



BOOKER WASHINGTON INSTITUTE
P.O. Box 273
Kakata, Margibi County, Liberia



Members of BWI Procurement Committee:

1. Harris Fomba Tarnue, Esq.-----Principal & CEO-----Chairman
2. Harman K. Miller-----VPA-----Member
3. Allison T. Thomas-----Business Manager-----Member
4. Sumo K. Fumbah-----Admission Director-----Member
5. Alphonso G. Nayou-----Quality Assurance Manager---Member
6. J. Diameno Chea-----Proc. Manager-----Secretary

Staff of BWI Procurement Unit:

1. J. Diameno Chea-----Manager
2. J. Borbor Wilson-----Procurement Officer
3. Austin PAYE-----Expediting Officer
4. Patience Reeves-----Procurement Clerk

Signed: J. Diameno Chea Date: 10-20-16
Acting Procurement Manager

Approved: Harris Fomba Tarnue
Harris Fomba Tarnue, Esq.
Principal & CEO/Chairman
Procurement Committee

Date 20/10/16





BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED BUDGET)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)

FISCAL YEAR 2016/2017



1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA						IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S Business Registration 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 N/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:BW/RF Q/001/16/17	AIRLINE TICKETS	H5110	1	\$ 2,500.00	RFQ	5/20/2016	6/3/2016	6/10/2016	6/17/2016	6/24/2016	7/8/2016	7/22/2016	10/31/2016	N/A	11/7/2016	11/21/2016
UPDATE E																	
ACTUAL																	
PLAN 2	IFB NO:BW/NCB /001/16/17	VEHICLE SPARE PARTS	G4530	Assorted	\$ 24,000.00	NCB	5/20/2016	6/17/2016	7/1/2016	9/8/2016	10/9/2016	10/17/2016	10/30/2016	11/10/2016	N/A	6/1/2017	6/21/2017
UPDATE E																	
ACTUAL																	
SUB-TOTAL					\$ 26,500.00												

Prepared by: J. Diamenb Chea

Date: 10-26-16

Approved by: Harris Fomba Tarnue Esq.

Date: 24/19/16

Acting Procurement Manager

Principal & CEO/Chairman
Procurement Committee





BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED BUDGET)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)
FISCAL YEAR: 2016/2017



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PLAN	3	IFB No. BW/NCB/002/16/17	STATIONERY	G4761	Assorted	\$ 84,000.00	NCB	5/20/2016	6/10/2016	6/24/2016	7/1/2016	8/1/2016	8/8/2016	8/22/2016	10/28/2016	NA	6/8/2017	6/22/2017
UPDATE																		
ACTUAL																		
PLAN	4	IFB NO-BW/NC B/003/1617	GENERATOR & MACHINE SPARE PARTS	C3314	Assorted	\$ 20,000.00	NCB	5/20/2016	6/10/2016	6/24/2016	8/12/2016	9/13/2016	9/21/2016	10/1/2016	11/2/2016	NA	6/8/2017	6/22/2017
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 104,000.00												

Prepared by: J. Diametto Chea
Acting Procurement Manager

Date: 10-20-16

Approved by: [Signature]

Harris Fomba Tarnue Esq.
Principal & CEO/Chairman
Procurement Committee

Date: 2/2/17





BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED BUDGET)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)
FISCAL YEAR: 2016/2017



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PLAN	5	IFB NO: BW/NC B/004/16/17	BUILDING MATERIALS	C4752	Assorted	\$ 112,000.00	NCB	5/20/2016	6/10/2016	6/24/2016	8/1/2016	9/1/2016	9/14/2016	10/12/2016	11/3/2016	NA	6/10/2017	6/22/2017
UPDATE																		
ACTUAL																		
PLAN	6	IFB No. BW/NCB/005/16/17	FOOD ITEMS	15621/G4630/G4690/G4711	Assorted	\$ 682,000.00	NCB	5/20/2016	6/10/2016	6/24/2016	7/1/2016	8/1/2016	8/8/2016	9/8/2016	11/3/2016	NA	6/8/2017	6/22/2017
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 794,000.00												

Prepared by: J. Diamantb Chea Date: 10-20-16
Acting Procurement Manager

Approved by: Harris Fomba Tarnue Esq.
Principal & CEO/Chairman
Procurement Committee

Date: 20/10/16





BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED BUDGET)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)
FISCAL YEAR: 2016/2017



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PLAN	7	IFB NO: BW/NCB/00 6/16/17	EQUIPMENT & HOUSEHOLD MATERIAL	G4741/C2593	Assorted	\$ 30,000.00	NCB	5/11/2016	5/18/2016	6/1/2016	8/8/2016	9/8/2016	9/28/2016	10/13/2016	11/11/2016	NA	6/3/2017	10/3/2016
UPDATE																		
ACTUAL																		
PLAN	8	IFB NO: BW/RFQ/00 2/16/17	AGRICULTURAL SUPPLIES AND INPUTS	G4653/G4771 C2593	Assorted Core	\$ 10,000.00	RFQ	5/11/2016	5/18/2016	6/1/2016	6/8/2016	7/6/2016	7/28/2016	8/11/2016	10/12/2016	NA	10/3/2016	10/21/16
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 40,000.00												

Prepared by: J. Diamelo Chea
Acting Procurement Manager

Date: 10-20-16

Approved by: [Signature]
Principal & CEO/Chairman
Procurement Committee

Date: 2/16/16





BOOKER WASHINGTON INSTITUTE
NON-SBA PROCUREMENT PLAN (CONSOLIDATED BUDGET)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)
FISCAL YEAR: 2016/2017



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PLAN	9	IFB NO:BW/INC B/007/16/17	EDUCATIONAL MATERIALS & SUPPLIES	G4653/G477/C2593	Assorted	\$ 125,000.00	NCB	5/11/2016	5/18/2016	6/1/2016	6/8/2016	8/21/2016	9/28/2016	10/11/2016	11/4/2016	NA	6/3/2017	6/17/2017	
UPDATE																			
ACTUAL																			
PLAN	10	IFB NO:BW/INC B/008/16/17	LABORATORY EQUIPMENT & CHEMICALS	G653/G477/C2593	Assorted	\$ 14,000.00	NCB	5/11/2016	5/18/2016	6/1/2016	6/8/2016	8/21/2016	9/28/2016	10/11/2016	11/4/2016	NA	6/3/2017	6/17/2017	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$ 139,000.00													
GRAND TOTAL						\$ 1,103,500.00													

Prepared by: J. Diametto Chea
Acting Procurement Manager

Date: 10-20-16

Approved by: Harris Fomba Tarnue Esq.

Principal & CEO/Chairman
Procurement Committee

Date: 20/10/16





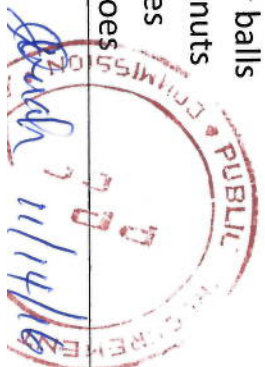
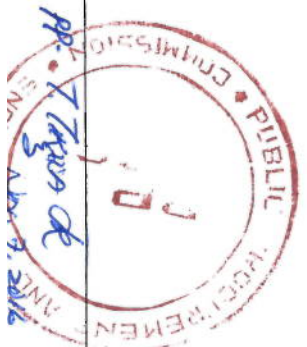
BOOKER WASHINGTON INSTITUTE
Kakata, Margibi County
NON-SBA PROCUREMENT PLAN (CONSOLIDATED) EXPLANATORY NOTES
Fiscal Year: 2016/2017



Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. BWI/RFQ/001/16/17	AIRLINE TICKET	This contract package will be used to under write the cost of procuring air ticket for the institution staff to travel to other countries for schooling, conferences and other administrative operations. This contract package is drawn from Foreign Travel in the tone of USD\$ 2,500.
2	IFB No. BWI/NCB/001/16/17	VEHICLE SPARE PARTS	This contract package 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\$24,000.00). Examples of spare parts: Oil filter, Shock absorber, view mirror, battery radiator (water tank), Break shoes, Transmission oil, Brake calibrate, etc.
3	IFB No. BWI/NCB/002/16/17	STATIONERY	This contract package is intended to purchase assorted stationeries and cartridges as indicated below for administrative and instructional use at various departments and sections. This contract package is treated as a separate on the budget line item in the tone of US\$84,000. A 4 sheets-----75 cartoons F. Ball pens-----30 pks HP cartridge 05A-----5 pcs G. Hanging folders—30 pks HP cartridge 36 A-----100 pcs H. Stapler machines—100 pcs HP 728 Cartridge-----4 pcs I. Brown Envelopes—50 pks Delisted pens-----20 pks J. Calculators-----40 pcs
4	IFB NO. BWI/NCB/003/16/17	GENERATOR & MACHINE SPARE PARTS	This contract package is a combination of packages drawn from the budget line of Repairs and Maintenance in the tone of US\$20,000 (Repair and maint.-Generator US\$18,000 and Repair and Maint-Machinery, Equip. US\$2,000). This contract package is intended to procure spare parts for the Institute's generators, machines and equipment.



5	IFB BWI/NCB/004/10/17	BUILDING MATERIALS	This contract package is intended to procure building materials for the repair and maintenance of the institution buildings includes residential, offices, ware houses and dormitories. It is drawn in the budget line on repairs and maintenance – civil (US\$102,000.00) other structures (US\$10,000.00) e.g. : Zinc, steel rod, planks, locks, metal sheet, etc.
6	IFB No. BWI/NCB/005/16/17	FOOD ITEMS	<p>This Institution intends to use this package to procure two (2) categories of food items which are divided into slots: This package is drawn from budget lines food & catering in the tone of \$680,000.00, and Entertainment Representation in the tone of (US\$ 2,000.00).</p> <p>Slot#1. Assorted Imported Food: This lot is intended to procure imported food for boarding students feeding and it is drawn from the budget line food and Catering Services in the tone of US\$680,000.00</p> <p>First lot:(Assorted Imported Food items)</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 <p>Slot#2 : (Assorted Local Food items). This lot is intended to be used for the procurement of local food for boarding students feeding. This contract package (US\$200,00) is drawn from the budget line Food and catering services in the tone of USD\$200,000</p> <ul style="list-style-type: none"> A. Cassava, B. Red oil C. Assorted greens D. Beans E. Bitter balls F. Palm nuts G. Eddoes H. Potatoes



			I. Other assorted food
7	IFB NO:BW/NCB/006/16/17	EQUIPMENT & HOUSEHOLD MATERIALS	<p>This contract package is intended to be used for procuring assorted items as listed below: single mattresses, metal beds, air conditioners, lights, fans, iceboxes, stoves, etc.</p> <p>This contract package is drawn from the budget line Equipment & Household materials in the time of US\$30,000.00</p>
8	IFB NO.BW/RFQ/002/16/17	AGRICULTURAL SUPPLIES AND INPUTS	<p>This contract package is intended to procure the items listed below for Agricultural demonstration/practical by students and field workers. This object of procurement on the budget line is treated separately in tone of (US\$ 10,000.00).</p> <p>Shovels , Power tailor, Rakes, Assorted chemical(Urea, NPK-15-15-15, NPK-25-25-25), C Insecticides, Spray cans, etc. (US\$10,000.00)it is drawn from the budget line Agricultural supplies and inputs</p>
9	IFB NO.BW/NCB/007/16/17	EDUCATIONAL MATERIALS& SUPPLIES	<p>This contract package is used by the institution, through the procurement committee to procure assorted educational materials listed below for students' practical and training at the various trade shops. This package is drawn from the budget line educational and supplies (USD\$ 120.00) and text books (USD\$5,000)</p> <p>Automotive Department:</p> <p>a. Storage battery (100Amp, 12V--3pcs e. Valve spring compressor-----3 pcs l. Master tool box--2</p> <p>b. Battery charger(HD)-----4 pcs f. Work bench-- 4 pcs J. Chain hoist(5 tons--1</p> <p>c. Air compressor-----2 pcs , g. Diesel nuzzles calibrator----1 pc K. ignitor switch--3pcs</p> <p>d. Hydraulic floor jack----- 3 pcs h. Gear puller----- 3 pcs L Starter----- 2 pcs</p> <p>Machinery Department:</p>



- a. Index center- milling Machine----- 2 pcs d. assorted files---- 10pcs
- b. Pedestrian & portable grinding machine-1pc e. Pipes cutter----- 1 pc
- c. Tap & die set-----1 set

Business Education Department(Accounting & Secretarial Science)

- a. Electronic type writer-----20 pcs d. yellow pads---- 4 dzs g Photocopier----- 2pcs
- b. A4 sheets----- 15 cartoons e. Note pad----- 5 dzs h. Assorted pens-----10 pks
- c. Postal sheet-----5 reams f. 8 Column worksheet--20 pcs l Manila folders----- 4dzs

Domestic Science department: (Tailoring, Cosmetology, Pastry , Hotel management and cooking)

- a. Stand dryer--3pcs E. Electronic cutting Scissors--2 pcs i. Wheat flour--20 bags
- b. Electric pressing combs--- 5pcs f. Bobbin cases-- 3 pcs k. Butter- 40 Bkt
- c. Dressing mirror---5pcs g. Ironing board---- 4pcs l. Argo oil-- 40tins
- d. Clipping irons----- 10 pcs h. Tape lines---- 5pcs m. Baking pan---- 7 pcs
- n. Rice (25kg)----- 20 bgs q. Cake mixers----- 6pcs
- o. Tubs----- 6pcs
- p. Dishing spoons----- 10 pcs

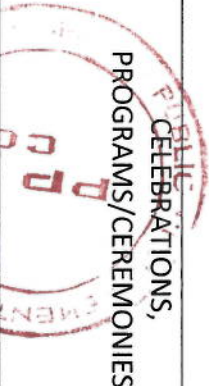
General Building Trades Department :(Carpentry, Masonry and Plumbing shops)

- a. Assorted Timbers----- 100pcs g. Face basin-----5 pcs
- b. Zincs----- 5 bundles h. Faucets----- 15 pcs
- c. Assorted nails----- 10 cartoons i. vanish----- 10 cans
- d. Wood glue----- 20 cans j. Tape lines----- 10 pcs
- e. Commodes----- 5set k. Tape rule----- 5 pcs
- f. Pvc pipes----- 20 pcs l. Plywood----- 20 pcs


Drafting Section

- a. Tracing papers--3 reams e. Assorted postal sheets--3 reams i. Desk top computer- 1pc



			<p>b. Drawing pens---5 pks f. HB pencils---5pks k. Surveying instrument-----1 pc</p> <p>c. Work board-----10 pcs g. Rulers-----3pks</p> <p>d. Triangle-----10 pcs h. Printers-----2 pcs</p> <p>Electronics Department:</p> <p>a. Soldering iron---15 pcs d. Claw hammer---5pcs g. Soldering lead-----12 pcs</p> <p>b. Solders---20 pcs e. Screw drivers-10 pcs h. Desk top computer---10 pcs</p> <p>c. Pliers---20 pcs f. Philip--10 pcs i. Mouse---10 pcs</p> <p>Electrical Department:</p> <p>a. Vibration meters-----35 pcs f. Watt checker-----10 pcs</p> <p>b. Battery chargers-----10 pcs g. Digital tachometer-----10 pcs</p> <p>c. Car battery-----3 pcs i. Water proof suspension wires---15 pcs</p> <p>d. Millimeters'-----10 pcs j. Safety helmet-----20 pcs</p> <p>e. Ladders-----5 pcs k. Metallic trap for grounding-----20 pcs</p>
10	IFBNO: BWI/NCB/008/16/17	LABORATORY EQUIPMENT & CHEMICALS	<p>This contract package is intended to procure laboratory equipment such as reagents Para checks, microscopes, slides, hemecue, centrifuge,widal reagents, RDP, etc. It is drawn from the budget linen Drugs & Medical consumables (US\$14000).</p>
		SCHOLARSHIP-LOCAL	<p>This contract package is a non-procurable. As such, the institution uses this package to under write the cost to pay employees tuition/fees or training allowances from distinct training programs in various institutions of learning locally per semester through the Business and Finance Office. This budget line, Scholarship-local (US\$25,000) is drawn from the budget line Staff Training-local</p>
		 PROGRAMS/CEREMONIES	<p>This contract package is non-procurable. As such, it is used to under write the cost to give envelopes to employees as gift for celebrating major National Holidays like Independence Day, Christmas, and Graduations. This contract package (US\$15,000) is treated as separately on the budget line.</p>

	WORKSHOPS, CONFERENCES, AND SEMINARS	This contract package is used to under write the cost to paying facilitators and participants during Seminars, Workshops, Conferences and symposium through the Business and Finance Office. It is treated as a separate package on the budget line in the tone of US\$5,000.
	SUBSCRIPTIONS	This contract package is intended to underwrite the cost of payment DSTV monthly subscriptions for Principal, Staff audio visual center, and students' recreation centers on campus. Monthly payment is done through the institution Business and Finance Office. This package (US\$ 6,000) is treated separately on the budget line.
	Office Building, rental and lease	This is an ongoing contract package drawn from the budget line office building, rental and lease in the tone of US\$3,000.00
	BANK CHARGES	This contract package charge associated with the cost of paying for the operation of bank accounts such as ledger fees, check books/ check stationery charges, over draft fees and cost of transferring money etc.

Prepared by: 
J. Diameno Chea
Acting Procurement Manager

Date: 10-20-16



Approved by: 
Harris Fomba Tarnue Esq.
Principal & CEO/Chairman
Procurement Committee

Date: 20/10/16

