



PPCC

PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION



Ref: Circular No.001/FISCAL YEAR /2023

Date: March 27, 2023

From: Public Procurement and Concessions Commission (PPCC)

To: All Ministers, Executive Directors, Director Generals, Managing Directors, Chief Administrators, Presidents, Principals, Superintendents and Mayors, Procurement Practitioners of Public Procurement and Concessions Granting Entities.

Subject: SUBMISSION OF QUARTERLY REPORTS

WHEREAS, the Public Procurement and Concessions Commission was established in 2006 by the enactment of the Public Procurement and Concessions Act of 2005 by the National Legislature to regulate all forms of public procurement and concessions activities by the Government of Liberia;

WHEREAS, the 2010 Restated Act mandates in **Section 27(g), 43(2 a-l) and 43(9)** that all public procurement entities as well as subsidized institutions must on a quarterly basis submit quarterly reports on the progress of their procurement activities.

WHEREAS, the Commission will communicate officially with those failing to submit such report in a timely manner and conduct scheduled and unscheduled visits to entities in non-compliance with PPCA Section 43.

WHEREAS, the Commission deemed this requirement as mandatory for acquiring information to improve compliance with the PPCA 2010; and overall to **track general performance and reporting of Government procurement and concessions transactions during the course of a fiscal year.**

NATIONAL COMPLIANCE FOR NATIONAL DEVELOPMENT"



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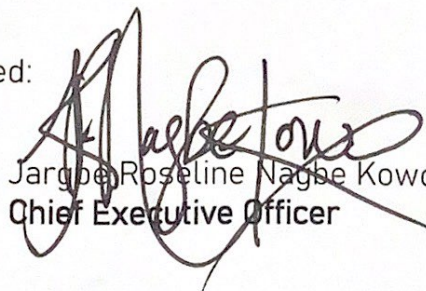
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The PPCC, **now therefore**, mandates the following:

- That all procuring and concession granting entities must submit their quarterly report within the period of 30 days after the end of the quarter being reported. Note that the first quarter report for Fiscal Year 2023 must be submitted on or before April 30, 2023;
- That all procuring and concession granting entities must use the template attached to this circular for their quarterly reporting to the PPCC; the Commission will be available to provide further clarification, if required.
- That procuring and concession granting entities that do not carry out any procurement activities during the quarter must inform PPCC that they have not done any procurement activity during the period;
- That the PPCC publishes a quarterly procurement compliance report within the period of 60 days after the end of the quarter being reported;
- That procuring and concession granting entities failing to comply with the aforementioned sections of the Act are at risk of their institutions being published as noncompliant entities to this requirement in the PPCC quarterly compliance report; and will be subject to procedures for penalties aligned with **Section 138 (1) of the PPCA 2010**.

Pursuant to the above circular, it is hereby mandated that all adhere to these measures effective immediately.

Signed:


Jargoe Roseline Nagbe Kowo (Cllr.)
Chief Executive Officer



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