



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY
P.O. Box 4024
4th Street Sinkor, Tubman Boulevard,
1000 Monrovia, 10 Liberia



Ref: DED/EPA-02/01852/22/RL

Date: November 10, 2022

Atty. Jargbe Roseline Nagbe Kowo
EXECUTIVE DIRECTOR
Public Procurement & Concession Commission
Executive Mansion Ground
Capitol Hill
Monrovia, Liberia

Received
Dennis Taylor
Nov. 21, 2022
Time: 11:21 AM

Dear Atty. Kowo:

I present my compliments and the Procurement Committee of the Environmental Protection Agency herewith submit to your office its 2nd and 3rd quarters procurement report for fiscal year 2022.

This report summarizes the procurement activities implemented at the Environmental Protection Agency for the period 2nd and 3rd quarters (April 5, 2022 to June 30, 2022 and from July 1, 2022 to September 30, 2022).

Please accept the assurance of my highest esteem and consideration as we strive for environmental sustainability for now and successive generations.

Sincerely yours,


Hon. Randall M. Dobayou, II
Deputy Executive Director

REPUBLIC OF LIBERIA

Environmental Protection Agency



Quarterly Procurement Report

FISCAL YEAR 2022

For 2nd and 3rd Quarters (April – June, July - September)

Date of Submission: November 10, 2022

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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 2nd and 3rd Quarters for Fiscal Year 2022, for your review and consideration.

During the period under review, Environmental Protection Agency has completed the implementation of Twelve (12) contract packages implemented out of Thirty (30) contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, eleven (11) contract packages acquired through the following procurement method along with the titles:

1. Petroleum Products/ IFB No. EPA/SBA/RB/001/22
2. Vehicle Insurance/ IFB No. EPA/SBA/RB/002/22
3. Stationery/ IFB No. EPA No. EPA/NCB/002/22
4. Personnel Non-Life Insurance/ IFB No. EPA/RB/003/22
5. Air Tickets/ IFB No. EPA/RB/005/22
6. Computer Supplies/ IFB No. EPA/NCB/001/22
7. Vehicle/ IFB No. EPA/RB/002/22
8. Air Conditioners/ IFB No. EPA/SBA/RFQ/003/22
9. Scratch Card/ IFB No. EPA/RFQ/004/22
10. Event Catering/ IFB No. EPA/RFQ/002/22
11. Laboratory Equipment /IFB No./RFQ/001/22
12. Cleaning materials/ IFB NO. EPA/RB/006/22

2.0 Challenges

Disbursement of allotment from the GoL are very slow, making the implementations of planned procurement activities not been achieved during the course of the quarter.

3.0 Recommendations

GoL should make sure that appropriation for goods and services are given in time to allow the implementations of planned procurement activities to be achieved.

4.0 Annexes:

Annex A: Summary Table

General Information
Environmental Protection Agency (EPA)
Quarterly Procurement Report
2nd and 3rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

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 Status	Business Legal Owner	Business Beneficiary Owner
1.	IFB No EPA/SA/RB/001/22	Petroleum Products	RB	GoL	April 6, 2022	May 5, 2022	1	May 23, 2022	168,669.62	Super Petroleum	C	N/A	N/A
2.	IFB No EPA/SA/RB/002/22	Vehicle Insurance	RB	GoL	April 6, 2022	May 5, 2022	4	May 23, 2022	11,951.00	National Insurance Corporation of Liberia	C	N/A	N/A
3.	IFB No EPA/NCB/002/22	Stationery	NCB	GoL	June 20, 2022	July 15, 2022	2	August 8, 2022	N/A	African Books & Stationery Store	C	N/A	N/A

Prepared by:

Pesette T. Doe

Asst. Manager/Procurement Unit

Approved by:

Hon. Randolph M. Johnson, Jr.
Acting Head of Entity Co-Chairman PC

Date:

11/11/2022



4.1 Annexes:

Annex B: Summary Table

General Information	
Environmental Protection Agency (EPA)	
Quarterly Procurement Report	
2 nd and 3 rd Quarters & Fiscal Year 2022	

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION													
Item No.	Package Code	Contract 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 Status	Business Legal Owner	Business Beneficiary Owner
4.	IFB No. EPA/RB/00 3/22	Personal Non-Life Insurance	RB	Govt	April 6, 2022	May 5, 2022	4	May 27, 2022	N/A	Secure Risk Insurance Company, Inc.	C	N/A	N/A
5.	IFB No. EPA/RB/00 5/22	Air Tickets	RB	Govt	June 20, 2022	July 15, 2022	2	July 20, 2022	N/A	Jackie Continental Travel Agency	C	N/A	N/A
6.	IFB No. EPA/NCB/ 001/22	Computer Supplies	NCB	Govt	June 20, 2022	July 15, 2022	2	August 8, 2022	30,726.00	Metro Tech	C	N/A	N/A

Prepared by:

Pessee T. Doe

Date: Nov 19, 2022

Approved by:

Hon. Kenneth M. Debayou, II

Date: 11/16/22

Asst. Manager/Procurement Unit

Acting Head of Entity/ Co-Chairman PC

Annex C: Summary Table

Environmental Protection Agency (EPA)

Quarterly Procurement Report

2nd and 3rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

Item No.	Package Code	Contract 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 Status	Business Legal Owner	Business Beneficiary Owner	Date of Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract Progress Status (Amount Paid)	Remarks
7.	IFB No 2/22 EPA/RB/00	Vehicle	RB	GoL	June 20, 2022	July 15, 2022	2	July 27, 2022	72,350.00	Cactus Motors, Inc	C	N/A	N/A	August 1, 2022	Dec 30, 2022	N/A		
8.	IFB No 003/22 EPA/RFO/	Air Conditioner	RFQ	GoL	March 28, 22	April 01, 2022	3	N/A	\$720.00		C	N/A	N/A	August 10, 2022	Dec 30, 2022	\$720.00 USD		
9.	IFB No 004/22 EPA/RFO/	Scratch Card	RFQ	GoL	March 28, 2022	April 01, 2022	3	N/A	\$8,981.00	Orange & Lonsdale cell	C	N/A	N/A	August 3, 2022	Dec 30, 2022	\$8,981.00 USD		

~~Pescee T. Doe~~

Asst. Manager/Procurement Unit

Date: May 10, 2022

Approved by:

Acting Head of Entity/ Co-Chairman PC

Date: 11/10/2022

4.3 Annexes:


Annex D: Summary Table

General Information
Environmental Protection Agency (EPA)
Quarterly Procurement Report
2 nd and 3 rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

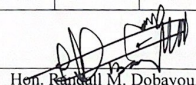
SPECIFIC INFORMATION																		
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/Bids Invitation	Date of Closing of Bids Submission	Number of Bids Received	Date of Transmission of Contract Award Notice by PC	Actual Contract Value	Name of Supplier/Contractor/Consultant/Service Provider	Supplier/Contractor/Consultant/Service Provider PPCC VR Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
10.	IFB No EPA/RFQ/002/22	Event Catering	RFQ	GoL	May 28, 2022	April 01, 2022	3	N/A	\$8,000.00	Mountain Dew Lodge	C	N/A	N/A	May 27, 2022		Dec. 30, 2022	\$8,000.00USD	
11.	IFB NO EPA/RB-006/22	Cleaning Materials	RB	GoL	March 28, 2022	April 22, 2022	2	July 20, 2022	N/A	Essential Group, Inc.	C	N/A	N/A	May 18, 2022		Dec. 30, 2022	N/A	
12.	IFB No EPA/RFQ/001/22	Laboratory Equipment	RFQ	GoL	August 30, 2022	September 5, 2022	3	N/A	\$,990.00	Rayan Laboratory	C	N/A	N/A	September 6, 2022		Dec. 30, 2022	\$5,990.00	

Prepared by:


Pescee T. Doe
Asst. Manager/Procurement Unit

Date: Nov. 10, 2022

Approved by:


Hon. Randall M. Dobayou, II
Acting Head of Entity/ Co-Chairman PC

Date: 11/10/22

4.4 Annexes:

Annex E: Summary Table

General Information
Environmental Protection Agency (EPA)
Quarterly Procurement Report
2 nd and 3 rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS STILL IN PROGRESS.																		
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	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
1	IFB NO.EPA/SBA/NCB/01/22	Repair and maintenance Vehicle	NCB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	
2	IFB No EPA/SBA/RB/002/22	Repair and maintenance Motorbike	NCB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	
3	IFB No EPA/RFQ/001/22	Repair and maintenance Generator	RFQ	GoL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	

Prepared by: Pessee T. Doe
Asst. Manager/Procurement Unit

Date: Nov 10, 2022

Approved by: Hon. Rankin M. Dobayou, II
Acting Head of Entity/ Co-Chairman PC


Date: 11/10/22

4.5 Annexes:


Annex F: Summary Table

General Information
Environmental Protection Agency (EPA)
Quarterly Procurement Report
2 nd and 3 rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS STILL IN PROGRESS.																		
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	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
4	IFB NO EPA/SBA/ RFQ/001/22	Vehicle Rental	RFQ	GoL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	
5	IFB No. EPA/SBA/ NCB/003/22	Printing & Binding	NCB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	
6	IFB No. EPA/SBA/ NCB/004/22	Repair maintenance office machinery & equipment	NCB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	

Prepared by: 
Pescee T. Doe
Asst. Manager/Procurement Unit

Date: Nov. 10, 2022

Approved by: 
Hon. B. M. Dobayou, II
Acting Head of Entity/ Co-Chairman PC

Date: 11/16/22

4.6 Annexes:

Annex G: Summary Table

General Information
Environmental Protection Agency (EPA)
Quarterly Procurement Report
2 nd and 3 rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS STILL IN PROGRESS

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	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
7	IFB NO EPA/SBA/RB/003/22	Garbage Collection	RB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	
8	IFB No. EPA/RFQ/005/22	Publication Services	NCB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	
9	IFB NO. EPA/SBA/SS/001/22	Internet Service provider	SS	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	

Prepared by: Pessee T. Doe
Asst. Manager/Procurement Unit

Date: Nov. 10, 2022

Approved by: Hon. Russell M. Dobayou, II
Acting Head of Entity/ Co-Chairman PC

Date: 11/13/22

4.7 Annexes:

Annex H: Summary Table

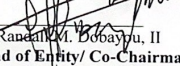
General Information
Environmental Protection Agency (EPA)
Quarterly Procurement Report
2 nd and 3 rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS STILL IN PROGRESS.

SPECIFIC INFORMATION																		
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10	IFB No EPP/N CB/003/22	Furniture Fixture	NCB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	
11	IFB No EPA/RFQ/003/22	Hall Rental	RFQ	GoL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	
12	IFB No EPA/RB/001/22	Food Stuff	RB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	

Prepared by: 
Pescee T. Doe
Asst. Manager/Procurement Unit

Date: Nov. 10, 2022

Approved by: 
Hon. Rana M. Batabyal, II
Acting Head of Entity/ Co-Chairman PC

Date: 10/11/22

4.8 Annexes:

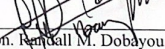
Annex I: Summary Table

General Information
Environmental Protection Agency (EPA)
Quarterly Procurement Report
2 nd and 3 rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS STILL IN PROGRESS.																		
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13	IFB No EPA/RFQ/003/22	Hall Rental	RFQ	GoL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	
14	IFB NO. EPA/RB/004/22	Generator	RB	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	
15	IFB NO EPA/RFQ/005/22	Cellar phones	RFQ	GoL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 30, 2022	N/A	

Prepared by: 
Pessee T. Doe
Asst. Manager/Procurement Unit

Date: Nov 10, 2022

Approved by: 
Hon. Randall M. Dobayou, II
Acting Head of Entity/ Co-Chairman PC


Date: 11/10/22

4.9 Annexes:

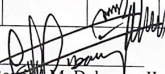
Annex J: Summary Table

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Environmental Protection Agency (EPA)
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2 nd and 3 rd Quarters & Fiscal Year 2022

SUMMARY OF PROCUREMENTS STILL IN PROGRESS.																		
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16	EOI No EPA/CON/ICS001/22	Audit Services	ICS	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	
17	EOI No EPA/CON/ICS002/22	Architectural	ICS	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	
18	EOI No EPA/CON/ICS003/22	Feasibility Studies Analysis	ICS	GoL	September 9, 2022	October 10, 2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 30, 2022	N/A	

Prepared by: 
Pesece T. Doe
Asst. Manager/Procurement Unit

Date: Nov. 10, 2022

Approved by: 
Hon. Randolph M. Dobayou, II
Acting Head of Entity/ Co-Chairman PC

Date: 11/12/22

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]

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