



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/0678/19**

September 30, 2019

Hon. Patrick P. Davies

DIRECTOR

Zorzor Rural Teacher Training Institute
Republic of Liberia

Dear Hon. Davies:

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 Zorzor Rural Teacher Training Institute SBA and Non SBA Procurement Plans 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 ZRTTI'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 Naborbe Kowo (Atty).

CHIEF EXECUTIVE OFFICER

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

ZORZOR RURAL TEACHER TRAINING INSTITUTE (ZRTTI)
PROCUREMENT PLAN (SBA) CORE BUDGET
SOURCE OF FUNDING: GOL NATIONAL BUDGET
FISCAL YEAR 2019/2020

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	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	Code	Cont. Package	Business Activity Code	Qty	Est. Cost	Proc. Method	Tech. Spec	Prepared Bid Doc	Entity PC/App1	Advertise Release Doc	Bid Sub/Public Opening	Bid Eval. Report	Entity PC/App2	Cont Award Sign	Advance Payment	Delivery	Acceptance Final Payment	Remark			
Plan		IFB NO. ZRTTI/SBA/R B/001 /2019/2020	Petroleum Product (Diesel & Gasoline)	G-4661	4,691 gals	\$17,829.00	RF	7/9/2019	7/17/2019	7/23/2019	8/7/2019	8/14/2019	8/22/2019	8/30/2019	9/5/2019	N/A	9/20/2019	5/8/2020				
Update																						
Actual																						
Plan		IFB NO. ZRTTI/SBA/R FQ 001/2019/2020	Cleaning Materials	G-4773	Assorted	\$9,500.00	RFQ	7/11/2019	7/22/2019	8/2/2019	8/13/2019	8/28/2019	9/6/2019	9/20/2019	10/4/2019	N/A	10/29/2019	4/6/2020				
Update																						
Actual																						
Plan		IFB NO. ZRTTI/SBA/R FQ 3 002/2019/2020	Scratch Cards	J-6190	220 Pcs	\$1,100.00	RFQ	7/16/2019	7/29/2019	8/5/2019	8/19/2019	9/16/2019	9/30/2019	10/10/2019	10/25/2019	N/A	11/11/2019	4/7/2020				
Update																						
Actual																						
Plan		IFB NO. ZRTTI/SBA/R FQ 4 003/2019/2020	Vehicle Spare Parts	G-4530	Assorted	\$1,904.00	RFQ	7/16/2019	7/29/2019	8/9/2019	8/9/2018	8/19/2019	9/16/2019	10/3/2019	10/15/2019	N/A	11/5/2019	2/14/2020				
Update																						
Actual																						

Added September 10, 2019

09/30/19

W. J. [Signature]

ZORZOR RURAL TEACHER TRAINING INSTITUTE (ZRTTI)
PROCUREMENT PLAN (SBA) CORE BUDGET
SOURCE OF FUNDING: GOL NATIONAL BUDGET
FISCAL YEAR 2019/2020

Provisioned

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
		BASIC DATA										IMPLEMENTATION					DATES				
			Business Activity Code		Est. Cost	Proc. Method	Tech. Spec	Prepared Bid Doc	Entity PC/APr1	Advertise Release Doc	Bid Sub/Public Opening	Bid Eval. Report	Entity PC/APr2	Cont Award Sign	Advance Payment		Acceptance Final Payment				
Plan	5	IFB NO ZRTT/SBA/N CB/001/2019/ 2020	Stationery	G-4761	Assorted	\$12,500.00	NCB	7/18/2019	7/31/2019	8/9/2019	8/16/2019	9/12/2019	9/23/2019	10/11/2019	10/23/2019	N/A	11/8/2019	5/8/2020			
Update																					
Actual																					
Plan	6	IFB NO ZRTT/SBA/R FQ/004/2019/ 2020	Drugs & Medical Consumables	G-4772	Assorted	\$9,500.00	RFQ	8/6/2019	8/20/2019	8/29/2019	9/10/2019	9/25/2019	10/9/2019	10/25/2019	11/8/2019	N/A	10/18/2019	3/6/2020			
Update																					
Actual																					
GRAND TOTAL						US\$52,333.00															

Signature:

Mr. Eugene R. Tokay

Procurement Director

Approved:

Mr. Patrick P. Davies

Director ZRTTI

Chairman – Procurement Committee

Date:

July 18, 2019

Civil
September 10, 2019

July 10, 2019

July 10, 2019

Zorzor Rural Teacher Training Institute
SBA Procurement Plan Explanatory Notes
Fiscal Year 2019/2020

Approved

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. ZRTTI/SBA/RB/001/2019/2020	Petroleum Product	This contract package will be used to procure fuel & gasoline items: A. Diesel 4,691 Gals at an average unit price of US\$3.80
2.	IFB No. ZRTTI/SBA/RFQ/001/2019/2020	Cleaning Materials	This contract package is intended to procure cleaning material items: A. Clorox 25 Cartoons B. Dettol 25 Cartoons C. Tide Soap 500Cartoons D. Sprl Gone 100 Cartoons E. Tissue 100 Cartoons F. Air Fresher 50 Cartoons
3.	IFB No. ZRTTI/SBA/RFQ/002/2019/2020	Communication Cards	This contract package will be used to procure Scratch Cards: A. Lone Star 110 Pieces B. Orange 110 Pieces This package will be funded from the budget line Telecommunications, Internet, Postage and Couriers.

Signature:

Mr. Eugene R. Tokay
Procurement Director

Approved:

Mr. Patrick P. Davies
Director
Chairman – Procurement Committee



Date:

July 18, 2019

09/30/2019

*Outstanding
September 10, 2019*

11/18/19

Zorzor Rural Teacher Training Institute
SBA Procurement Plan Explanatory Notes
Fiscal Year 2019/2020

4.	IFB No. ZRTTI/SBA/RFQ/003/2019/2020	Vehicle Spare Parts	This contract package is intended to procure the below listed spare parts for the repair of three (3) vehicles: A. Tire 5 Pieces B. Battery 2 Pieces C. Brake Fluid 25 Gals. D. Oil Filter 10 Pieces E. Fuel Filter 10 Pieces This package will be funded from the budget line repair & maintenance vehicles.
5.	IFB No. ZRTTI/SBA/NCB/001/2019/2020	Stationery	This contract package will be used to procure stationery items: A. A4 Sheet 80 Cartoons B. Legal Sheet 25 Cartoons C. Poster Sheet 20 Packs D. Toner 20 Pieces E. Ball Pen 15 Packs
6.	IFB No. ZRTTI/SBA/RFQ/004/2019/2020	Drugs & Medical Consumables	This contract package will be used to procure drugs & medical consumables items: A. Aspirine(300mg) 100Ctns B. Doxy (100mg) 50Ctns C. Paracetamol(500mg)200Ctns D. Artimeter (80mg) 100Ctns

Signature:

Mr. Eugene R. Tokay
Procurement Director

Approved:

Mr. Patrick P. Davies
Director
Chairman – Procurement Committee

Date:

July 18, 2019



attest
signed 10/20/19

11/8/19
8/9/19

09/30/19
R. [Signature]