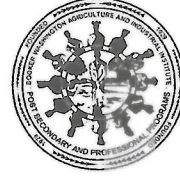


BOOKER WASHINGTON INSTITUTE

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**KAKATA, MARGIBI COUNTY
REPUBLIC OF LIBERIA**



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August 29, 2023

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson:

RE: SUBMISSION OF QUARTERLY PROCUREMENT REPORT FOR 2023

The Procurement Committee of *Booker Washington Institute* herewith submits to your office its *1st & 2nd Quarter* Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities implemented at the *Booker Washington Institute* for the period *1st Quarter (January 1, 2023 to March 31, 2023)* and *2nd Quarter (April 1, 2023 to June 30, 2023)*.

Kind Regards.

Sincerely yours,


Atty. Dr. Harris Fomba Tarnue
Chairman, Procurement Committee

Received:
Theophilus Kollie
Sept. 14, 2023
Time: 11:25 AM

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Quarterly Procurement Report

FY 2023

For the : *1st Quarter (January – March), 2nd Quarter (April – June),*

Date of Submission: August 29, 2023

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1.0 Introduction and Summary

In keeping with Sections 27(g) and 43(9), of the Amended and Restated Public Procurement and Concession Act which requires each Procuring Entity to submit quarterly report to the Commission, I am pleased to submit the Procurement Report for **the 1st & 2nd Quarters, 2023**, for your review and consideration.

During the period under review, **Booker Washington Institute** has completed the implementation of **seven** out of twenty-three **contract packages** within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *RFQ* was used for the acquisition of two (2) contract packages: *Generator Spare Parts and Medical Supplies*, whereas the *NCB* method of procurement was used for the acquirement of three (3) contract packages: *Cleaning Materials, Food Items and Stationery*. The *RB* method of procurement was used for the acquirement of one (1) contract packages: *Petroleum Products*. Additionally, the *SS* method was used for one (1) contract package: *Student Portal Hosting & Related Services*.

2.0 Challenges

There was limited flow of funding to procure goods and services during the first and second quarters leading to delay in vendors' payment for goods supplied.

3.0 Recommendations

[Indicate relevant recommendations taking into consideration the challenges outlined above for improving future implementation of planned procurement activities]



Annex A: Summary Table

General Information
Booker Washington Institute
Quarterly Procurement Report
1 st & 2 nd Quarters 2023

SPECIFIC INFORMATION																
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/Bids Invitation	Date of Closing of Bids Submission	Number of Bids Received	Date of Transmission of Contract Award Notice by PC	Actual Contract Value	Name of Supplier/Contractor/Consultant/Service Provider	Supplier/Contractor/Consultant/Service Provider PPCC VR Status	Date of Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
1	BW/RFQ /001/23	Generator Spare Parts	RFQ	GOL & BWI	N/A	N/A	3 quotes	N/A	N/A	Techno Tech	Registered	N/A	Dec. 18, 2023	Dec. 21, 2023	US\$1,135.00	
2	BW/RFQ 003/23/	Medical Supplies	RFQ	GOL & BWI	N/A	N/A	3 quotes	N/A	N/A	Shine Pharmaceuticals	Registered	N/A	Dec. 18, 2023	Dec. 21, 2023	US\$10,000.00	
3	BW/SBA /NCB/001/23	Food Items: Lot #1,lot#:2 & Lot#:3	NCB	GOL & BWI	January 3,2023	February 10,2023	3 bids	March 24,2023	Not to exceed US\$220,000.00	Terminziou Business Center Golden Frozen Food	Registered	May 2,2023 April 4,2023	Dec. 18, 2023	Dec. 21, 2023	US\$45,370.00	Terminziou Business Center Golden Frozen Food
4	BW/NCB	Cleaning	NCB	GOL &	January	February	1 bid	March 24,	Frame	Terminziou	Registered	April	Dec.	Dec.	US\$1,600.00	

