



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/0295/25'**

February 24, 2025

Hon. Sornaf F. Sheriff

DIRECTOR

Kakata Rural Teacher Training Institute

Kakata City, Margibi County

Republic of Liberia

Dear Hon. Sheriff:

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 Kakata Rural Teacher Training Institute (KRTTI) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the KRTTI annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the KRTTI 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.

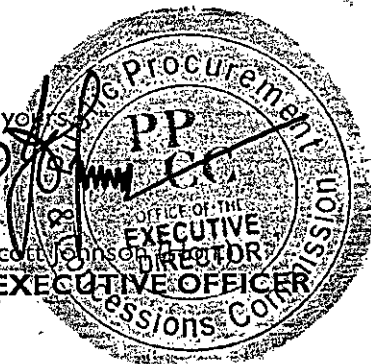
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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

Please note that 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,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER





KAKATA RURAL TEACHER TRAINING INSTITUTE (KRTTI)
Kakata City, Margibi County
Republic of Liberia



Office of the Director
Cell #: 0886-336063

Email: gbkpenneh51@gmail.com

Bodger Scott Johnson
Executive Director
Public Procurement & Concession Committee (PPCC)
Executive Mansion Grounds
Capitol Hill, Monrovia

February 17, 2025

Dear Sir:

We present our compliments and wish to forward our procurement plan covering the budget year January 1, 2025 – December 31, 2025 budget enshrined as in our procurement plan cash plan spending plan. Also attached our procurement plans are some local purchase order (LPO), voucher and preform invoices to authenticate our procurement transactions chosen.

It is our conviction that our procurement plan for this fiscal period 2025 Budget will be approved as we strive for Economic Viability.

Thanks for your usual understanding.

Signed: 
Sorna F. Sherif / Director/KRTTI



Received,
Theophilus S. B. Pellip
Feb. 21, 2025
Time: 11:45 AM

OK

KAKATA RURAL TEACHER TRAINING INSTITUTE (KRTTI)

KAKATA, MARGIBI COUNTY – LIBERIA

PROCUREMENT, SPENDING AND CASH PLAN

2025

PREPARED AND SUBMITTED BY: ABRAHAM B. KAR

PROCUREMENT MANAGER /KRTTI

APPROVED: SORNA F. SHERIF.

DIRECTOR / KRTTI

DATE: FEBRUARY 10, 2025



**Karnataka Rural Teacher Training Institute
 (KRTTI)
 PROCUREMENT PLAN (SBA)
 Source Funding: GOL Fiscal Year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES														REMARKS
			Business Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BQ/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				
PLANNED	1.	IFB No: KRTTI /SBA/RFQ/001/2025	Scratch Cards	J-6190	1980 Pcs. @ \$5.00	\$9,900.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No: KRTTI /SBA/RB/001/2025	Petroleum Product (diesel & gasoline)	G-4661	12,760.095 Gal @ \$4.21	\$53,720.00	RB	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No: KRTTI /SBA/RB/002/2025	Building Materials	G-4663	Assorted	\$70,000.00	RB	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025			
UPDATE																					
ACTUAL																					
SUB. TOTAL						\$133,620.00															

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 2/24/25

Prepared by: *Abkar*

Date: *Feb. 7 2025*

Approved by: *[Signature]*

Date: *02/07/25*

Procurement Director/ Manager

Head of Entity/Chairmen Proc. Committee

[Handwritten signature]
 2/24/25



**Kerala Rural Teacher Training Institute
(KRTTI)
PROCUREMENT PLAN (SBA)
Source Funding: GOL Fiscal Year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA				IMPLEMENTATION DATES															
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business- Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/Tech SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	4	IFB No: KRTTI /SBA/RB/003/2025	Vehicle Spare Parts	G-4530	Assorted	\$20,140.00	RB	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No :KRTTI /SBA/RFQ/002 /2025	Cleaning Material	G-4773	Assorted	\$6,000.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No: KRTTI SBA/RFQ/003/2025	Computer Supplies & ICT	G-4741	Assorted	\$9,529.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB. TOTAL						\$35,669.00													

Prepared by: ABKAV Date: Feb 2025
Procurement Director/ Manager

Approved by: [Signature] Date: 02/07/25
Head of Entity/Chairman Proc. Committee

[Signature]
2/24/25



Kakata Rural Teacher Training Institute
(KRTTI)

PROCUREMENT PLAN (Non SBA)
Source Funding: GOL Fiscal Year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				BASIC DATA				IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/T ECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	7	IFB No: KRTTI /SBA/RB/001/2025	Stationery Items	G-4761	Assorted	\$20,000.00	RB	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No :KRTTI /SBA/RFQ/001 /2025	Druga & Medical Cons.	G-4772	Assorted	\$8,000.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No: KRTTI SBA/RB/002/2025	Food Stuff	G-4711	Assorted	\$124,000.00	RB	2/3/2024	4/8/2024	2/21/2025	2/28/2023	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
NON SBA. TOTAL						\$152,000.00													

Prepared by: Ab Karu Date Feb. 7 2025

Procurement Director/ Manager

[Signature]
2/24/25

Approved by: [Signature] Date: 02/07/25

Head of Entity/Chairman Proc. Committee



Kakata Rural Teacher Training Institute
(KRTTI)

PROCUREMENT PLAN (SBA)

Source Funding: GOL Fiscal Year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business-Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/T ECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARDED & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	10	IFB No: KRTTI /SBA/RFQ/004/ 2025	Machine ry & other Equip.	G- 4759	Firm	\$9,960.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No :KRTTI /SBA/RFQ/005 /2025	Furniture & Fixtures	G- 4659	Assorted	\$9,980.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No: KRTTI SBA/RFQ/006/ 2025	Agricultural Supplies & Inputs	G- 4773	Assorted	\$9,970.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB. TOTAL						\$29,910.00													

Prepared by: ABKoo

Date: Feb. 7, 2025

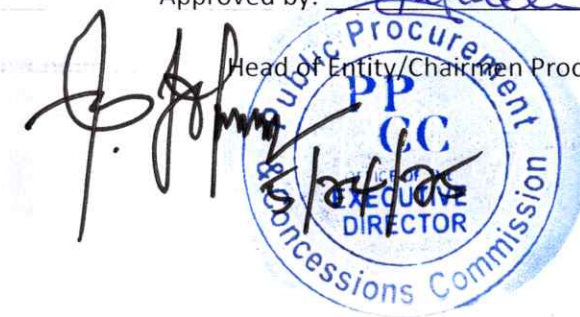
Approved by: [Signature]

Date: 02/07/25

Procurement Director/ Manager

[Signature]
2/24/25

Head of Entity/Chairman Proc. Committee



Kakata Rural Teacher Training Institute

(KRTTI)

PROCUREMENT PLAN (SBA)

Source Funding: GOL Fiscal Year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
				BASIC DATA				IMPLEMENTATION DATES												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business-Code	QTY	ESTIMATED COST (USD)		TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/T ECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED	13	IFB No: KRTTI /SBA/RFQ/007/ 2025	Equipment & House Maternal	C. 4769	Firm	\$9,980.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	14	IFB No :KRTTI/ SBA/RFQ/008/ 2025	Generator or Spare Parts	G-4530	Assorted	\$9,970.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	15	IFB No: KRTTI - SBA/RFQ/009/ 2025	Uniforms Specialized Cloth	G-4771	Assorted	\$5,000.00	RFQ	2/3/2025	2/14/2025	2/21/2025	2/28/2025	3/21/2025	4/4/2025	4/18/2025	5/2/2025	N/A	10/10/2025	12/31/2025		
UPDATE																				
ACTUAL																				
SUB. TOTAL						\$24,950.00														

SBA TOTAL \$224,149.00, NON SBA TOTAL \$152,000.00 GRAND TOTAL=376,149.00

Prepared by: ABKev

Date: Feb. 7, 2025

Approved by: [Signature]

Date: 02/07/25

Procurement Director/ Manager

Head of Entity/Chairmen Proc. Committee

[Signature]
2/24/25

[Signature]
5/24/25



KAKATA RURAL TEACHER TRAINING INSTITUTE

(SBA) Explanatory Not

Budget Period / Fiscal Year: 2025

Items	Contract Code	Contract Packages	Description NOTE TO PROCUREMENT PLANE – 2025
1.	IFB No: KRTTI/SBA/RFQ/001/2025	Scratch Cards	This contract package, scratch card was contracted to service provider for the use of the KRTTI office. The amount of 1,980 pieces (Orange & Lone Star).
2.	FIB No: KRTTI/SBA/RB/001 2025	Petroleum Products (diesel & gasoline)	This contract package is funded from the budget line fuel and lubricants vehicles and generators which is intended to procure the amount of 12,760.09 (Twelve thousand seven hundred sixty point zero nine gallons' worth of fuel and gasoline for entity at the rate of \$4.21.
3.	FIB No: KRTTI/SBA/RB/002/2025	Repair & Maintenance - Civil	This contract package is funded from the budget line repair & maintenance civil which for work on four (4) building on the entity facilitates to purchase materials such as door, zinc, ceiling tide, oil pint, water pint, wood 2x2, 2x3, 2x6, 2x8, cylinder, etc.

Signs: ABKev

Procurement Division

Date Feb. 7 2025

Approved: [Signature]

Date 02/07/25

Chairmen Procurement Committee

[Signature]
2/24/25

[Signature]
2/24/25



KAKATA RURAL TEACHER TRAINING INSTITUTE
 NOTE TO PROCUREMENT PLANE – 2025
 (SBA) Explanatory Note
 Budget Period / Fiscal Year: 2025

Items	Contract Code	Contract Packages	Description
4.	IFB No: KRRTTI/SBA/RB/003/2025	Repairs spare parts	This contract package is funded from the budget line repair & maintenance vehicle which is intended to procure the following spare parts for vehicle which include: filters, tires batteries break fluids oil 15-w 40. Tool box,
5.	FIB No: KRRTTI/SBA/RFQ/002 2025	Cleaning Material	This contract package is funded from the budget line cleaning material and service which is intended to purchase the following items: Clorox-20ctns, Deitol-15ctn, washing soap- 50ctns, Tide soap – 60ctns, Tissue - 40sacks, Spry Gone- 10ctns, air fresher7ctns.
6.	FIB No: KRRTTI/SBA/RFQ/003/2025	Computer supplies & ICT	This contract package is funded from the budget line to purchase :Laptop, HP printer, Projector etc.

Signs: ABKav
 Procurement Division

Date Feb 7, 2025

Approved: [Signature]
 Chairmen Procurement Committee

Date 02/07/25

[Signature]
 2/24/25

[Signature]
 2/24/25



KAKATA RURAL TEACHER TRAINING INSTITUTE

NOTE TO PROCUREMENT PLANE – 2025

(SBA) Explanatory Note

(SBA) Explanatory Note

Budget Period / Fiscal Year: 2025

Budget Period / Fiscal Year: 2025

Items	Contract Code	Contract Packages	Description
7.	FIB No: KRTTI/SBA/RFQ/004/ 2025	Machinery and other Equipment	This contract package is funded from the budget line repair and maintenance equipment intended to purchase spare parts for laptop photo copy and printer
8.	FIB No: KRTTI/SBA/RFQ/ 005/2025	Furniture & fixtures	This contract package is funded from the budget line of furniture & fixture intended to purchase: office desk, cabinet chair ect
9.	IFB No: KRTTI/SBA/RFQ/ 006/2025	Agricultural Supplies	This contract package is funded from the budget line Agricultural Supplies which is intended to purchase agricultural material such as: Wheel Barry, watering cane, sees, cutlass, rake, rain boots garden hoe, NPK fertilizer, urea 40% water pump machines.

Signs: AB Kar
Procurement Division

Date Feb. 7, 2025

Approved: [Signature]

Date 02/07/25

Chairmen Procurement Committee

[Signature]
2/24/25

[Signature]
2/24/25



KAKATA RURAL TEACHER TRAINING INSTITUTE

NOTE TO PROCUREMENT PLANE – 2025

(SBA) Explanatory Note

(SBA) Explanatory Note

Budget Period / Fiscal Year: 2025

Budget Period / Fiscal Year: 2025

Items	Contract Code	Contract Packages	Description
10.	FIB No: KRTTI/SBA/RFQ/007/2025	Equipment and Household Materials	This contract package is funded from the budget line of intended to Purchase equipment and household materials such as: Air condition, Ice box, freezer etc
11.	FIB No: KRTTI/SBA/RFQ/008/2025	Generator spare parts	This contract package is funded from the budget line repair and maintenance intended to purchase fuel filter, oil filter, engine oil.
12.	FIB No: KRTTI/SBA/RFQ/009/2025	Uniform specialized Cloth	This contract package is funded from the budget line uniform specialized cloth are purchasing of security uniform dieticians uniform

Signs: Abkav

Procurement Division

Date Feb. 7, 2025

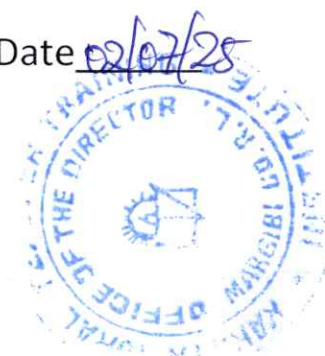
Approved: [Signature]

Chairmen Procurement Committee

Date 02/07/25

[Signature]
2/24/25

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KAKATA RURAL TEACHER TRAINING INSTITUTE

NOTE TO PROCUREMENT PLANE – 2025

(SBA) Explanatory Note

Budget Period / Fiscal Year: 2025

Items	Contract Code	Contract Packages	Description
1.	IFB No: KRTTI/SBA/RB/001/2025	Stationery Items	This contract package is funded from the budget line stationery which is intended to purchase the following items A- 4 sheet, Ledger sheet, paper clip, assorted pens, plane ledger book, A-4 folder, staple machine, staple pin, prime maker Cartridge 737, 85A 30A, poster sheet white board maker manila folder etc.
2.	FIB No: KRTTI/SBA/RFQ/001/20245	Drugs and medical consumable	This contract package is funded from the budget line drugs and medical consumable which is intended to purchase the following: Aspin (300mg) 10 cats., Doxycycline(100mg)-50ctns, Erythromycin(250mg)-75ctns, Ibuprofen(200mg) 100ctns, Flaygyl(250mg) 50ctns, BP Cuff 25pcs, pcm (500mg)
3.	FIB No: KRTTI/SBA/RB/002/2025	Food Items	This contract package is funded from the budget line food items intended. Purchase food related items for feeding of students on the campus. The total amount of Fifteen Thousand(\$15,000.00)

Signs: AKKAV
Procurement Division

Date Feb. 7, 2025

Approved: [Signature]
Chairmen Procurement Committee

Date 02/07/25

[Signature]
2/24/25

[Signature]
2/24/25

