



**BOOKER WASHINGTON INSTITUTE
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KAKATA, MARGIBI COUNTY
REPUBLIC OF LIBERIA**



Office of the Principal & Executive Officer

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July 8, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concession Commission
Executive Mansion Grounds, Capitol Hill

Dear Hon. Johnson:

Re: Request for "No Objection" to Employ the Sole Source Method for the Supply of Building Materials for Renovation on BWI Campus

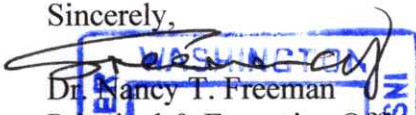
I present my compliments and write to inform you that the Booker Washington Institute is about to implement renovation work on three buildings on its campus. Due to the delay in sourcing resources and the urgency for the renovation work, the Booker Washington Institute is requesting a **"NO OBJECTION"** to employ the **Sole Source** Procurement Method for the Supply of needed building materials. Section 55(d) of the PPCA permits entities to employ the Sole Source Procurement Method in the following circumstances: *"In cases of extreme urgency, provided that the circumstances which gave rise to the urgency were neither foreseeable by the Procuring Entity nor the result of dilatory conduct on its part."*

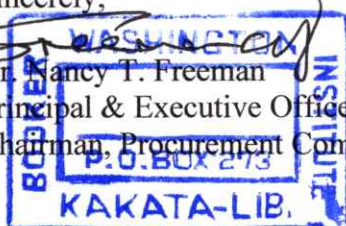
This was certainly not due to 'dilatory conduct'. The initial budget ceiling sent to BWI had no Special Project in it but following the passage US\$200,000.00 was placed in it for Special Project. The selection of priorities, development of detailed technical drawing and Bill of Quantity (BOQ) among others, took up time to complete.

BWI intends to award the contract for the supply of the build materials, valued at **one hundred thirty-eight thousand (US\$138,000.00) United States Dollars** for the renovation of a dormitory, Automotive Department and Principal's building to Building Materials Center (BMC) as an extension of the just ended supply of building Materials Contract. BMC has successfully completed the supply of building materials worth over two hundred four thousand to BWI under a prefinancing condition, proving that it has the capacity to supply the same quality and standard of building materials under similar condition.

Your timely response will be appreciated as we endeavor to remain compliant with the Public Procurement & Concession Act of Liberia.

Sincerely,


Dr. Nancy T. Freeman
Principal & Executive Officer
Chairman, Procurement Committee





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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/0731/25'

July 22, 2025

Dr. Nancy T. Freeman
PRINCIPLE
Booker Washington Institute
Monrovia, Liberia

Dear Hon. Sherif:

Subj: **"NO OBJECTION" TO USE THE SOLE SOURCE METHOD OF PROCUREMENT TO AWARD CONTRACT TO BUILDING MATERIAL CENTER (BMC) FOR THE SUPPLY AND DELIVERY OF BUILDING MATERIALS**

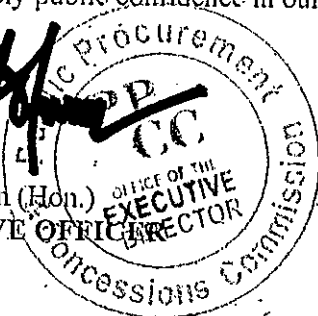
We present our compliments and wish to acknowledge receipt of your communication dated July 8, 2025, which sought the approval of the Commission for the Booker Washington Institute (BWI) to use the Sole Source Method of Procurement to award contract to Building Material Center (BMC) for the supply and delivery of Building Materials (the "Goods") at an estimated cost of one hundred thirty-eight thousand United States Dollars (US \$138,000.00).

The Commission upon thorough review of your documentation submitted reveals that the Booker Washington Institute's request was accompanied with adequate documentation and is in keeping with section 55 (1) (d) of the PPCA, 2010. Therefore, the Commission hereby grants an approval to the Booker Washington Institute to use the Sole Source method of procurement to award contract to Building Material Center (BMC) for the supply and delivery of the "Goods" at the above estimated cost.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain 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

Bedger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development

BOOKER WASHINGTON INSTITUTE

NON-SBA SPECIAL PROJECT PROCUREMENT PLAN FOR THE RENOVATION OF TWO DORMITORIES ON BWI CAMPUS

SOURCE OF FUNDING: GOL

FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFBNO: BWI/PSIP/SS/001/25	Building Materials	G4663	Assorted	138,000.00	SS	6/15/25	6/27/25	6/30/25	N/A	N/A	N/A	N/A	07/16/25	N/A	12/15/25	12/30/25	
UPDATE																			
ACTUAL																			
		GRAND TOTAL:				138,000.00													

Prepared by: J. Diameno Nasih 07-08-25
Procurement Director

Approved By: Dr. Nancy T. Freeman
Principal & Executive Officer
Chair, Procurement Committee

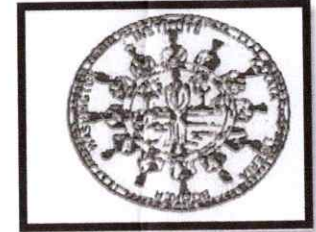
Date: 07-08-25

Bill
07/21/25





BOOKER WASHINGTON INSTITUTE
NON-SBA PUBLIC SECTOR INVESTMENT PROJECT PROCUREMENT
PLAN EXPLANATORY NOTES
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2025



Item NO.	Contract package Code	Contract Package	Content of Contract Package
1	IFB NO. BWI/PSIP/SS//001/25	Building Materials	This contract package is intended to procure general building materials to include electrical, plumbing, etc. for the renovation of two primary buildings (Dormitory, Automotive Department and VPA building) at BWI under a special GOL project In the tone of US\$138,000.00 . It is drawn from the budget line - Public Sector Investment Project in the tone of US\$200,000.00 .
2		Force Account	This package is intended to underwrite the cost of feeding and demolition by BWI Construction Team (Construction students, Teachers, Facility Management and Technical Service Unit Staff) undertaking the project. BWI has the technical capacity to implement the contract at a reduce cost. It is in the tone of US\$32,000.00 . It is drawn from the budget line -Public Sector Investment Project in the tone of US\$200,000.00 .
3		M & E and other Administrative Cost	This package, in the tone of US\$6,000.00 is intend to underwrite M&E and other Administrative Cost. . It is drawn from the budget line - Public Sector Investment Project in the tone of US\$200,000.00 .
4		Contingency	This package, in the tone of US\$10,000.00 is intend for contingency. . It is drawn from the budget line - Public Sector Investment Project in the tone of US\$200,000.00 .

Prepared by: _____

J. Diameno Nasih
Procurement Manager

Date: 07-08-25

Approved by: _____

Date: 07-08-25

Dr. Nancy T. Freeman
Principal & Executive Officer
Chair, Procurement Committee

Bill H.
07/21/25

[Signature]

