



CENTER FOR NATIONAL DOCUMENTS & RECORDS
NATIONAL ARCHIVES BUILDING
12TH STREET, SINKOR
MONROVIA, LIBERIA.



1847

Ref: RL/CNDRA/EAL/351-2023

August 22, 2023

Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

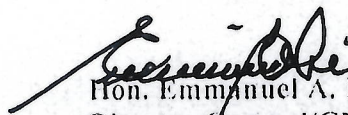
Dear Hon. Bodger Scott Johnson:

The Procurement Committee of the Center for National Documents and Records Agency (CNDRA) herewith submits to your office its 1st and 2nd quarters Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities implemented at the (CNDRA) for the period 1st and 2nd quarters (January 1, 2023 to June 30, 2023).

Kind regards.

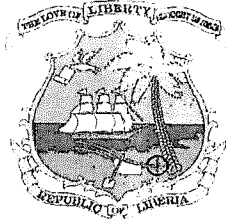
Sincerely yours


Hon. Emmanuel A. Lomax
Director General/CNDRA

Received:
Theophilus Kollie
August 31, 2023
Time: 1:56 pm

REPUBLIC OF LIBERIA

Center for National Documents and Records Agency



Quarterly Procurement Report

FY 2023

For the 1st and 2nd Quarters (*1st quarter January to March and 2nd quarter April to June*)

Date of Submission: August 19, 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, 1st and 2nd quarters FY 2023 for your review and consideration.

During the period under review the Center for National Documents and Records Agency has completed the implementation of Four out of eleven of the contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far,

The RFQ was used for acquisition of Two Contract Packages, and

The NCB was used for acquisition of Two Contract Packages.

2.0 Challenges

- Challenges in acquiring the appropriate budgetary allotments during the implementation of the contract packages for the period under review.

3.0 Recommendations

- Recommend that the GOL provide the necessary budgetary appropriation and allotments in a timely manner that will align with our procurement planning.
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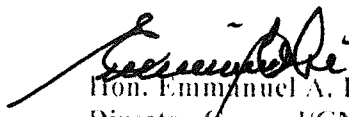
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Hon. Emmanuel A. Lomax
Director General/CNDRA

GENERAL INFORMATION	
Center for National Documents and Records Agency	
First & Second quarters Procurement Reports	
FY 2023	

SUMMARY OF PROCUREMENT PROCESSES, PROCUREMENTS COMPLEMENT & CONTRACTS SIGNED

SPECIFIC INFORMATION															
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date Advertisement/Bids Invitation	Closing of Bids Submission Date	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 PCCC VR Status	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)
1.	IFB NO. CNDRA/NCB/SBA/001/23	Stationery (LOT 1) Daily used items	NCB	GOL/ Internal Revenue	02-14-23	03-14-23	3	04-04-23	34,001 USD	Wild Stationery Store	OK	04-04-23	04-11-23	12-04-23	6,607 USD
2.	IFB NO CNDRA/NCB/SBA/001/23	STATIONERY Lot 2) Specialized ink items	NCB	GOL/ CNDRA internal revenue shearing budget	02-14-23	03-14-23	3	04-04-23	50,120 USD	Unique Creative Group Inc.	ok	04-04-23	04-11-23	12-04-23	0 USD
3.	IFB NO CNDRA/RFO/SBA/009/23	Security Guard Service	RFO	GOL/ CNDRA internal	02-21-23	03-08-23	3	03-29-23	9,000 USD	SAVANA Security Guard Service	Ok	03-29-23	12-29-23	12-06-23	2,000 USD

