



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/0212/25'**

January 29, 2025

Hon. Joel Gamys
EXECUTIVE DIRECTOR
Forestry Training Institute
Tubmanburg, Bomi County
Republic of Liberia

Dear Hon. Gamys:

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

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

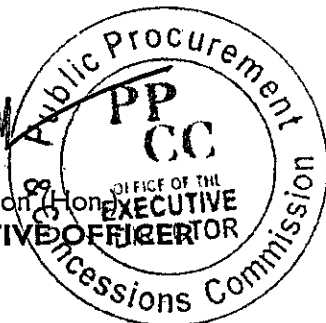
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states *"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in 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 (Hon.)
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



Forestry Training Institute

P O Box 9050
Tubmanburg, Bomi County
Republic of Liberia



January 13, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission (PPCC)
Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson:

We present our myriad compliments and forward our Procurement Plan for Core Budget FY 2025 for your approval, below is the listing of procurement Committee and procurement Unit.

PROCUREMENT COMMITTEE:

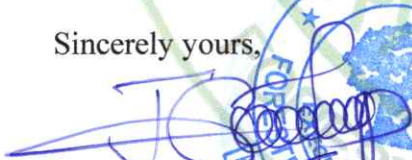

- Mr. Joel Gamys-----Chairman
- Mr. George S. Yeanay Sr. -----Secretary
- Mrs. Jacqueline G. Dolo -----Member
- Mr. Muana Ballah-----Member
- Ms. Etta Cummeh-----Member

PROCUREMENT UNIT:

- George S. Yeanay Sr.----- (Procurement Director)
- Alice Kpadeh-----Assistance Procurement Director

With kind Regards.

Sincerely yours,

Hon. Joel Gamys
Executive Director

CC: File

John Sambo
01/21/2025
Tonk! 12:11pm

**FORESTRY TRAINING INSTITUTE
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
Fiscal year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES											
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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		
PLANNED	1	IFB NO. FTI/SBA/RB /001/2025	Petroleum Products	G4661	10,500 gal @USD 4.00	42,000.00	RB	01/6/25	01/9/25	01/16/25	01/20/25	2/20/25	2/25/25	2/28/25	3/10/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. FTI/SBA/RB /002/2025	Cleaning Materials	G4773	Assorted	24,650.00	RB	01/6/25	01/9/25	01/16/25	01/20/25	2/20/25	2/25/25	2/28/25	3/10/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. FTI/SBA/RB //003/2025	Stationery	G4761	Assorted	25,000.00	RB	01/6/25	01/9/25	01/16/25	01/20/25	2/20/25	2/25/25	2/28/25	3/10/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
SUB- TOTAL						\$91,650.00													

Prepared by: George Yeanay, Sr
Procurement Director

Approved by: Joel Gamys
Chairman Procurement Committee

Date: 1/13/25

[Signature]

[Signature]

[Signature]
1/29/25



**FORESTRY TRAINING INSTITUTE
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
Fiscal year: 2025**

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PLANNE D	4	IFB NO. FTI/SBA/NCB/001/2025	Event Catering	15621	1firm	180,000.00	NCB	01/6/25	01/9/25	01/16/25	01/20/25	2/20/25	2/25/25	2/28/25	3/10/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNE D	5	IFB NO. FTI/SBA/RB/004/2025	Security Guard Service	N8010	1Firm	19,800.00	RB	01/6/25	01/9/25	01/16/25	01/20/25	2/20/25	2/25/25	2/28/25	3/10/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNE D	6	IFB NO. FTI/SBA/RB/005/2025	Repair and Maintenance Vehicle	G4520	Assorted	15,000.00	RB	01/6/25	01/9/25	01/16/25	01/20/25	2/20/25	2/25/25	2/28/25	3/10/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
SUB- TOTAL						\$214,800.00													

Prepared by: _____

**George Yeanay, Sr
Procurement Director**

Approved by: _____


**Joel Gamys
Chairman Procurement Committee**

Date: 1/13/25



FORESTRY TRAINING INSTITUTE
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
Fiscal year: 2025


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	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	
PLANNE D	7	IFB NO. FTI/SBA/RB /006/2025	Generator Repair & Maintenance Service	C3314	1firm	12,000.00	RB	01/6/25	01/9/25	01/16/25	01/20/25	2/20/25	2/25/25	2/28/25	3/10/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNE D	8	IFB NO. FTI/SBA/RF Q/001/2025	Printing & binding Services	C1812	1Firm	2,000.00	RFQ	01/6/25	01/9/25	01/16/25	01/20/25	2/3/25	2/7/25	2/13/25	3/24/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNE D	9	IFB NO. FTI/SBA/RF Q/002/2025	Publication Service	J5813	Assorted	1,000.00	RFQ	01/6/25	01/9/25	01/16/25	01/20/25	2/3/25	2/7/25	2/13/25	3/24/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$15,000.00													
GRAND- TOTAL						\$321,450.00													

Prepared by: 
George Yeanay, Sr
Procurement Director

Approved by: 
Joel Gamys
Chairman Procurement Committee

Date: 1/13/25




 1/29/25



FORESTRY TRAINING INSTITUTE
 PROCUREMENT PLAN (SBA)
 EXPLANATORY NOTES
 FISCAL YEAR: 2025

1	IFB NO. FTI/SBA/RB/001/2025	Petroleum Products	This contract Package is intended to procure petroleum products for the use of FTI vehicles and generator. a) gasoline--- 5,250 gallons b) fuel-----5,250 gallons
2	IFB NO. FTI/SBA/RB/002/2025	Cleaning Materials	This contract package is funded from the budget line cleaning materials and is intended to procure top soap, dettol, tower, broom, liquid soap, detergent,
3	IFB NO. FTI/SBA/RB/003/2025	Stationery	This contract package is intended to procure the items below: legal paper 215mm x 356mm_10 cartons, A4 paper 210mm x 297mm 12 cartons, brown envelopes A4 size _1 carton, manila folder legal size _4 cartons, manila folder A4 size _4 cartons, staple machine, gel pens assorted, ball point pen assorted colors, genuine ink and toner cartridges, correction fluid, stick-on-pad, received date stamp, etc.
4	IFB NO. FTI/SBA/NCB/001/2025	Event Catering	This contract package is funded from the budget line catering services and is intended to hire a firm to provide catering services at FTI.
5	IFB NO. FTI/SBA/RB/004/2025	Security Guard Services	This contract package is intended to hire a firm to provide security guard services for FTI facility
6	IFB NO. FTI/SBA/RB/005/2025	Vehicle Repair and Maintenance service	This contract package is intended to hire a firm to provide repair and maintenance service for vehicle
7	IFB NO. FTI/SBA/RB/006/2025	Generator repair and maintenance service	This contract package is intended to hire a firm to provide repair and maintenance service for generator
8	IFB NO. FTI/SBA/RFQ/001/2025	Printing & binding Service	This contract package is funded from the budget line printing binding and publication and is intended to hire a firm to print assorted of materials including: letter heads, call cards, annual reports, and other related printing activities
9	IFB NO. FTI/SBA/RFQ/002/2025	Publication Service	This contract package is funded from the budget line printing binding and publication and is intended to hire a firm to do general publication for FTI.

Prepared by: 
 George Yeanay, Sr
 Procurement Director


 1/29/25

Approved by: 
 Joel Gamys
 Chairman Procurement Committee

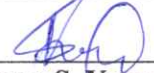
Date: 1/13/25




 EXECUTIVE DIRECTOR

**FORESTRY TRAINING INSTITUTE
PROJECT PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
Fiscal year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
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PLANNED	1	IFB NO. NCB/SBA//01/2025	Renovation of Residential Buildings & School Buildings	F4100	4 unit	500,000.00	NCB	9/16/25	9/20/25	9/25/25	10/16/25	11/15/25	11/19/25	11/21/25	12/5/25	N/A	12/16/25	12/31/25	
UPDATE																			
ACTUAL																			
GRAND- TOTAL						\$500,000.00													


Prepared by: 
George S. Yeaney, Sr
Procurement Director

Approved by: 
Hon. Joel Gamys
Chairman Procurement Committee

Date: 1/13/25


 1/29/25









FORESTRY TRAINING INSTITUTE
PROCUREMENT PLAN (SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2025


1	IFB NO. NCB/SBA//001/2025	Renovation of Residential Buildings & School Buildings	This contract package is intended to facilitate the renovation and improvement of designated residential and school buildings. The scope of work includes structural repairs, roofing, electrical works, plumbing, painting, and any additional upgrades necessary to ensure the buildings are safe, functional, and conducive to living and learning.
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Prepared by: 
George Yeanay, Sr
Procurement Director

Approved by: 
Joel Gamys
Chairman Procurement Committee



Date: 1/13/25


1/29/25


1/29/25



FORESTRY TRAINING INSTITUTE

OBJECTIVE OF EXPENDITURES	FY2025_APPROPRIATION	JANUARY	FEBRUARY	MARCH	Q1	APRIL	MAY	JUNE	Q2	JULY	AUGUST	SEPTEMBER	Q3	OCTOBER	NOVEMBER	DECEMBER	Q4	TOTAL	
21 - COMPENSATION OF EMPLOYEES	137,250	11,438	11,438	11,438	34,313	11,438	11,438	11,438	34,313	11,438	11,438	11,438	34,313	11,438	11,438	11,438	34,313	137,250	
Basic Salary - Civil Service	137,250	11,438	11,438	11,438	34,313	11,438	11,438	11,438	34,313	11,438	11,438	11,438	34,313	11,438	11,438	11,438	34,313	137,250	
22 - USE OF GOODS AND SERVICES	828,450	229,650	2,650	3,650	235,950	229,150	20,150	9,650	258,950	10,150	159,150	9,150	178,450	147,800	5,650	1,650	155,100	828,450	
Fuel and Lubricants - Vehicles	20,000	5,000			5,000		7,000		7,000		6,000		6,000	2,000			2,000	20,000	
Fuel and Lubricants – Gener.	22,000	7,000			7,000	7,000			7,000	4,000			4,000	2,000	2,000			4,000	22,000
Cleaning Materials and service	24,650	3,000			3,000		9,000		9,000	3,000	3,000	3,000	9,000	3,650				3,650	24,650
Stationery	25,000	5,000			5,000	8,500		5,000	13,500			4,000	4,000	2,500				2,500	25,000
Food and Catering Services	180,000	75,000			75,000	75,000			75,000		20,000		20,000	10,000				10,000	180,000
Repair & Maint. Vehicle	15,000	3,000			3,000	8,000		2,500	10,500	1,500			1,500					-	15,000
Repair & Maint. Generator	12,000	5,000			5,000	3,500			3,500		2,000		2,000		1,500			1,500	12,000
Guard and Security Services	19,800	1,650	1,650	1,650	4,950	1,650	1,650	1,650	4,950	1,650	1,650	1,650	4,950	1,650	1,650	1,650	1,650	4,950	19,800
Dom. Travel-daily Subsis Allow.	7,000			2,000	2,000	500	1,000	500	2,000		1,000	500	1,500	1,000	500			1,500	7,000
Printing, Binding, Publication	3,000		1,000		1,000		1,500		1,500		500		500						3,000
Repair & Maintance-Civil	500,000	125,000			125,000	125,000			125,000		125,000		125,000	125,000				125,000	500,000
Grand Total	965,700	241,088	14,088	15,088	270,263	240,588	31,588	21,088	293,263	21,588	170,588	20,588	212,763	159,238	17,088	13,088	189,413	965,700	