

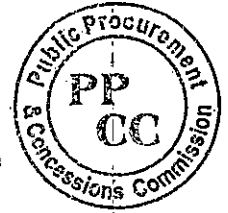


REPUBLIC OF LIBERIA

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/0292/25

February 21, 2025

Hon. Abe Kortu Kekula
DIRECTOR
Zorzor Rural Teacher Training Institute
Monrovia, Liberia

Dear Hon. Kekula:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated February 3, 2025, which sought the approval of the Commission for Zorzor Rural Teacher Training Institute (ZRTTI) Annual Core and SBA Procurement Plan for 2025.

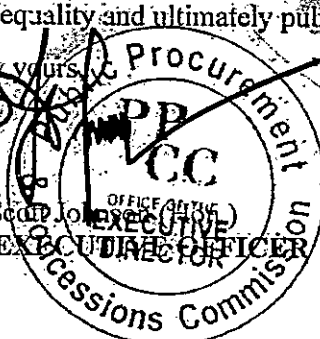
Following thorough review, the Commission hereby approves the Zorzor Rural Teacher Training Institute (ZRTTI) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Zorzor Rural Teacher Training Institute that the procurement plan will be duly 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, on a quarterly basis 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 Jones
CHIEF EXECUTIVE OFFICER





ZORZOR RURAL TEACHER TRAINING INSTITUTE (ZRTTI)



Fissebu Town, Zorzor District
Zorzor, Lofa County – Liberia

February 3, 2025

Hon. Bodger Scott Johnson.
Executive Director
Public Procurement & Concession Commission
Executive Mansion Ground
Monrovia, Liberia

Dear Hon. Johnson,

We extend our compliments and wish to acknowledge the commission that the Zorzor Rural Teacher Training Institute (ZRTTI), respectfully submits its Procurement Plan for 2025 fiscal period to the Commission for approval.

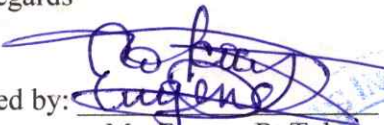
Below is the listing of our Procurement Committee Members and their position.

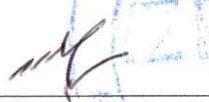
Mr. Abe Kortu Kekula	Director	Chairman
Mr. Lorenzo Kollie	Business Manager	Co-chairman
Miss. Lovo M. Subor	Human Resource	Member
Miss. Aliyah G. Gayemee	Accountant	Member
Mr. Eugene R. Tokay	Procurement Director	Secretary

Members of the Procurement Unit

Mr. Eugene R. Tokay	Procurement Director
Mr. Fornatee Toh	Warehouse Supervisor

Kind regards

Prepared by: 
Mr. Eugene R. Tokay
Procurement Director

Approved by: 
Mr. Abe Kortu Kekula
Director



Received
Theophilus S. B. Jollie
Feb. 3, 2025
Time: 1:58 PM

**ZORZOR RURAL TEACHER TEACHING INSTITUTE (ZRTTI)
PROCUREMENT PLAN (SBA)
Source of Funding: GOL NATIONAL BUDGET
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 ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIONN & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB NO ZRTTI/SBA/ RFQ/001/2025	Scratch Cards	J - 6191	Assorted	\$4,207.00	RFQ	1/21/2025	2/4/2025	2/18/2025	3/4/2025	4/7/2025	4/21/2025	5/5/2025	5/20/2025	N/A	10/8/2025	12/15/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO ZRTTI/SBA/ RFQ/002/2025	Cleaning Materials	G - 4773	Assorted	\$9,793.00	RFQ	1/27/2025	2/10/2025	2/24/2025	3/10/2025	4/14/2025	4/28/2025	5/15/2025	5/30/2025	N/A	9/15/2025	12/12/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO ZRTTI/SBA/ RFQ/003/2025	Drugs & Medical Supply	G - 4 772	Assorted	\$9,000	RFQ	1/21/2025	2/4/2025	2/18/2025	3/4/2025	4/7/2025	4/21/2025	5/5/2025	5/20/2025	N/A	10/8/2025	12/15/2025		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$23,000.00														
GRAND TOTAL						US\$141,072.00														

Prepared by: *Eugene R. Tokay*
Mr. Eugene R. Tokay - Procurement Director

Approved by: *[Signature]*
Mr. Abe Kortu Kekula - Director ZRTTI/Chairman Procurement Committee

Date: Feb 13, 2025



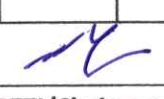
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 2/21/25



**ZORZOR RURAL TEACHER TEACHING INSTITUTE (ZRTTI)
PROCUREMENT PLAN (SBA)
Source of Funding: GOL NATIONAL BUDGET
Fiscal Year: 2025**


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIONN & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	4	IFB NO ZRTTI/SBA/RB/001/2025	Stationery	G-4761	Assorted	\$17,362.00	RB	2/3/2025	2/17/2025	3/4/2025	3/18/2025	4/17/2025	5/1/2025	5/15/2025	5/29/2025	N/A	10/7/2025	12/18/2025		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO ZRTTI/SBA/RB/002/2025	Petroleum Product	G - 4661	20,515 Gals.	\$86,373.00	RB	1/27/2025	2/10/2025	2/24/2025	3/10/2025	4/14/2025	4/28/2025	5/15/2025	5/30/2025	N/A	9/15/2025	12/12/2025		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO ZRTTI/SBA/RB/003/2025	Vehicles Spare Parts	G-4530	Assorted	\$14,337	RB	1/21/2025	2/4/2025	2/18/2025	3/4/2025	4/7/2025	4/21/2025	5/5/2025	5/20/2025	N/A	10/8/2025	12/15/2025		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$118,072.00														
GRAND TOTAL						US\$141,072														

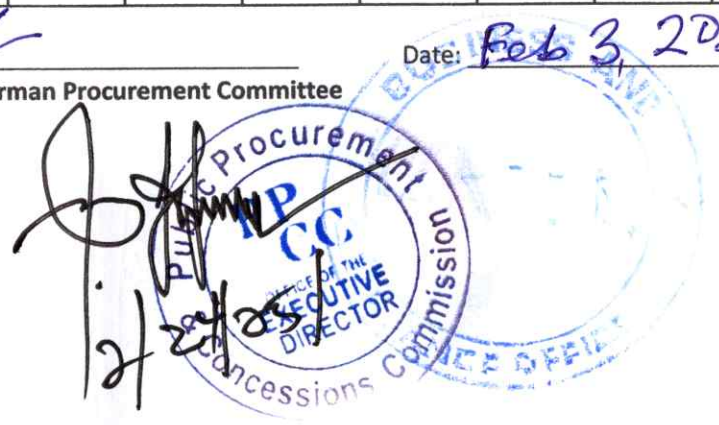
Prepared by: 
Mr. Eugene R. Tokay - Procurement Director

Approved by: 
Mr. Abe Kortu Kekula - Director ZRTTI/Chairman Procurement Committee

Date: Feb 3, 2025




2/2/25



**ZORZOR RURAL TEACHER TEACHING INSTITUTE (ZRTTI)
 PROCUREMENT PLAN (NON-SBA CORE BUDGET)
 Source of Funding: GOL NATIONAL BUDGET
 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 ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIONN & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED		1 IFB NO ZRTTI/NCB/001/2025	Food Items	G-4711	Assorted	\$236,409.00	NCB	1/21/2025	2/4/2025	2/18/2025	3/4/2025	4/7/2025	4/21/2025	5/5/2025	5/20/2025	N/A	10/8/2025	12/15/2025	
UPDATE																			
ACTUAL																			
PLANNED		2 IFB NO ZRTTI/RB/001/2025	Building Materials	G-4663	Assorted	\$63,312.00	RB	2/3/2025	2/17/2025	3/4/2025	3/18/2025	4/17/2025	5/1/2025	5/15/2025	5/29/2025	N/A	10/7/2025	12/18/2025	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
GRAND TOTAL						\$299,721.00													

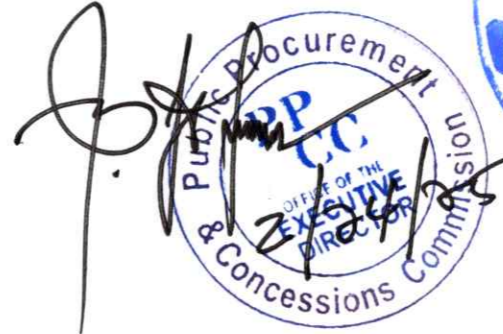
Prepared by: *Eugene R. Tokay*
 Mr. Eugene R. Tokay - Procurement Director

Aproved by: *Abe Kortu Kekula*
 Mr. Abe Kortu Kekula - Director ZRTTI/Chairman Procurement Committee

Date: *Feb 3, 2025*



WESKO
2/21/25



ZORZOR RURAL TEACHER TEACHING INSTITUTE (ZRTTI)
EXPLANATORY NOTES
Source of Funding: GOL NATIONAL BUDGET
Fiscal Year: 2024

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO.ZRTTI/SBA/RB/002/2025	Petroleum Product (Diesel & Gasoline)	This contract package is taken from the budget line Fuel and Lubricant Vehicle and Generator. It will be used to procure diesel. Diesel 20,515 gals. at an average rate of US\$4.21
2	IFB NO ZRTTI/SBA/RFQ/002/2025	Cleaning Materials	This contract package is taken from the budget line Cleaning Materials. It will be used to procure cleaning materials. Clorox 25 ctns, Dettol 30 ctns and etc.
3	IFB NO ZRTTI/SBA/RFQ/001/2025	Scratch Cards	The contract package intends to procure scratch cards. Lonestar 300pcs and Orange 300pcs. From the budget line scratch card \$5.00
4	IFB NO ZRTTI/SBA/RB/001/2025	Stationery	This package is going to procure A4 sheet, Legal sheet, Chalk, Pen, Poster sheet and Cartridge.
5	IFB NO ZRTTI/SBA/RFQ/003/2025	Drugs & Medical Supply	The contract package will be used to procure Asprine (300mg), Doxy (100mg), PCM (500mg) & Artimeter. From the budget line drugs and medical consumable
6	IFB NO ZRTTI/SBA/RB/003/2025	Vehicles Spare Parts	This package is going to procure engine oil, oil filter, battery, brake shoes, tyres.
NON-SBA			
1	IFB NO ZRTTI/NCB/001/2025	Food Items	This package will be used to procure assorted food. Rice (50kg), Flour (50kg), Sugar (kg), & Veg. Oil. From the budget line Food Items. All known suppliers within our database will be invited using the NCB method. The NCB method is chosen in line with Section 50 (a) of the PPCA, 2010.
2	IFB NO ZRTTI/RB/001/2025	Building Materials	The contract package intends to procure Steel rods, Zine, paint, cement, and doors. From the budget line Repairs Maintenance Civil. All known suppliers from our database will be invited using the restricted bidding method of procurement. The RB method is chosen in line with Section 50 (a) of the PPCA, 2010.

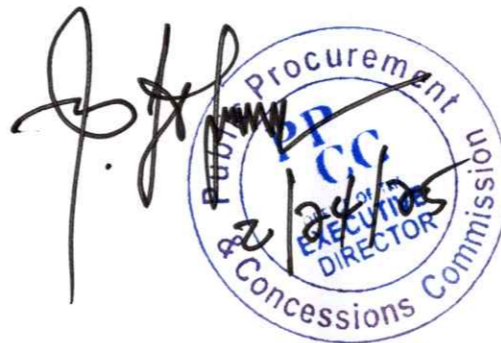
Prepared by: 
Mr. Eugene R. Tokay - Procurement Director

Approved by: 
Mr. Abe Kortu Kekula - Director ZRTTI/Chairman Procurement Committee

Date: Feb 3, 2025



Handwritten signature and date: 2/21/25



BUDGET POLICY NOTE FISCAL YEAR 2025
326100, Zorzor Rural Teacher Training Institute

A. DETAILED BUDGET ESTIMATE AND SPENDING PLAN PROJECTIONS

FISCAL YEAR 2024

SECTOR NAME 07-Education

SPENDING 1 Zorzor Rural Teacher Training Institute

Budget Class Recurrent

Recurrent budget ceiling from ZRTTI:

Totals: 800,000

Row Labels	FY2025 BUDGET	Unit Description	Unit Cost	Quantity Required	FY2024 Budget Request	Total Spending plan	January	February	March	April	May	June	July	August	September	October	November	December				
OBJECT OF I	800,793		440,793	0	0	0	880,793	0	880,793	30,000	30,000	30,000	191,737	30,000	30,000	175,868	30,000	30,000	161,188	30,000	30,000	
3350100/1/01	360,000		30,000	12	360,000	360,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
3350100/1/01/001/000000/072100/094					0		-	-	-													
3350100/1/01/001/000000/072100/094					0		-	-	-													
3350100/1/	4,207		4,207	9	4,207	4,207	-	-	-	2,207			1,000			1,000						
3350100/1/	28,252		28,252	9	28,252	28,252	-	-	-	10,000			10,000			8,252						
3350100/1/	58,121		58,121	9	58,121	58,121	-	-	-	19,375			19,375			19,371						
3350100/1/	63,312		63,312	9	63,312	63,312	-	-	-	25,000			19,156			19,156						
3350100/1/	14,337		14,337.0	9	14,337	14,337	-	-	-	6,000			5,337			3,000						
3350100/1/	9,793		9,793	9	9,793	9,793	-	-	-	4,793			3,000			5,000						
3350100/1/	17,362		17,362	9	17,362	17,362	-	-	-	7,362			5,000			2,000						
3350100/1/	9,000		9,000	9	9,000	9,000	-	-	-	4,000			3,000			2,000						
3350100/1/01/001/000000/072100/0941/0200/221901 : Educational Materials and Supp							-	-	-	85,000			80,000			71,409						
3350100/1/	236,409		236,409	9	236,409	236,409	-	-	-													
3350100/1/	-		-		-	-																
3350100/1/	-		-		-	-																
Total	800,793		440,793	0	0	0	880,793	0	880,793	30,000	30,000	30,000	193,737	30,000	30,000	175,868	30,000	30,000	161,188	30,000	30,000	

Prepared by: Finance and Business Dept.



Approved by:

