



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
SBA PROCUREMENT PLAN (CONSOLIDATED)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)
FISCAL YEAR: 2016/2017

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	VENDOR'S Business Registration	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH	BID INVITATION & RELEASE	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCEMENT PAYMENT	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT
PLAN	1	IFB NO. BWI/SBA/RB/01/16/17	SCRATCH CARDS	16190	Assorted	\$ 24,000.00	RB	5/20/2016	6/17/2016	7/1/2016	8/7/2016	9/8/2016	9/14/2016	10/19/2016	11/5/2016	NA	6/7/2017	6/23/20
UPDATE																		
ACTUAL																		
PLAN	2	IFB NO. BWI/SBA/RB/02/16/17	PETROLEUM PRODUCTS	G4661	64,800 @2.80	\$ 181,440.00	RB	5/23/2016	7/13/2016	7/6/27/2016	8/18/2016	9/20/2016	10/28/2016	10/1/2016	11/7/2016	NA	6/6/2017	6/23/20
UPDATE																		
ACTUAL																		
SUB-TOTAL					\$	205,440.00												

Prepared by: J. Diameno Chea Date: 10-29-16
Acting Procurement Manager

Approved by: Harris Formba Tarnue, Esq.

Principal & CEO/Chairman
Procurement Committee

Date: 10/14/16





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



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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 DOCTECH 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/SBA/NCB /001/16/17	CLEANING MATERIALS	G4773	Assorted	\$ 50,000.00	NCB	5/20/2016	6/17/2016	7/1/2016	8/8/2016	9/10/2016	9/22/2016	10/6/2016	11/8/2016	NA	6/7/2017	6/21/20	
UPDATE																			
ACTUAL																			
PLAN	4	IFB No.BWI/SBA/R FQ/001/16/17	PRINTING AND BINDING	C1811	Assorted	\$ 5,500.00	RFQ	5/6/2016	5/20/2016	5/27/2016	6/3/2016	6/10/2016	6/24/2016	7/7/2016	8/5/2016	NA	6/2/2017	6/22/20	
UPDATE																			
ACTUAL																			
SUB-TOTAL					\$	55,500.00													

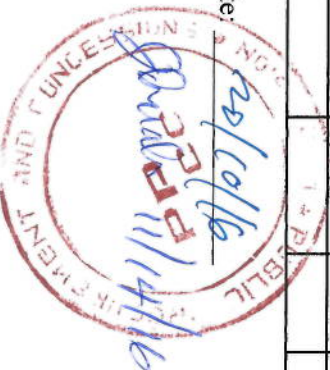
Prepared by: J. Diameno Chea
Acting Procurement Manager

Date: 10-20-16

Approved by: [Signature]

Date: 10/20/16

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





BOOKER WASHINGTON INSTITUTE
SBA PROCUREMENT PLAN(CONSOLIDARED)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)
FISCAL YEAR: 2016/2



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BASIC DATA							IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S Business Registration	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH 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 CE PAYMENT (MOBILITY)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLAN	5	IFB No. BWI/SBA/NCB /002/16/17	PUBLICATION SERVICES	CI812/J5 819	Assorted	\$ 12,463.00	NCB	5/13/2016	5/27/2016	6/3/2016	9/8/2016	10/11/2016	10/20/2016	10/27/2016	11/16/2016	NA	6/2/2017	6/16/2017
UPPDAT E																		
ACTUAL																		
PLAN	6	IFB No. BWI/SBA/RFQ /002/16/17	SECURITY UNIFORM AND EQUIPMENT	N8010	Assorted	\$ 3,000.00	RFQ	5/6/2016	5/20/2016	5/27/2016	6/3/2016	6/10/2016	6/24/2016	7/7/2016	8/5/2016	NA	6/30/2017	6/30/2017
UPPDAT E																		
ACTUAL																		
SUBTOTAL						15,463												

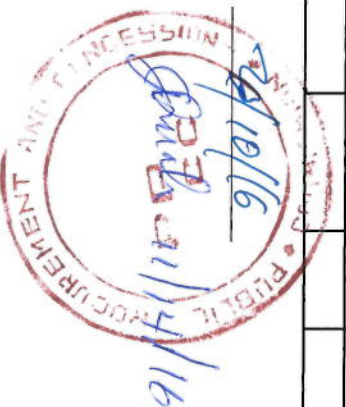
Prepared by: J. Diamend Chea
Acting Procurement Manager

Date: 10-20-16

Approved by: [Signature]

Date: 10/19/16

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





BOOKER WASHINGTON INSTITUTE
SBA PROCUREMENT PLAN(CONSOLIDATED)
(GOL APPROPRIATION AND BWI INTERNAL REVENUE)
FISCAL YEAR: 2016/2



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BASIC DATA						IMPLEMENTATION DATES												
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PLAN 7	IFB No. BWI/SBA/RF Q/003/16/17	PRODUCTION OF ID CARDS	C1811	1 Firm	\$ 6,000.00	RFQ	5/6/2016	5/20/2016	5/27/2016	6/3/2016	6/10/2016	6/24/2016	7/7/2016	8/5/2016	NA	6/30/2017	6/30/2017	
UPDATE																		
ACTUAL																		
PLAN 8	IFB NO:BW/ SBA/ RB/003/16/17	Uniforms and Specialized Clothing	G4711/C 1410	Assorted	\$ 52,200.00	RB	5/23/2016	6/13/2016	6/27/2016	7/4/2016	8/6/2016	8/23/2016	9/7/2016	11/7/2016	NA	6/30/2017	6/30/2017	
UPDATE																		
ACTUAL																		
SUBTOTAL				\$	58,200.00													

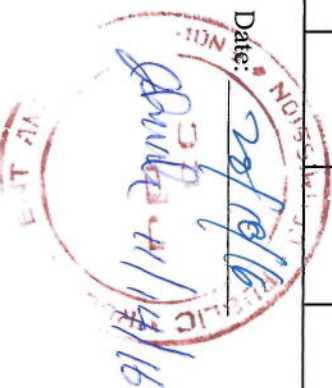
Prepared by: J. Diameno Chea Date: 10-22-2016
Acting Procurement Manager

Approved by: _____

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

Date: 10/26/16

Harris Fomba Tarnue
Principal & CEO/Chairman
Procurement Committee





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



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PLAN	9	IFB NO: BWI/SBA/RB/004/1617	PERSONNEL INSURANCE	K6512/K 6511	1 Firm	\$ 40,800.00	RB	5/23/2016	6/13/2016	6/27/2016	8/26/2016	9/28/2016	10/4/2016	10/9/2016	11/14/2016	NA	6/30/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLAN	10	IFB NO. BWI/SBA/RB/004/1617	VEHICLES INSURANCE	K6512	1 FIRM	\$ 4,000.00	RFQ	5/24/2016	6/14/2016	6/28/2016	7/5/2016	8/3/2016	8/24/2016	9/8/2016	10/16/2016	NA	6/29/2017	6/24/2017
UNDATED																		
ACTUAL																		
SUB-TOTAL						\$ 44,800.00												

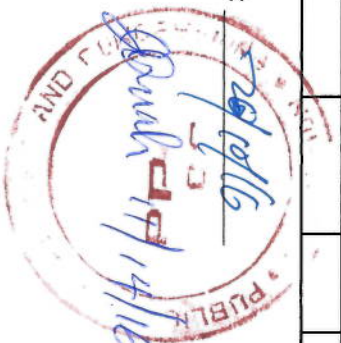
Prepared by: J. Diament Chea
Acting Procurement Manager

Date: 10-20-16

Approved by: [Signature]

Date: 10/19/16

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





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



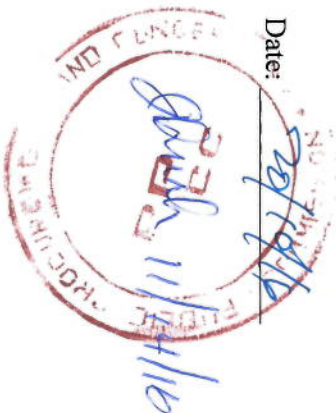
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PLAN	11	IFB NO. BWI/SBA/ RFQ/005/16/17	FURNITURE & FIXTURES	G4610	Assorted	\$ 5,000.00	RFQ	5/24/2016	6/14/2016	6/28/2016	7/5/2016	8/3/2016	8/24/2016	9/8/2016	10/16/2016	NA	6/29/2017	6/24/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$ 5,000.00												
GRAND TOTAL						\$ 384,403.00												

Prepared by: J. Diameno Chea
Acting Procurement Manager

Date: 10-20-16

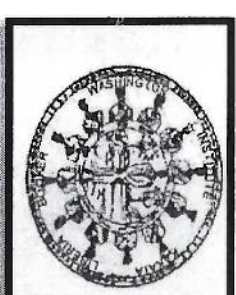
Approved by: Harris Fomba Tarnue, Esq.
Principal & CEO/Chairman
Procurement Committee

Date: 10/11/16





BOOKER WASHINGTON INSTITUTE
SBA Procurement Plan Explanatory Notes
Internal Revenue & National Budget
Fiscal Year: 2016/2017




Item NO.	Contract package Code	Contract Package	Content of Contract Package
1	IFB No. BWI/SBA/RB/001/16/17	SCRATCH CARDS	This contract package is intended to procure scratch cards for staff for internal and external communication. It is drawn from the budget line Telecommunication, Internet, and postage. A. Scratch cards/Lonestar B. Scratch cards/Cellcom
2	IFB No. BWI/SBA/RB/002/16/17	PETROLEUM PRODUCT/FUEL & LUBRICANT (GENERATOR & VEHICLES)	This contract package is intended to procure fuel and lubricant for the following items for smooth running of the institution's vehicles and generators. It is disaggregating of other utilities-\$1,440.00 and Petroleum products-(\$180,000.00). It is drawn from the budget line fuel and lubricant-Vehicles (\$31,500) fuel and Lubricant-Generators (149,940.00). A. Vehicles—6-10,500 gallons @\$3.00 B. Generator--2 -49,980 gallons @\$2.80
3	IFB No. BWI/SBA/NCB/001/16/17	CLEANING MATERIALS	The Institution/BWI will use this contract package to procure the followings items for cleaning of offices, bathrooms, classrooms and laboratories: It is drawn from the budget line as a separate package Dettol, Vim, Tide soap, Chloral, Mops, Caustic soda, Air freshener, Soft brooms, Hard brooms. It is drawn from the budget line Cleaning Materials and Services.
4	IFB No. BWI/SBA/RFO/001/16/17	PRINTING AND BINDING	This contract package is intended for printing and binding of booklets, receipts, invoices, etc for instructional use. This package, Printing & Binding(\$5,500) is drawn from the budget line Printing, Binding and Publication services
5	IFB No. BWI/SBA/NCB/002/16/17	PUBLICATION SERVICES	This package is intended to support publication made by BWI through print and electronic medias (Bids publication, talk show, and radio public service announcement). This object of procurement is drawn from the Budget Line printing, Binding & publication (\$2,000) and Advertising and public Relations (\$10,463) thus totaling the package at \$12,463.00.
6	IFB No. BWI/SBA/RFO/002/16/17	SECURITY UNIFORM AND EQUIPMENT	This contract package is intended to procure assorted items for the institution security guard protection and to compensate external National security for extra operations such as in-service training. This contract package is treated on the budget line separately. It is drawn from the budget line Guard and Security Services in the tone of (\$3,000.00)
7	IFB No. BWI/SBA/RFO/003/16/17	PRODUCTION OF EMPLOYEES /STUDENTS' ID CARDS	This contract package is intended to be used to under write the cost of producing employees/students identification cards. This object of procurement is treated as separate items in the budget from the line

PP 7.7.16/17
PP 7.7.16/17

PP 7.7.16/17/16

			Employee/Student in the tone of \$6,000.00 for the total of 1500 students and 450 staff.
8	IFB No. BWI/SBA/RB/003/16/17	UNIFORMS AND SPECIALIZED CLOTHING	The institution is intending to use this contract package to procure specialized (Customized) uniforms for its security guard protection, students, ceremonial clothing for majorette and the drill and ceremony units. This package is treated separately on the budget as Uniforms and Specialized clothing in the tone of US\$52,200. Examples: Welding suit, Choir gowns, Majorette uniforms, etc.
9	IFB NO: BWI/SBA/RB/004/16/17	PERSONNEL INSURANCE	This contract package is intended to under write the cost of insuring employee of the institution. This contract package is drawn from the budget line Personnel insurance –(\$40,800)
10	IFB NO. BWI/SBA/RFO/004/16/17	VEHICLES INSURANCE	This contract package is intended to under write the cost of insuring vehicles of the institution. This contract is drawn from the budget line vehicles insurance (US\$4,000.00).
11	IFB No. BWI/SBA/RFO/005/16/17	FURNITURE AND FIXTURES	BWI is intending to use this contract package to procure assorted materials for instruction and office use. This package is treated as separate budget line in the tone of\$5,000.00. Detail of estimated assorted materials: Office wooden desks, Table, Office chairs, File cabinets, Ceiling fans, etc.
		OPERATIONAL EXPENSES	This contract package is used by the institution to underwrite the cost emergency expense that is not inclusive on the budget items. Payment of petty cash for administrative operations on a monthly busy. It is treated on the budget line as a separate contract package in the tone of \$50,900.
		STUDENTS' ACTIVITIES AND OUTDOOR SPORTING	This contract package is intended by the institution to underwrite the cost of under taking departmental league, Quizzing, inter-high school league and field trips and other campus activities. Payment of activities is pay through the Business and Finance Office. This contract package (US\$6,000) is treated on the budget line separately
		SPECIAL PROJECT AND DONATION	This contract package is intended to underwrite the cost of voluntary gift to guests, Orphanage homes, and staff of the institution and individuals as charity. This package is non-procurable and is drawn from the budget line as a separate package in the tone of (\$1,500.00).

Prepared by:  J. Diameno Chea
Acting Procurement Manager

Date: 10-20-16

Approved by: 

Date: 24/10/16

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

