

**BOOKER WASHINGTON INSTITUTE**  
**NON-SBA PROCUREMENT PLAN (CONSOLIDATED)**  
**SOURCE OF FUNDING: GOL & BWI**  
**FISCAL YEAR: 2024**



| 1                | 2                     | 3                   | 4                      | 5     | 6                    | 8                    | 10                           | 11                    | 12                               | 13                                  | 14                            | 15                                  | 16                                  | 17                       | 18                             | 19  |                            |            |
|------------------|-----------------------|---------------------|------------------------|-------|----------------------|----------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|------------|
| BASIC DATA       |                       |                     |                        |       |                      | IMPLEMENTATION DATES |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |            |
| ITEM NO.         | 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 |            |
| PLAN             | 1                     | IFB NO:BW/RB/001/24 | MEDICAL DRUGS          | G4772 | Assorted             | \$ 15,000.00         | RB                           | 4/26/2024             | 5/3/2024                         | 5/10/2024                           | 6/20/2024                     | 7/22/2024                           | 7/31/2024                           | 8/9/2024                 | 8/29/2024                      | N/A   | 12/23/2024                 | 12/31/2024 |
| UPDATE           |                       |                     |                        |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |            |
| ACTUAL           |                       |                     |                        |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |            |
| PLAN             | 2                     | IFB NO:BW/RB/002/24 | VEHICLE SPARE PARTS    | G4530 | Assorted             | \$ 16,000.00         | RB                           | 4/26/2024             | 5/3/2024                         | 5/10/2024                           | 6/20/2024                     | 7/22/2024                           | 7/31/2024                           | 8/9/2024                 | 8/27/2024                      | N/A   | 12/23/2024                 | 12/31/2024 |
| UPDATE           |                       |                     |                        |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |            |
| ACTUAL           |                       |                     |                        |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |            |
| <b>SUB-TOTAL</b> |                       |                     |                        |       | <b>\$ 31,000.00</b>  |                      |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |            |

Prepared by: J. Diameno Nasih  
 J. Diameno Nasih  
 Procurement Manager

Date: 06/17/24

*[Handwritten Signature]*  
 06/26/24

Approved by: Dr. Nancy T. Freeman  
 Dr. Nancy T. Freeman  
 Principal & EO/Chair  
 Procurement Committee

Date: 06.19.24







**BOOKER WASHINGTON INSTITUTE  
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)  
SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR: 2024**



| 1                | 2        | 3                      | 4                     | 5                      | 6        | 8                    | 10                 | 11                           | 12                    | 13                               | 14                                  | 15                            | 16                                  | 17                                  | 18                       | 19                             |   |                            |
|------------------|----------|------------------------|-----------------------|------------------------|----------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|
| BASIC DATA       |          |                        |                       |                        |          | IMPLEMENTATION DATES |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
|                  | ITEM NO. | 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 |
| PLAN             | 3        | IFB NO. BWI/NCB/001/24 | STATIONERY            | G4761                  | Assorted | \$ 68,000.00         | NCB                | 4/26/2024                    | 5/3/2024              | 5/10/2024                        | 6/20/2024                           | 7/22/2024                     | 7/31/2024                           | 8/9/2024                            | 8/27/2024                | NA                             | 12/23/2024                                    | 12/31/2024                 |
| UPDATE           |          |                        |                       |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| ACTUAL           |          |                        |                       |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| PLAN             | 4        | IFB NO: BWI/RFQ/001/24 | GENERATOR SPARE PARTS | G4659                  | Assorted | \$ 6,000.00          | RFQ                | 4/26/2024                    | 5/3/2024              | 5/10/2024                        | 6/20/2024                           | 6/28/2024                     | 7/5/2024                            | 7/10/2024                           | 7/15/2024                | NA                             | 12/23/2024                                    | 12/31/2024                 |
| UPDATE           |          |                        |                       |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| ACTUAL           |          |                        |                       |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| <b>SUB-TOTAL</b> |          |                        |                       |                        |          | <b>\$ 74,000.00</b>  |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |

Prepared by:   
J. Diameho Nasih  
Procurement Manager

Date: 06/17/24

Approved by:   
Dr. Nancy T. Freeman  
Principal & EO/Chair  
Procurement Committee

Date: 06.19.24

  
6/26/24





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|------------------|-----------------------|-----------------------|----------------------------------|-------|----------------------|----------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-----------------------------------|--------------------------|--------------------------------|---|----------------------------|------------|
| BASIC DATA       |                       |                       |                                  |       |                      | IMPLEMENTATION DATES |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| ITEM NO.         | 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 |            |
| PLAN             | 5                     | IFB NO:BW/RFQ/002/24  | LABORATORY EQUIPMENT & CHEMICALS | G4659 | Assorted             | \$ 2,000.00          | RFQ                          | 4/26/2024             | 5/3/2024                         | 5/10/2024                           | 6/20/2024                     | 6/28/2024                           | 7/5/2024                          | 7/10/2024                | 7/15/2024                      | N/A   | 12/23/2024                 | 12/31/2024 |
| UPDATE           |                       |                       |                                  |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| ACTUAL           |                       |                       |                                  |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| PLAN             | 6                     | IFB No. BW/RFQ/003/24 | MEDICAL SUPPLIES                 | G4772 | Assorted             | \$ 10,000.00         | RFQ                          | 4/26/2024             | 5/3/2024                         | 5/10/2024                           | 6/20/2024                     | 6/28/2024                           | 7/5/2024                          | 7/10/2024                | 7/15/2024                      | NA  | 12/23/2024                 | 12/31/2024 |
| UPDATE           |                       |                       |                                  |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| ACTUAL           |                       |                       |                                  |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| <b>SUB-TOTAL</b> |                       |                       |                                  |       |                      | <b>\$ 12,900.00</b>  |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |

Prepared by: J. Diameho Nasih  
Procurement Manager

Date: 06/17/24

Approved by: Dr. Nancy T. Freeman  
Principal & EO/Chair  
Procurement Committee

Date: 06.19.24

55810  
06/26/24





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|------------------|-----------------------|------------------------|---------------------------------|-------|----------------------|----------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-----------------------------------|--------------------------|--------------------------------|---|----------------------------|------------|
| BASIC DATA       |                       |                        |                                 |       |                      | IMPLEMENTATION DATES |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| ITEM NO.         | 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 |            |
| PLAN             | 7                     | IFB NO: BWI/RFQ/004/24 | EQUIPMENT & HOUSEHOLD MATERIALS | G4759 | Assorted             | \$ 6,000.00          | RFQ                          | 4/26/2024             | 5/3/2024                         | 5/10/2024                           | 6/20/2024                     | 6/28/2024                           | 7/5/2024                          | 7/10/2024                | 7/15/2024                      | N/A   | 12/23/2024                 | 12/31/2024 |
| UPDATE           |                       |                        |                                 |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| ACTUAL           |                       |                        |                                 |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| PLAN             | 8                     | IFB NO. BWI/RFQ/005/24 | SEEDS AND FERTIZERS             | G4773 | Assorted             | \$ 2,000.00          | RFQ                          | 4/26/2024             | 5/3/2024                         | 5/10/2024                           | 6/20/2024                     | 6/28/2024                           | 7/5/2024                          | 7/10/2024                | 7/15/2024                      | N/A   | 12/23/2024                 | 12/23/2024 |
| UPDATE           |                       |                        |                                 |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| ACTUAL           |                       |                        |                                 |       |                      |                      |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |
| <b>SUB-TOTAL</b> |                       |                        |                                 |       |                      | <b>\$ 8,000.00</b>   |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |            |

Prepared by: J. Diameno Nasih  
J. Diameno Nasih  
Procurement Manager

Date: 06/17/24

Approved by: Dr. Nancy T. Freeman  
Dr. Nancy T. Freeman  
Principal & EO/Chair  
Procurement Committee

Date: 06.19.24

[Signature]  
06/26/24





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|------------------|----------|------------------------|--------------------------------------|------------------------|----------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|
| BASIC DATA       |          |                        |                                      |                        |          | IMPLEMENTATION DATES |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
|                  | ITEM NO. | 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 |
| PLAN             | 9        | IFB NO. BWI/NCB/002/24 | BUILDING MATERIALS                   | G4663                  | Assorted | \$ 167,444.00        | NCB                | 4/26/2024                    | 5/3/2024              | 5/10/2024                        | 6/20/2024                           | 7/22/2024                     | 7/31/2024                           | 8/6/2024                            | 8/27/2024                | N/A                            | 12/23/2024                                    | 12/31/2024                 |
| UPDATE           |          |                        |                                      |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| ACTUAL           |          |                        |                                      |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| PLAN             | 10       | IFB NO. BWI/RFQ/006/24 | MACHINERY, EQUIPMENT AND SPARE PARTS | G4659                  | Assorted | \$ 2,500.00          | RFQ                | 4/26/2024                    | 5/3/2024              | 5/10/2024                        | 6/20/2024                           | 6/28/2024                     | 7/5/2024                            | 7/10/2024                           | 7/15/2024                | N/A                            | 12/23/2024                                    | 12/31/2024                 |
| UPDATE           |          |                        |                                      |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| ACTUAL           |          |                        |                                      |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |
| <b>SUB-TOTAL</b> |          |                        |                                      |                        |          | <b>\$ 169,944.00</b> |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |

Prepared by: J. Diameno Nasih  
Procurement Manager

Date: 06/17/24

Approved by: Dr. Nancy T. Freeman  
Principal & EO/Chair  
Procurement Committee

Date: 06/19/24

*Handwritten signature and date:*  
06/26/24





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NON-SBA PROCUREMENT PLAN( CONSOLIDATED)  
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FISCAL YEAR: 2024**



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|------------------|----------|------------------------|--------------------|------------------------|----------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-----------------------------------|--------------------------|--------------------------------|---|----------------------------|
| BASIC DATA       |          |                        |                    |                        |          | IMPLEMENTATION DATES |                    |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |
|                  | ITEM NO. | 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 |
| PLAN             | 11       | IFB No. BWI/RFQ/007/24 | AIR TICKETS        | N7911                  | ASSORTED | \$ 2,000.00          | RFQ                | 4/26/2024                    | 5/3/2024              | 5/10/2024                        | 6/20/2024                           | 6/28/2024                     | 7/5/2024                            | 7/10/2024                         | 7/15/2024                | N/A                            | 12/23/2024                                    | 12/31/2024                 |
| UPDATE           |          |                        |                    |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |
| ACTUAL           |          |                        |                    |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |
| PLAN             | 12       | IFB NO: BWI/RFQ/008/24 | AGRICULTURAL TOOLS | G4653                  | ASSORTED | \$ 1,000.00          | RFQ                | 4/26/2024                    | 5/3/2024              | 5/10/2024                        | 6/20/2024                           | 6/28/2024                     | 7/5/2024                            | 7/10/2024                         | 7/15/2024                | N/A                            | 12/23/2024                                    | 12/31/2024                 |
| UPDATE           |          |                        |                    |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |
| ACTUAL           |          |                        |                    |                        |          |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |
| <b>SUB-TOTAL</b> |          |                        |                    |                        |          | <b>\$ 3,000.00</b>   |                    |                              |                       |                                  |                                     |                               |                                     |                                   |                          |                                |   |                            |

Prepared by: J. Diameno Nasih  
Procurement Manager

Date: 06/17/24

Approved by: Dr. Nancy T. Freeman  
Dr. Nancy T. Freeman  
Principal & EO/Chair  
Procurement Committee

Date: 06/19/24

W380  
6/26/24





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|------------------|-----------------------|-----------------------|------------------------------|-------|----------------------|----------------------|------------------------------|-----------------------|----------------------------|--------------------------|-----------------------|------------------------------|----------------------------|--------------------------|--------------------------------|------------------------------------|----------------------------|------------|
| BASIC DATA       |                       |                       |                              |       |                      | IMPLEMENTATION DATES |                              |                       |                            |                          |                       |                              |                            |                          |                                |                                    |                            |            |
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| PLAN             | 13                    | IFB No. BWI/RB/003/24 | Fabric & Tailoring Materials | G4751 | Assorted             | \$ 34,406.00         | RB                           | 4/26/2024             | 5/3/2024                   | 5/10/2024                | 6/20/2024             | 7/22/2024                    | 7/31/2024                  | 8/6/2024                 | 8/27/2024                      | N/A                                | 12/23/2024                 | 12/31/2024 |
| UPDATE           |                       |                       |                              |       |                      |                      |                              |                       |                            |                          |                       |                              |                            |                          |                                |                                    |                            |            |
| ACTUAL           |                       |                       |                              |       |                      |                      |                              |                       |                            |                          |                       |                              |                            |                          |                                |                                    |                            |            |
| PLAN             | 14                    | BWI/NCB/003/24        | Cleaning Materials           | G4773 | ASSORTED             | \$ 37,000.00         | NCB                          | 4/26/2024             | 5/3/2024                   | 5/10/2024                | 6/20/2024             | 7/22/2024                    | 7/31/2024                  | 8/6/2024                 | 7/27/2024                      | N/A                                | 12/23/2024                 | 12/31/2024 |
| UPDATE           |                       |                       |                              |       |                      |                      |                              |                       |                            |                          |                       |                              |                            |                          |                                |                                    |                            |            |
| ACTUAL           |                       |                       |                              |       |                      |                      |                              |                       |                            |                          |                       |                              |                            |                          |                                |                                    |                            |            |
| <b>Sub-Total</b> |                       |                       |                              |       | <b>\$ 71,406.00</b>  |                      |                              |                       |                            |                          |                       |                              |                            |                          |                                |                                    |                            |            |

Prepared by: J. Diameno Nasih Date: 06/17/24  
Procurement Manager

Approved by: Dr. Nancy T. Freeman  
Principal & EO/Chair  
Procurement Committee

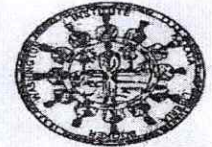
Date: 06.19.24

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06/20/24






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SOURCE OF FUNDING: GOL & BWI  
FISCAL YEAR 2024**

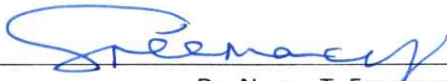


| 1                  | 2        | 3                     | 4                                     | 5                      | 6      | 8                    | 10                 | 11                           | 12                    | 13                         | 14                       | 15                            | 16                                  | 17                           | 18                       | 19                             |                                    |                            |
|--------------------|----------|-----------------------|---------------------------------------|------------------------|--------|----------------------|--------------------|------------------------------|-----------------------|----------------------------|--------------------------|-------------------------------|-------------------------------------|------------------------------|--------------------------|--------------------------------|------------------------------------|----------------------------|
| BASIC DATA         |          |                       |                                       |                        |        | IMPLEMENTATION DATES |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |
|                    | ITEM NO. | 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 | BID INVITATION & RELEASE | BID SUBMISSION/PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL) | ACCEPTANCE & FINAL PAYMENT |
| PLAN               | 15       | IFB NO. BWI/RB/004/24 | COMPUTER, Peripheral Units & Software | G4741                  | 1 firm | \$ 25,000.00         | RB                 | 4/26/2024                    | 5/3/2024              | 5/10/2024                  | 6/20/2024                | 7/22/2024                     | 7/31/2024                           | 8/6/2024                     | 8/27/2024                | N/A                            | 12/23/2024                         | 12/31/2024                 |
| UPDATE             |          |                       |                                       |                        |        |                      |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |
| ACTUAL             |          |                       |                                       |                        |        |                      |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |
| PLAN               | 16       |                       |                                       |                        |        |                      |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |
| UPDATE             |          |                       |                                       |                        |        |                      |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |
| ACTUAL             |          |                       |                                       |                        |        |                      |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |
| <b>SUB-TOTAL</b>   |          |                       |                                       |                        |        | \$ 25,000.00         |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |
| <b>GRAND TOTAL</b> |          |                       |                                       |                        |        | \$ 394,350.00        |                    |                              |                       |                            |                          |                               |                                     |                              |                          |                                |                                    |                            |

Prepared by:   
J. Diameno Nasih  
Procurement Manager

Date: 06/17/24

  
06/26/24

Approved by:   
Dr. Nancy T. Freeman  
Principal & EO/Chair  
Procurement Committee

Date: 06.19.24







**BOOKER WASHINGTON INSTITUTE  
KAKATA, MARGIBI COUNTY  
NON-SBA PROCUREMENT PLAN (BWI INTERNAL) EXPLANATORY NOTES  
FISCAL YEAR: 2024**

| NO. | Contract Package Code  | Contract Package                   | Content of Contract Package  |
|-----|------------------------|------------------------------------|--|
| 1   | IFBNO: BWI/RB/001/24   | MEDICALS DRUGS                     | This is a disaggregated contract package in the tone of <b>(US\$15,000.00)</b> . It is intended to procure such as reagents, Para checks, microscopes, slides, hemecue, centrifuge, widal reagents, RDP, drugs etc. It is drawn from the budget line <b>Drugs &amp; Medical consumables (US\$25,000.00)</b> . The remaining \$10,000.00 will be used to procure medical supplies.  |
| 2   | IFB No. BWI/RB/002/24  | VEHICLE SPARE PARTS                | This contract package is intended to procure spare parts for the repairs and maintenance of the institution's vehicles. This contract package is drawn from the budget lines <b>Repairs and Maintenance –Vehicle (US\$16,000.00)</b> .<br>Examples of spare parts: Oil filter. Air filter, Shock absorber, view mirror, battery, radiator (water tank), Break shoes, Transmission oil, Brake calibrate, etc.   |
| 3   | IFB No. BWI/NCB/001/24 | STATIONERY                         | This is a combined contract package , intended to purchase assorted stationeries, cartridges and other materials and office equipment that are not associated with the normal office supplies indicated below for administrative and instructional use at various departments and sections. It is drawn from four separate budget lines: <b>Stationery (US\$25,000.00), other office materials and Consumables (US\$18,000.00),</b><br>A. A 4 sheets                      F. Ball pens<br>B. HP cartridge 05A              G. Hanging folders<br>C. HP cartridge 36 A              H. Stapler mach, etcines<br>D. HP 728 Cartridge              I. paper shrelers<br>E. Delisted pens                  J. fireproof safe<br><b>Other Specialized Materials &amp; Services in the tone of (US\$20,000.00) and US\$5.000.00 from Celebrations, Programs &amp; Ceremonies(US\$35,000): the remaining. The remaining US\$30,000.00 from Celebrations, Programs &amp; Ceremonies will be added to the Food &amp; Cratering package.</b> |
| 4   | IFB NO. BWI/RFQ/001/24 | GENERATOR SPARE PARTS              | This contract package is used to procure spare parts such as fuel filter, coolant, oil filters, air filters, etc. for BWI generators. It is drawn from the budget lines Repair & Maint.- Gen. in the one of <b>(US\$6,000.00)</b>  |
| 5   | IFB No. BWI/RFQ/002/24 | LABORATORY EQUIPMENT AND CHEMICALS | This contract package will be used to underwrite the cost of procuring laboratory reagents, chemicals, slides, etc. This contract package is drawn from the budget line (BWI internal Revenue) <b>Laboratory Consumables in the tone of (US\$2,000.00).</b>  |

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*01/26/24*

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|    |                         |   |   |
|----|-------------------------|---|---|
| 6  | IFB NO. BWI/RFQ/003/24  | MEDICAL SUPPLIES                        | This contract package will be used to under write the cost of procuring medical supplies in the tone of (US\$10,000.00). This is a disaggregated contract package that is drawn from budget line <b>Drugs and Medicals in the tone of US\$25,000.00. The remaining US\$15,000 will be used to procure Medical Drugs.</b>  |
| 7  | IFB NO. BWI/RFQ/004 /24 | EQUIPMENT AND HOUSEHOOD MATERIALS       | The contract package is drawn is intended to procure Small Equipment and Household Materials (single mattresses, metal beds, air conditioners, lights, fans, iceboxes, stoves, etc.). This package is internally generated by BWI for the budget line Equipment and Household Materials in the tone <b>(US\$6,000.00)</b>   |
| 8  | IFB NO. BWI/RFQ/005 /24 | SEEDS AND FERTILIZERS                   | This package is intended to procure seeds and fertilizers. It is a disintegrated package from the budget line Agriculture Supplies and Inputs in the tone <b>(US\$2,000.00)</b> . This package is internally generated by BWI. The remaining US\$1,000.00 will be used for Agriculture tools  |
| 9  | IFB NO. BWI/NCB/002/24  | BUILDING MATERIALS                      | This package is intended to procure Assorted Building Materials from a combined budget lines Non-Residential in the tone of (US\$50,000.00) and Repair and Maintenance Civil (US\$57,444.00), and Residential Building (US\$60,000.00) totaling to <b>(US\$167,444 .00)</b> .   |
| 10 | IFB NO. BWI/RFQ/006/24  | MECHINERY, EQUIPMENT AND SPARE PARTS    | This contract is intended to procure smaller machines, equipment, and spare parts. It is drawn from the budget line Repair and Maintenance – Machine and Equipment <b>(US\$2,500.00)</b> , internally generated by BWI.   |
| 11 | IFB NO. BWI/RFQ/007/24  | AIRLINE TICKETS                         | This contract package will be used to underwrite the cost of procuring airline tickets for the institute staff to travel to other countries for schooling, conferences, and other administrative operations. This contract package is drawn from foreign travel Means in the tone <b>(US\$ 2,000.00)</b> and it is internally generated by BWI.   |
| 12 | IFB NO. BWI/RFQ/008/24  | AGRICULTURE TOOLS                       | This is a disaggregated contract package and it is intended to procure small tools for agriculture. This package is drawn from the budget line Agriculture Supplies & Inputs in the tone of <b>(US\$1,000.00)</b> internally generated by BWI. The remaining US\$2,000.00 will be used to procure Seeds & Chemicals.  |
| 13 | IFB NO. BWI/RB/003/24   | FABRIC AND TAILORING MATERIALS          | This contract package is intended to procure Tailoring Materials for Students uniform, graduation souvenir etc. It is drawn from the budget lines Uniform & Specialized Clothing in the tone of <b>(US\$34,406.00)</b> , internally generated by BWI. This method is selected be  |
| 14 | IFB NO. BWI/NCB/003/24  | CLEANING MATERIALS                      | This contract package is intended to procure cleaning materials for the Institute. It is drawn from the budget line Cleaning Material and Services in the tone of <b>(US\$37,000.00)</b>  |
| 15 | IFB NO. BWI/RB/004/24   | COMPUTERS, PERIPHERAL UNITS & SOFTWARES | This is a disaggregated contract package in the tone of <b>(US\$25,000.00)</b> . It is intended to procure such as computers, softwires etc. It is drawn from the budget line Computer Supplies & ICT Services <b>(US\$30,000.00)</b> . of the remaining (US\$5,000.00), (US\$2,000) was added to Scratch Cards, while (US\$3,000.00) was added to Student Portal and Hosting. The single |



*Handwritten signature and date: US\$ 2,000 / 24*



|  |  |                                 |   |
|--|--|---------------------------------|---|
|  |  |                                 | Source is selected because the firm is already providing the hosting and management of the online portal for BWI and the transaction cost of data migration is huge in terms of time, resources and   |
|  |  | SECURITY OPERATIONS             | This package is non- procurable. As such, the institution uses this package to underwrite the cost of Security Operations. This budget line is <b>(US\$2,000.00)</b> , drawn from the budget line Security Operations, internally generated by BWI.   |
|  |  | COMMISSIONS AND RELATED CHARGES | This package is non-procurable. As such, the institute uses this package to underwrite the cost of other bank charges other than regular monthly service charge against the institution. This package is drawn from the budget line <b>Commissions and Related Charges in the tone of US\$3,000.00</b> , internally generated by BWI. |
|  |  | RENTAL AND LEASE                | This contract package is intended to pay rents for Staffs who have the eligibility to housing. It is drawn from the budget line Office Building Rental and Lease in the tone of <b>(US\$750.00)</b> , internally generated by BWI.  |
|  |  | BANK CHARGES                    | This package is non-procurable. As such, the institution uses this package to underwrite the cost of regular monthly service charges. It is drawn from the budget line <b>Bank Charges in the tone of (US\$ 1,100.00)</b> , internally generated by BWI.  |
|  |  | OPERATIOAL EXPENSES             | This contract package is non- procurable. As such, the institution uses this package to underwrite the cost of Operations. This budget line is <b>(US\$12,000.00)</b> , drawn from the budget line Operational Expenses, internally generated by BWI.   |
|  |  | EMPLOYEE AWARD                  | This contract package is intended to underwrite the cost awarding most delegated and hardworking staffs of BWI. This package in drawn from the budget line <b>Employee Award in the tone of (US\$2,500.00)</b> , internally generated by BWI.   |

Prepared by: J. Diameno Nasih Date: 06/17/24  
 J. Diameno Nasih  
 Procurement Manager

[Signature]  
 06/26/24

Approved by: [Signature] Date: 06.19.24  
 Dr. Nancy T. Freeman  
 Principal & EO/Chair  
 Procurement Committee

[Signature]  
 06/27/24  
