

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 1^{st} & 2^{nd} 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,

Ayly, Dr, Harris Fomba Tarnue

Chairman, Procurement Committee

Received: Theophilus Kollie Sept. 141223 Time: 11:25 Am

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BOOKER WASHINGTON INSTITUTE



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 Procuri ng 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]

General Information

Booker Washington Institute
Quarterly Procurement Report

Ist & 2nd Quarters 2023

SPECIFIC INFORMATION

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BWI/NCB						23	/NCB/001/	BWI/SBA		003/23/	BWI/RFQ		/001/23	BWI/RFQ						Code	Package
Cleaning					Lot#:3	#1,Lot#:2 &	Lot	Food Items:		Supplies	Medical		Spare Parts	Generator					Description	Package	Contract
NCB							-	NCB			RFQ			RFQ					Method	ment	Procure
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										50	29,998.	US\$		

Prepared by: _

J. Diameno Nasih Procurement Director

Date: L

9-23

Approved by:

try Dr. Harris Fomba Tarnue Head of Entity/ Chairman PC

ite: 29/08/23

Annex B: Copies of the quarterly actualized procurement plans

[Attach copies of Approved Procurement Plans implemented during the quarter for which the report is being submitted]

Annex C: Copies of notice of award

[Attach copies of all notice of intent to award contracts submitted to the Commission in accordance with Section 31 of the PPCA during the quarter under consideration]

Annex D: Copies of signed contracts

[Attach copies of all contracts signed during the quarter]

Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report

[Attach a copy of the minutes of the Procurement Committee meeting during which the quarterly procurement report was approved]