



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0347/24'**

June 25, 2024

Dr. Nancy T. Freeman  
**PRINCIPAL/EXECUTIVE OFFICER**  
Booker Washington Institute  
Kakata, Margibi County  
Republic of Liberia

Dear Dr. Freeman:

Subj: **RECEIPT AND APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Booker Washington Institute (BWI) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the BWI's annual procurement plan for the fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the BWI that the 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, quarterly 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. However, 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.

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.

Sincerely yours,

  
Bodger Scott Johnson (Hon).  
**CHIEF EXECUTIVE OFFICER**

## Inter-Office Memo

To: Bodger Scott Johnson  
**Executive Director/CEO**

Thru: Himmie E. Langford  
**Director, CMD**

From: Alfred T. Jellue, Jr.  
**Compliance Manager**

Subj: **Request for Final Approval of the Booker Washington Institute (BWI) Annual Procurement Plan Fiscal Year 2024**

Date: June 25, 2024

In compliance with Section 40(2,3) of the Amended and Restated Procurement Law of Liberia (PPCA, 2010), the Booker Washington Institute (BWI) has written the Commission to seek its "No Objection" for the approval of its annual procurement plan for fiscal year 2024.

After a full review, it was realized that BWI's request has satisfied legal provision of the law and its accompanying regulation.

BWI submitted the below documents to facilitate its review:

- Transmittal Letter
- Procurement Committee and Unit Listing
- SBA Annual Procurement Plan FY 2024
- Non SBA Annual Procurement Plan FY 2024
- Consultancy SBA Annual Procurement Plan FY 2024
- Explanatory Notes
- Approved Consolidated Budget FY 2024
- Approved Spending Plan FY 2024
- Copy of Approved Budget Ceiling FY 2024
- Contract Award Information and contract copies FY 2023

### Recommendation

Based on the aforementioned, it is hereby recommended that:

- The Commission approves the Booker Washington Institute (BWI) Annual Procurement Plan to carry out its procurement activities.

Regards,

Josephine Gelescia  
June 26, 2024  
10:57 AM





# BOOKER WASHINGTON INSTITUTE



P.O. BOX 273  
Kakata, Margibi County  
REPUBLIC OF LIBERIA

Office of the Principal

Cell#:(+231) 0888113232/ 0770306625

Email: [ffpbwi95@gmail.com](mailto:ffpbwi95@gmail.com)

June 17, 2024

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

Dear Hon. Johnson:

## RE: REQUEST FOR APPROVAL OF 2024 FINAL PROCUREMENT PLAN

We present compliments and appreciation to you for your services to our Nation most especially providing security for funding allotments to institutions and agencies for public use.

In keeping with Section 40 of the PPC Act, BWI is pleased to submit its final Procurement Plan, reflecting the Consolidated Budget of the Institute for FY 2024 for your approval.

We remain in compliance with the Public Procurement and Concession Act (PPCA) as we strive to maintain transparency, accountability and public confidence in the procurement process.

Sincerely,

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

Received:  
Theophilus S.B. Kollie  
June 19, 2024  
Time: 1:46 pm