

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/0319/25'**

March 6, 2025

Dr. Nancy T. Freeman

PRINCIPAL

Booker Washington Institute

Kakata, Margibi County

Republic of Liberia

Dear Dr. Freeman:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

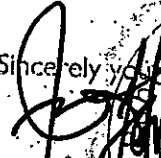
We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Booker Washington Institute (BWI) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the BWI annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further 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.

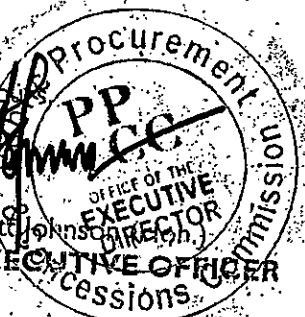
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that *"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

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


Rodger Scott Johnson
CHIEF EXECUTIVE OFFICER





**BOOKER WASHINGTON INSTITUTE
P. O. BOX 273
KAKATA, MARGIBI COUNTY
REPUBLIC OF LIBERIA**



Office of the Principal & Executive Officer

Cell: (+231)0888113232/0770306625

Email: ffpbwi95@gmail.com

freema.nancy@gmail.com

February 28, 2025

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

Dear Hon. Johnson:


RE: REQUEST FOR APPROVAL OF 2025 CONSOLIDATED PROCUREMENT PLAN

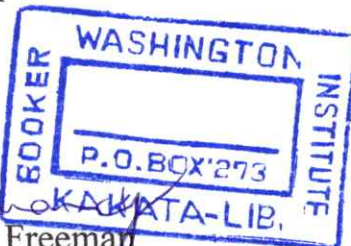
I present compliments and appreciation to you for your services to our Nation, most especially providing security for funding allotments to institutions and agencies for public use.

In Keeping with Section 40 of the PPC Act, BWI is pleased to submit its 2025 Consolidated Procurement Plan for your approval.

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

Sincerely,


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



*Received:
Theophilus S. B. Polite
March 4, 2025
Time: 1:54 PM*



**BOOKER WASHINGTON INSTITUTE
SBA PROCUREMENT PLAN (CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**



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	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: BWI/SBA/RFQ /001/25	SCRATCH CARDS	J6190	894PCS CARDS	\$ 4,200.00	RFQ	11/27/2024	12/11/2024	1/29/2025	2/27/2025	3/6/2025	3/10/2025	3/13/2024	3/17/2025	NA	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
PLAN	2	IFB NO: BWI/SBA/NCB /001/25	FOOD ITEMS	G4711/G4721	ASSORTED	\$ 243,200.00	NCB	11/27/2024	12/11/2024	12/18/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2024	4/10/2025	N/A	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 247,400.00												

Prepared by: J. Diameno Nasih Date: 02/28/25
Procurement Manager

Approved by: Nancy T. Freeman Date: 02/28/25
Dr. Nancy T. Freeman
Principal & EO/Chairman
Procurement Committee

Handwritten: WSS/O
3/6/25

BOOKER WASHINGTON INSTITUTE
P.O. BOX 273
KAKATA-LIB.

Handwritten: 3/6/25

Public Procurement Commission
DIRECTOR



**BOOKER WASHINGTON INSTITUTE
SBA PROCUREMENT PLAN (CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**

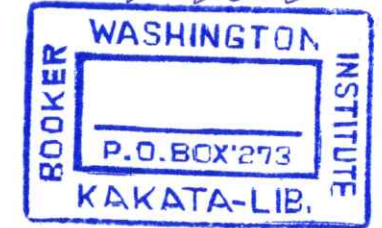


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PLAN	3	IFB NO: BWI/SBA/RFQ/ /002/25	MOTOR CYCLE SPARE PARTS	G4540	Assorted	\$500.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/6/2025	3/10/2025	3/13/2025	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	4	IFB NO: BWI/SBA/RB/ 001/25	PETROLEUM PRODUCTS	G4661	10,516 GALLONS	\$ 54,000.00	RB	11/27/2024	12/11/2024	12/11/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2025	4/10/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$54,500.00												

Prepared by: J. Diameho Nasih Date: 02/28/25
J. Diameho Nasih
Procurement Manager

Approved by: Dr. Nancy T. Freeman Date: 02-28-25
Dr. Nancy T. Freeman
Principal & EO/Chairman
Procurement Committee

Handwritten signature and date:
3/10/25





**BOOKER WASHINGTON INSTITUTE
SBA PROCUREMENT PLAN(CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**

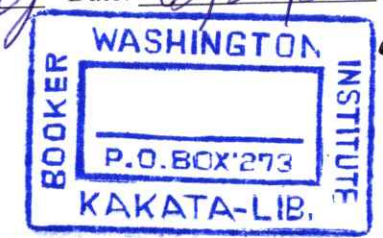


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PLAN	5	IFB NO. BWI/SBA/RFQ/003/25	LUBRICANTS	G4661	Assorted	\$ 3,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/6/2025	3/10/2025	3/13/2025	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	6	IFB NO. BWI/SBA/RFQ/004/24	TEACHING MATERIALS	G4761	ASSORTED	\$ 10,000.00	RFQ	11/27/2024	12/6/2024	12/11/2024	2/27/2025	3/6/2025	3/10/2025	3/13/2025	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 13,000.00												

Prepared by: J. Diameno Nasih Date: 02/28/25
 J. Diameno Nasih
 Procurement Manager

Handwritten signature and date:
 3/10/25

Approved by: Dr. Nancy T. Freeman Date: 02/28/25
 Dr. Nancy T. Freeman
 Principal & EO/Chairman
 Procurement Committee





**BOOKER WASHINGTON INSTITUTE
SBA CONSOLIDATED PROCUREMENT PLAN
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**

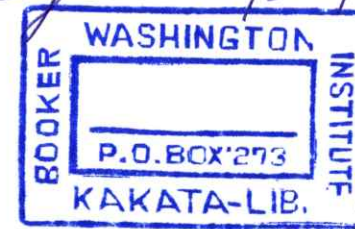


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BASIC DATA							IMPLEMENTATION DATES												
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PLAN	7	IFB No. BWI/SBA/RFQ/005/25	Publication Services	C1812/J5819	Assorted	\$ 4,500.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/6/2025	3/10/2025	3/13/2025	3/17/2025	NA	12/16/2025	12/23/2025	
UPDATE																			
ACTUAL																			
PLAN	8	IFB No. BWI/SBA/RFQ/006/25	Printing and Binding	C1811	Assorted	\$ 6,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/6/2025	3/10/2025	3/13/2025	3/17/2025	NA	12/16/2025	12/23/2025	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$ 10,500.00													

Prepared by: J. Diameno Nasih Date: 02/28/25
Procurement Manager

Handwritten signature and date:
3/6/25

Approved by: Dr. Nancy T. Freeman Date: 02/28/25
Principal & EO/Chairman
Procurement Committee





**BOOKER WASHINGTON INSTITUTE
SBA PROCUREMENT PLAN(CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR:2025**



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BASIC DATA							IMPLEMENTATION DATES											
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PLAN	9	IFB NO. BWI/SBA/FA/001/25	EMPLOYEES & STUDENTS ID CARDS	N8010	1 FIRM	\$3,000.00	FA	11/27/2025	12/11/2024	12/18/2024	N/A	N/A	N/A	N/A	4/10/2025	N/A	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	10	IFB NO. BWI/SBA/SS/001/25	STUDENT PORTAL HOSTING & RELATED	J6311/6312	1 FIRM	\$7,000.00	SS	11/27/2024	12/11/2024	12/18/2024	N/A	N/A	N/A	N/A	4/10/2025	N/A	12/16/2024	12/23/2025
UNDATE																		
ACTUAL																		
SUB-TOTAL						\$10,000.00												

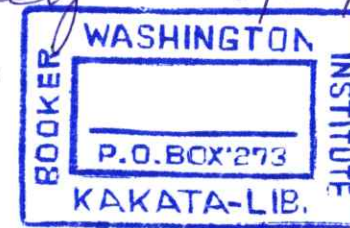
Prepared by: J. Diameno Nasih
Procurement Manager

Date: 02/28/25

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3/6/25

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

Date: 02/28/25





**BOOKER WASHINGTON INSTITUTE
SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR:2025**



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BASIC DATA							IMPLEMENTATION DATES											
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PLAN	11	BWI/SBA/RFQ /007/25	VEHICLE INSURANCE	K6512	1FIRM	\$2,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/6/2025	3/10/2025	3/13/2025	3/17/2025	N/A	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	12																	
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$2,000.00												
GRAND TOTAL						\$ 337,400.00												

Prepared by: J. Diameno Nasih
Procurement Manager

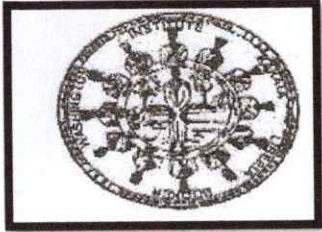
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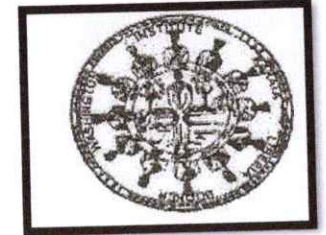
Approved by: Dr. Nancy T. Freeman
Principal & EO/Chairman
Procurement Committee

BOOKER WASHINGTON INSTITUTE
P.O. BOX 273
KAKATA-LIB.

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3/6/25
OFFICE OF THE EXECUTIVE DIRECTOR
Procurement & Concessions



BOOKER WASHINGTON INSTITUTE
SBA CONSOLIDATED PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR: 2025



Item NO.	Contract package Code	Contract Package	Content of Contract Package
1	IFB NO. BWI/SBA/RFQ/001/25	SCRATCH CARDS	<p>This is a combined contract package is intended to procure scratch cards for staff for internal and external communication and recharge the internet data for various offices. It is drawn from the budget lines Scratch card (US\$5,000.00) by BWI. Example:</p> <ul style="list-style-type: none"> A. Scratch cards/Lonestar B. Scratch cards/Orange GSM
2	IFB No. BWI/SBA/NCB/001/25 <i>WSP</i> <i>3/6/25</i>	FOOD ITEMS	<p>This contract package is a combination of four budget lines: Food & Catering Services (US\$220,700.00), The remaining US\$10,000 from Celebrations, Programs & Ceremonies, US\$5,000.00 from Workshops, Conferences & Seminars and (US\$7,500.00) from Entertainment Representation & Donation totaling (US\$243,200.00).</p> <p>This Institution intends to use this package to procure two (2) categories of food items which are divided into slots:</p> <p>Slot#1: Imported Food: This Slot is intended to procure imported food for boarding students feeding in the tone of (US\$193,000.00).</p> <p>Example of items in slot #1 include:</p> <ul style="list-style-type: none"> A. Rice B. Assorted frozen food C. Wheat flour D. Argo oil x 20L E. Others assorted food

[Handwritten Signature]
 3/6/25
 OFFICE OF THE EXECUTIVE DIRECTOR
 Public Procurement Commission & Concessions

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Slot#2 :(Local Food items). This slot is intended to be used for the purchasing of local food for boarding students feeding, and it is in the tone of US\$50,200.00

- A. Cassava,
- B. Red oil
- C. Assorted greens
- D. Beans
- E. Bitter balls
- F. Palm nuts
- G. Eddoes
- H. Potatoes


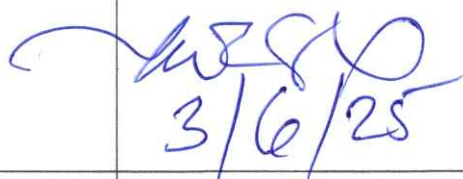
Other local assorted foods



3	IFB NO. BWI/SBA/RFQ/002/25	MOTOR CYCLE SPARE PARTS	This contract package is intended to procure spare parts for the institution motorbike. It is drawn from the budget line repair and maintenance motor cycle and others in tone of (US\$500.00) .
4	IFB NO. BWI/SBA/RB/001/25	PETROLEUM PRODUCTS	This is a combined contact package intended to procure fuel and gasoline for smooth running of the institution' vehicles and generators in the tone of (US\$ 54,000.00) . It is drawn from the budget lines Fuel and Lubricant-vehicle (US\$24,000.00) , Domestic Travel- Means of Travel (US\$3,000.00) and Fuel & Lubricant-Gen. (US\$30,000.00) . (US\$27,000.00) from the US\$30,000.00 for Fuel & Lubricant-Gen. is added to it. The remaining US\$3,000.00 from the budget line Fuel & Lubricant-Gen. will be used to procure Lubricant for both the vehicles and generators.
5	IFB NO. BWI/SBA/RFQ/003/25	LUBRICANTS	This is a disaggregated contract package in the tone of (US\$3,000.00) drawn from the budget line Fuel and Lubricant- Gen. (US\$30,000.00) . The US3,000.00 is the remaining from the Budget line Fuel & Lubricant-Generator.
6	IFB NO. BWI/SBA/RFQ/004/25	TEACHING MATERIALS	This is a combined contract package in the tone (US\$10,000.00) from the Budget lines Newspaper, books & Periodicals (US\$3,000.00) and (US\$7,000.00) from Educational Materials & Supplies. It is used to procure assorted teaching materials for student training at the various trade shops. Of the remaining US\$53,000.00 from Educational Materials & Supplies, US\$10,000.00 is added to Stationery to procure instructional inputs for the Business Educational Department, US\$3,000.00 is added to Vehicle Spare Parts to procure


Handwritten signature and date: 3/6/25

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			instructional inputs for the Automotive Department and US40,000.00 is added to the US\$7,500.00 from Computers supplies & ICT Services to procure ICT equipment (computers, peripheral units & Software) as instructional inputs for various departments.
7	IFB NO. BWI/SBA/RFQ/005/25	PUBLICATION SERVICES 	This is a disaggregated contract package in the tone of (US\$4,500.00) . It is intended to underwrite the cost of publication made by BWI through print & electronic media (bid publication, announcement, talk show, etc.). This contract package is drawn from the budget lines Advertising and Public Relation in the tone of (US\$9,000.00). The remaining US\$4,500.00 will be added to the US\$1,500.00 from the budget line Printing, Binding & Publication Services to underwrite the cost of the contract package Printing & Binding .
8	IFB NO. BWI/SBA/RFQ/006/25	PRINTING AND BINDING	This is a Combined contract package in the tone of (US\$6,000.00) . It is intended to underwrite the cost of printing & binding of booklets, receipts, invoices, etc. It is drawn from the budget line Advertising and Public Relation (US\$4,500.00) and Printing, Binding and Publication services (US\$1,500.00)
9	IFB NO. BWI/SBA/RFQ/006/25	EMPLOYEES AND STUDENTS ID CARDS	This contract package is intended to underwrite the cost of the production of Employees and Students Identification Cards. This contract package is drawn from the budget line Employee/ Students ID cards in the tone of (US\$3,000.00) . This method is selected because BWI, through its Media Center, has the equipment, expertise and the materials required to produce the uniforms in a timely and cost effective manner.
	BIFB NO. BWI/SBA/SS/001/25	Student Portal Hosting & Related Services 	This is a combined contract package is used to underwrite the cost of hosting the student data online as well as maintaining the portal online. It is drawn from the budget lines Internet Provider Service (US\$7,000.00) . This method of Procurement is selected because the system is currently in operation and it is being managed by an IT company and data migration would pose a problem to the smooth operation.
11	IFB NO.BWI/SBA/RFQ/007/25	VEHICLE INSURANCE	This contract package is intended to underwrite the cost of insuring vehicles of the institution. This contract package is drawn from the budget line Vehicle Insurance/Registration in the tone of (US\$2,000.00) , internally generated.

12	UTILITY EXPENSE	This package is used to underwrite the cost of other activities of formal program, such as Graduation, Industrial Programs. (transportations for securities and Scout etc.), it is drawn from the budget line Other Utilities in the tone of (US\$5 00.00)
13	Electricity	This package is intended to underwrite the cost of electricity bills for the institution. This package is drawn from the budget line Electricity in the tone of (US\$24,000.00).
14	Domestic Travels	This package is meant to provide allowances for staff who are on duty trips locally. It is drawn from the Budget line Domestic Travel-Daily Subsistence Allowances in the tone of (US\$9,000.00)
15	Water and Sewage	This package is intended to underwrite the cost of water and sewage bills for the institution. This package is drawn from the budget line Water and Sewage in the tone of (US\$1,200.00).
16	Domestic Arrears	This package is intended to underwrite the cost of Domestic Arrears for the institution (Building Materials and others, incurred during the FY 2024). This package is drawn from the budget line water and sewage in the tone of (US\$141,245).


Prepared by:


J. Diameno Nasih
Procurement Manager

Date:

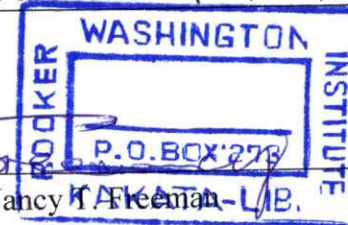
02/25/25

Approved by:


Dr. Nancy Freeman
Principal & EO/Chairman
Procurement Committee

Date:

02/28/25




3/4/25





BOOKER WASHINGTON INSTITUTE

P.O. BOX 273

KAKATA, MARGIBI COUNTY, LIBERIA



Members of BWI Procurement Committee:

1. Dr. Nancy T. Freeman. ----- Principal & CEO----- Chairman
2. Thomas V. Fahuwu-----VPA-----Member
3. Allison T. Thomas -----Business Manager----- Member
4. Sumo K. Fumbah-----Admission Director----- Member
5. J. Diameno Nasih-----Proc. Manager-----Secretary

Staff of BWI Procurement Unit:

1. J. Diameno Nasih-----Procurement Manager
2. J. Borbor Wilson-----Procurement Officer
3. David E. Norkai-----Procurement Analyst
4. Patience Reeves-----Procurement Clerk
5. Bob A. Taitee-----Procurement Officer
6. Naomi O. N. Dweh-----Procurement Specialist

Signed: _____

Date: 02/28/25

J. Diameno Nasih
Procurement Manager

Approved: _____

Dr. Nancy T. Freeman
Principal & CEO/Chairman
Procurement Committee

Date: 02/28/25






**BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**




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: BWI/RB/001/25	MEDICAL DRUGS	G4772	Assorted	\$ 12,000.00	RB	11/27/2024	12/11/2024	12/18/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2025	4/10/2025	N/A	12/16/2025	12/23/2025
UPDATE																	
ACTUAL																	
PLAN 2	IFB NO: BWI/RB/002/25	VEHICLE SPARE PARTS	G4530	Assorted	\$ 13,000.00	RB	11/27/2024	12/11/2024	12/18/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2025	4/10/2025	N/A	12/16/2025	12/31/2025
UPDATE																	
ACTUAL																	
SUB-TOTAL					\$	25,000.00											

Prepared by: 
J. Diamen Nasih
Procurement Manager

Date: 02/28/25

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

Date: 02/28/25


3/6/25


3/6/25





**BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**



1	2	3	4	5	6	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/001/25	STATIONERY	G4761	Assorted	\$ 48,500.00	NCB	11/27/2024	12/11/2024	12/18/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2025	4/10/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	4	IFB NO: BWI/RFQ/001/25	GENERATOR SPARE PARTS	G4659	Assorted	\$ 8,100.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/10/2025	3/13/2025	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 56,600.00												

Prepared by:  Date: 02/28/25
J. Diamen Nasih
Procurement Manager


3/6/25

Approved by:  Date: 02/28/25
Dr. Nancy T. Freeman
Principal & EO/Chairman
Procurement Committee


3/6/25

BOOKER WASHINGTON INSTITUTE
P.O. BOX 273
KAKATA-LIB.



**BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN(CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**



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	5	IFB NO:BW1/RFQ/002/25	LABORATORY EQUIPMENT & CHEMICALS	G4659	Assorted	\$ 500.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/6/2025	3/10/2024	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	6	IFB No. BW1/RFQ/003/25	MEDICAL SUPPLIES	G4772	Assorted	\$ 3,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/6/2025	3/10/2024	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 3,500.00												

Prepared by: J. Diameno Nasih
Procurement Manager

Date: 02/28/25

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

Date: 02/28/25

[Handwritten signature]
3/6/25




[Handwritten signature]
3/6/25





**BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**

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 7	IFB NO: BWI/RFQ/004/25	EQUIPMENT & HOUSEHOLD MATERIALS	G4759	Assorted	\$ 7,500.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/6/2025	3/10/2024	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																	
ACTUAL																	
PLAN 8	IFB NO: BWI/RFQ/005/25	SEEDS AND FERTIZERS	G4773	Assorted	\$ 2,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/6/2025	3/10/2024	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																	
ACTUAL																	
SUB-TOTAL					\$ 9,500.00												

Prepared by: 
J. Diamenio Nasih
Procurement Manager

Date: 02/28/25

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

Date: 02/28/25


3/6/25




3/6/25





**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	9	BWI/SS/001/25	BUILDING MATERIALS	G4663	Assorted	\$ 160,400.00	SS	11/27/2024	12/11/2024	12/18/2024	N/A	N/A	N/A	N/A	4/10/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	10	IFB NO. BWI/RFQ/006/25	MACHINERY, EQUIPMENT AND SPARE PARTS	G4659	Assorted	\$ 1,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/6/2025	3/10/2024	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 161,400.00												

Prepared by: J. Diamenó Nasih
Procurement Manager

Date: 02/28/25

[Handwritten signature]
3/6/25

Approved by: Dr. Nancy T. Freeman
Principal & Chairwoman
Procurement Committee



[Handwritten signature]
3/6/25



Date: 02/28/25



**BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN(CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025**



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	11	IFB No. BWI/RFQ/007/25	AIR TICKETS	N7911	ASSORTED	\$ 5,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/6/2025	3/10/2025	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	12	IFB NO: BWI/RFQ/008/25	AGRICULTURAL TOOLS	G4653	ASSORTED	\$ 3,000.00	RFQ	11/27/2024	12/11/2024	12/18/2024	2/27/2025	3/3/2025	3/6/2025	3/10/2025	3/17/2025	NA	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL																		
					\$	8,000.00												

Prepared by: J. Diameno Nasih Date: 02/28/25
Procurement Manager

Handwritten signature and date:
3/6/25

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

Handwritten signature and date:
3/6/25



Date: 02/28/25



**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/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT
PLAN 13	IFB No. BWI/FA/001/25	Uniforms & Specialized Clothing	C1410	ASSORTED	\$ 47,500.00	FA	11/27/2024	12/11/2024	12/18/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2025	4/10/2025	N/A	12/16/2025	12/23/2025
UPDATE																	
ACTUAL																	
PLAN 14	IFB No. BWI/NCB/002/25	Cleaning Materials	G4773	ASSORTED	\$ 15,000.00	NCB	11/27/2024	12/11/2024	12/18/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2025	4/10/2025	NA	12/16/2025	12/23/2025
UPDATE																	
ACTUAL																	
Sub-Total					\$ 62,500.00												

Prepared by: J. Diameno Nasih Date: 02/28/25

J. Diameno Nasih
Procurement Manager

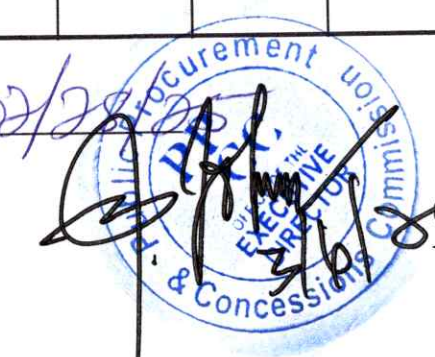
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3/4/25

Approved by: [Signature]

Principal & EO/Chairman
Procurement Committee



Date: 02/28/25
Handwritten signature and date:
3/4/25





**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	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/003/25	COMPUTER, Peripheral Units & Software	G4741	Assorted	\$47,500.00	RB	11/27/2024	12/11/2024	12/18/2024	2/3/2025	3/3/2025	3/10/2025	3/17/2025	4/10/2025	N/A	12/16/2025	12/23/2025
UPDATE																		
ACTUAL																		
PLAN	16																	
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 47,500.00												
GRAND TOTAL						\$ 374,000.00												

Prepared by: J. Diameno Nasih Date: 02/25/25
Procurement Manager

WBSLO
3/6/25

Approved by: Dr. Nancy T. Freeman Date: 02/25/25
Principal & EO/Chairman
Procurement Committee





**BOOKER WASHINGTON INSTITUTE
KAKATA, MARGIBI COUNTY
NON-SBA CONSOLIDATED PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR: 2025**

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO: BWI/RB/001/25	MEDICALS DRUGS	This is a disaggregated contract package in the tone of (US\$12,000.00) . It is intended to procure medical drugs for student use. It is drawn from the budget line Drugs & Medical consumables (US\$15,000.00) . The remaining \$3,000.00 will be used to procure medical supplies.
2	IFB No. BWI/RB/002/25	VEHICLE SPARE PARTS	This is a combined contract package in the tone (US\$13,000.00) It 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 Repairs and Maintenance –Vehicle (US\$10,000.00) and Educational Materials & Supplies(US\$3,000.00) . Of the remaining US\$57,000.00, US\$10,000.00 is added to stationery, US\$10,000.00 for Teaching Materials and US\$37,000.00 is added to Computers, Peripheral Units & Software. 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/001/25	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 six separate budget lines: Stationery (US\$15,000.00) , Other Office Materials and Consumables (US\$5,000.00) , Other Specialized Materials & Services(US\$7,500.00) , US\$10,000.00 from Celebrations, Programs & Ceremonies and US\$10,000.00 from Educational Materials & Supplies and Text books(US\$500.00) totaling (US48,500.00). The remaining US\$10,000.00 from Celebrations, Programs & Ceremonies is added to Food Items while of the balance (US\$57,000.00), (US\$7,000.00) is used for Teaching Materials, US\$3,000.00 is added to Vehicle Spare Parts and (40,000.00) for Computers, Peripheral Units and Software. This is because the instructional materials needed in the various vocational departments are associated with the packages they are spread among.
4	IFB NO. BWI/RFQ/001/25	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 (US\$8,100.00)

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Official stamp of the Public Procurement & Concessions Commission (PPCC) with handwritten signature and date: 3/10/25

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5	IFB No. BWI/RFQ/002/25	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 Laboratory Consumables in the tone of (US\$500.00).
6	IFB NO. BWI/RFQ/003/25	MEDICAL SUPPLIES	This contract package will be used to under write the cost of procuring medical supplies in the tone of (US\$3,000.00). This is a disaggregated contract package that is drawn from budget line Drugs and Medicals in the tone of US\$15,000.00. The remaining US\$12,000 will be used to procure Medical Drugs.
7	IFB NO. BWI/RFQ/004 /25	EQUIPMENT AND HOUSEHOD 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 in the tone (US\$7,500.00) , drawn from the Budget line Equipment & Household Materials.
8	IFB NO. BWI/RFQ/006 /25	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 (US\$2,000.00).
9	IFB NO. BWI/SS/001/25	BUILDING MATERIALS	This package is intended to procure Assorted Building Materials from the budget line Repair and Maintenance-Civil (US\$160,400.00). The single Source Procurement Method is used in order to pay for goods that were supplied under a Pre-financing contract between the Ministry of Finance, BWI, GSA and Building Material Center that was approved by PPCC in FY 2024 for the renovation of dormitories. All the goods had been supplied under a pre-finance requirement However, only US\$55,000.00 was paid in 2024. The balance due(arrear) is forwarded to 2025.
10	IFB NO. BWI/RFQ/006/25	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 (US\$1,000.00) , internally generated by BWI.
11	IFB NO. BWI/RFQ/007/25	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 (US\$ 5,000.00) and it is internally generated by BWI.
12	IFB NO. BWI/RFQ/008/25	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 (US\$3,000.00) . The remaining US\$2,000.00 will be used to procure Seeds & Chemicals.
13	IFB NO. BWI/FA/001/25	UNIFORMS & SPECIALIZED CLOTHINGS	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 (US\$47,500.00) . This method is selected be because BWI, through its Media Center, has the equipment , expertise and the materials required to produce the uniforms in a timely and cost effective manner.

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3/10/25

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3/10/25

[Circular stamp: Procurement Division, PPCC, Director]

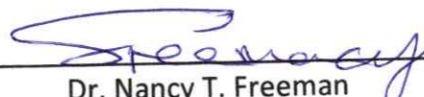
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14	IFB NO. BWI/NCB/002/24	CLEANING MATERIALS	This contract package is intended to procure cleaning materials for the Institute. It is drawn from the budget line Cleaning Material and Services in the tone of (US\$15,000.00)
15	IFB NO. BWI/RB/003/25	COMPUTERS, PERIPHERAL UNITS & SOFTWARES	This is a Combined contract package in the tone of (US\$48,500.00) . It is intended to procure computers, software etc. It is drawn from the budget line Computer Supplies & ICT Services (US\$7,500.00) , the Remaining US\$40,000.00 from Educational Materials & Supplies is added to this package to procure needed ICT equipment for instructional purposes in the Business Education Departments and the Electronics Department.
		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 (US\$500.00) , 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 Commissions and Related Charges in the tone of US\$2,500.00 , 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 Bank Charges in the tone of (US\$ 1,000.00) , 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 (US\$7,500.00) , drawn from the budget line Operational Expenses, internally generated by BWI.
		Foreign Travel-Daily Subsistence Allowances	This package is meant to provide allowances for administrators who are on official trip abroad. It is drawn from the Budget line Foreign Travel-Daily Subsistence Allowances in the tone of (US\$3,000.00)
		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 Employee Award in the tone of (US\$1,000.00) , internally generated by BWI.

Prepared by: 
 J. Diameno Nasih
 Procurement Manager

Date: 02/28/25

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

Date: 02/28/25

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BOOKER WASHINGTON INSTITUTE
SBA CONSULTANCY SERVICE PROCUREMENT PLAN(CONSOLIDATED)
SOURCE OF FUNDING: GOL & BWI
FISCAL YEAR: 2025



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 NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	NO. OF FIRM/PERSONS	ESTIMATED COST (USD)	PROCUREMENT METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC. APPROVAL EVALUATION	PREP. & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	IVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNOLOGICAL & FINANCIAL	PC. APPROVAL COMBINE EVALUATION	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLAN	1	IFB NO. BWI/SBA/SS/001/25	LEGAL SERVICES	1 FIRM	\$ 5,500.00	SS	11/24/2024	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3/17/2025	12/22/2025	
UPDATE																			
PLAN	2	IFB NO. BWI/SBA/LCS/00225	CAPACITY BUILDING	1 FIRM	\$ 6,000.00	LCS	11/24/2024	1/10/2025	4/10/2025	4/17/2025	4/24/2025	4/30/2025	5/6/2025	5/13/2025	6/13/2025	6/20/2025	6/27/2025	7/14/2025	12/22/2025
UPDATE																			
ACTUAL																			
SUB-TOTAL				\$	11,500.00														
GRAND TOTAL				\$	11,500.00														

Prepared by: J. Diameño Nasih Date: 02/28/25
 J. Diameño Nasih
 Procurement Manager

Approved by: Dr. Nancy T. Freeman Date: 02/28/25
 Dr. Nancy T. Freeman
 Principal & EO/Chairman
 Procurement Committee

REGO
3/6/25

[Signature]
3/6/25

