBA/NCB/001/2022	Stationery	This Contract Package is intended to procure the items below: legal paper 215mm x 356mm _10 cartons, A4 paper 210mm x 297mm 12 cartons, brown envelopes A4 size _1 carton, manila folder legal size _4 cartons, manila folder A4 size _4 cartons, staple machine, gel pens assorted, ball point pen assorted colors, genuine
2	IFB.NO.WVSTU/SBA/NCB/002/2022	Construction of Engineering building	This contract package is being funded from the budget line NON-Financial Asset and is intended for the construction of the University Engineering building
3	IFB.NO.WVSTU/SBA/NCB/003/2022	Teaching Materials	This contract package is funded from the budget line educational materials and text books and it is intended to procure assorted of teaching materials and supplies and text books. The budget lines include: <ul style="list-style-type: none"><li>• Educational materials and supplies----- USD\$155,213</li><li>• Text books-----USD\$25,000.00</li></ul> Grand Total _____USD\$180,213.00
4	IFB.NO.WVSTU/SBA/RFQ/001/2022	Printing and binding	This contract package is funded from printing binding and publication and is intended to print materials including: letter heads, call cards, envelopes, yearly reports, etc.

18858  
Nov. 14, 2022

Atty. Gen. J. S. Sison  
Nov 15 2022



5	IFB.NO.WVSTU/SBA/RFQ/001/2022	Publication	This contract package is funded from the budget line printing and binding and is intended to general publication for the University.
6	IFB.NO.WVSTU/SBA/NCB/004/2022	Event catering	This contract package is being funded from the budget line food and catering and Workshops, conferences, seminars and is intended to hire a firm to provide catering services for the University. The budget line include: <ul style="list-style-type: none"> <li>• Food and catering----- USD\$14,639</li> <li>• Workshops, conferences and seminars-----USD\$ 3,000</li> <li>Grand total-----USD\$17,639.</li> </ul>
7	IFB.NO.WVSTU/SBA/RFQ/003/2022	Hall rental	This contract package is funded from the budget line Workshops, conferences and seminars (\$2,000) and is intended to rent hall during the University Workshops, conferences and seminars
8	IFB.NO.WVSTU/SBA/RFQ/004/2022	Food stuffs	This contract package is funded from the budget line Entertainment Representation and gifts (USD\$5,000.00) and is intended to procure assorted food stuffs for the offices of the administration.

Prepared by: Theophilus M. Kollie  
Procurement Director

Approved by: Dr. Emmanuel Leon Sieh Wreh  
Acting President/ Chairman Procurement Committee

Date: Nov. 4 2022

