GAC/ODAGA/FGK/107/PPCC/'2023

TRANSMITTAL LETTER

August 14, 2023

Mr. Bodger Scott Johnson **Executive Director**Public Procurement & Concessions Commission

Executive Mansion Grounds

Capitol Hill

Monrovia, Liberia

Dear Mr. Johnson:

The Procurement Committee of the General Auditing Commission herewith submits to your office its Second Quarter Procurement Report for the Fiscal Year 2023.

This report summarizes the procurement activities implemented in the 2nd Quarter (April 1, 2023 - June 30, 2023).

Sincerely,

Foday G. Kiazolu, FCCA, CPA_(Lib) **DEPUTY AUDITOR GENERAL /ADM.**

Received:
Theophilus Kollie
August 23, 2023
Time: 12:56 pm



REPUBLIC OF LIBERIA

General Auditing Commission
Old Executive Mansion
Ashmun Street
Monrovia, Liberia

Quarterly Procurement Report

FY 2023

For the: 2nd Quarter (April 1, 2023 – June 30, 2023),

Date of Submission: 07/10/2023

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Appey E. Copy of PC quarterly meeting minutes endorsing the quarterly procurement report

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 a quarterly report to the Commission, I am pleased to submit the procurement Report for the 2nd Quarter (April 1– June 30) 2023 for your review and consideration.

During the period under review, the General Auditing Commission (GAC) did not initiate any new procurement process, nor were any updates nor addenda made to the procurement plan. However, the procurement processes and transactions for the first quarter remain as had earlier been submitted to your office. There were thirteen (13) procurement contract packages as provided within our provisionally approved procurement plan for the period under review. Out of the total procurement implemented thus far, the International Competitive Bidding (ICB) was used for the acquisition of one contract package (The procurement of Vehicles), the National Competitive Bidding (NCB) procurement method was used for the purchase of six (6) contract packages (Stationery, Cleaning Materials, Vehicle Spare Parts, Building Materials, Laptops, and Vehicle Repairs & Maintenance,). Four contract packages (Supply of Non-Portable Water, Petroleum Products, Vehicle Insurance, & Personnel Insurance) were done using the Restricted Bidding (RB) method due to the estimated contract value indicated in our plan, and one (1) contract package (Orange Scratch card) was done using Single-Sourcing, and one contract package (Repair & Maintenance of Generator Services) using RFQ.

Challenges

There were no challenges encountered thus far during the period under review.

3.0 Recommendations

There is no recommendation to be made without a challenge.

General Auditing Commission

Call Procurement Committee Meeting

Meeting Date:

August 14, 2023

Meeting Location: Office of the Deputy Auditor General for Adm.

Recorded by:

Musa C. Kamara

Meeting start:

10:00 a.m.

Agenda

- 1. Opening Prayer
- 2. Adoption of Agenda
- 3. Welcome remarks
- 4. Reading of Last PC Meeting Minutes
- 5. Review and Approval of Addendum Procurement Plan FY 2023 (Consultancy)
- 6. Review and Approval of Second Quarter PPCC Report
- 7. AOB
- 8. Adjournment

General Auditing Commission

Call Procurement Committee Meeting

Meeting Date:

August 14, 2023

Meeting Location:

Office of the Deputy Auditor General for Adm.

Recorded by:

Musa C. Kamara

Meeting start:

10:15 a.m.

Agenda

1. Opening Prayer

The Chairman of the Procurement Committee (PC), Hon. Foday G. Kiazolu, asked that the PC observe ten (10) seconds of silent prayer.

2. Adoption of Agenda

The agenda was read by Hon. Kiazolu. A motion was made by Mr. John Greaves, II, member of the PC, and seconded by Mr. Mr. Cooper Magbollah, member of the PC, that the agenda be accepted and be used as the working tool for the meeting.

3. Welcome remarks

Hon. Kiazolu welcomed everyone in attendance.

4. Reading of Last PC Meeting Minutes

The minutes from the last meeting was read by Mr. Musa C. Kamara, Secretary of the PC. A motion to endorse the minutes was done by Mr. S. Karpee Denia, member of the PC and seconded by Mr. Greaves.

5. Review and Approval of Addendum Procurement Plan FY 2023 (Consultancy)

An addendum procurement plan was prepared and submitted to the PC for review and approval. After thoroughly scrutinizing the document, the PC unanimously approved the plan for submission to the Public Procurement and Concessions Commission (PPCC) for approval.

6. Review and Approval of Second Quarter PPCC Report

The PC reviewed the second quarter report and found it satisfactory for submission to the Public Procurement and Concessions Commission (PPCC). The delay in submission of the report to PPCC was due to queries and concerns raised by the Procurement Unit of the GAC relative to document that are to be included in the report. After concluding discussions with the PPCC compliance officer, the report was finalized for submission.

7. AOB

Nothing was discussed.

8. Adjournment

A motion to adjourn was made by Mr. Denia and seconded by Cllr. Kuow. The meeting was adjourned at 11:15 a.m.

General Auditing CommissionOld Executive Mansion Building

Ashmun Street

Call Procurement Committee Meeting

Attendance

6	5	4	3	2	<u> </u>	No.
Mr. Musa C. Kamara	Cllr. Rodney P. Kuow	Mr. S. Karpee Denia, CFE	Mr. Cooper Magbollah	Mr. John L. Greaves, II, CMA	Hon Foday G. Kiazolu, FCCA, CPA _(LIB)	Name
Procurement Manager, Procurement Unit –Secretary to PC	Legal Counsel – Member	Chief of Staff - Member	Financial Comptroller-Member	Director-AdmMember	Deputy Auditor General for Administration, Chair-PC	Position
		S Sacrate	A Maria			Signature
8/14/2023	8/14/2023	8/14/2023	8 F 202	Econ /41/8	16/223	Date

4.0 Annexes:

Annex A: Summary Table

General
General Auditing Commission
Quarterly Procurement Report
First Quarter Report (April 1 – June 30) FY 2023

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

1	ш					ě	 Z O	Item
GAC/NCB/ 001/2023	IFB No.						Code	ge
of Vehicle Spare Parts	Procurement					Description	Package	Contract
	NCB				Ω.	Metho	ement	Procur
	GOI						Funding	Source of
2023	lanuary 18				Invitation	ent/Bids	Advertisem	Date of
1	Feh 2 2023				Submission	Bids	Closing of	Date of
,	2				۵	Receive	of Bids	Number
2023	E 0 403	PC	Notice by	Award	Contract	ion of	Transmiss	Date of
0.000,000	\$56 000 O					Value	Contract	Actual
Auto Service	E Cross		Provider	/Service	Consultant	ontractor/	Supplier/C	Name of
Compliant	Compliant			VR Status	Provider PPCC	/Service	ctor/Consultant	Supplier/Contra
2023	7.1.11					signed	Contract	Date
N/A	21/2				ion	/Inspect	Delivery Contract	Date of
3	10/01/000				date	Completion	Contract	Date of Proposed
\$30,724 .00				t paid)	(Amoun	Status	progress	Contract

	1					
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IFB NO: GAC/NCB/ 006/2023	IFB No. GAC/RFQ/ 001/2023	IFB No. GAC/NCB/ 003/2023	IFB No. GAC/RB/0 02/2023	IFB NO: GAC/RB/00 1/2023	GAC/RB/0 02/2023	
Procurement of Stationery	Repair/Mainte nance of Generator Services	Procurement of Cleaning Materials	Personnel Insurance	Vehicle Insurance	Vehicle Repair/Mainte nance Services	
NCB	RFQ	NCB	NCB	RFQ	RB	
GOL	GOL	GOL	GOL	GOL	GOL	
January 18, 2023	January 18, 2023	January 18, 2023	January 3, 2023	January 3, 2023	January 18, 2023	
Feb. 2, 2023	Jan. 24, 2023	Feb. 1, 2023	Jan. 16, 2023	Jan. 16, 2023	Feb. 2, 2023	
7	μ_	2	ω	У	2	
Feb. 22, 2023	Feb 22, 2023	Feb. 22, 2023	March 3, 2023	Jan 31, 2023	Feb. 22, 2023	
N/A	N/A	N/A	\$149,850. 00	\$28,120.1 0	N/A	
Office Express &	Techno Tech	Saksouk Shopping Center	ACTIVA Internation al Liberia	SUNU Assurance Liberia	Classic Auto Service	
Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	
N/A	N/A	N/A	March 3, 2023	Feb. 15, 2023	N/A	
N/A		N/A	N/A	N/A	N/A	
12/31/202 3	12/31/202 3	12/31/202 3	12/31/202 3	12/31/202 3	12/31/202 3	
10,587. 50	530.00	2,920.0 0	44,955. 00	9,699.6 4	3,854.6 9	

		13	12	<u>⊢</u> ,	10			
Musa & Kamara Procurement Manager	Signed:	IFB No. GAC/ICB/0 01/2023	IFB No. GAC/RB/00 2/2023	IFB No. GAC/RB/00 3/2023	IFB No. GAC/NCB/0 09/2023	GAC/SS/00 1/2023	GAC/NCB/0 08/2023	
	The state of the s	Procurement of Vehicles	Procurement of Petroleum Products	Supply of Non- Portable Water	Procurement of Building Materials	Procurement of Scratch cards	Procurement LAPTOPS	
ger .	,	ICB	RB	RB	RFQ	SS	NCB	
		GOL	GOL	GOL	GOL	GOL	GOL	
	Date:	Feb. 6, 2023	January 18, 2023	January 18, 2023	January 18, 2023	January 18, 2023	Feb. 6, 2023	
	Date: 8/14/ ユウナス	Feb. 17, 2023	Feb. 2, 2023	Feb. 1, 2023	Feb. 1, 2023	Jan. 24, 2023	Feb. 17. 2023	
	5607	ω	2	₽	2	 -	∞	
	Аррі	Feb. 24, 2023	Feb. 9, 2023	Feb. 22, 2023	March 10, 2023	Feb. 10, 2023	Feb. 27, 2023	
	Approved	\$176,000. 00	N/A	N/A	N/A	N/A	N/A	
eputy Auditor		CICA Motors	Aminata & Sons Inc.	Traffic Enterprises	Hammer Inc.	Orange Liberia	Cross Word Ltd.	Metro Tech
Hon. HodayG. Kiazolu, FCCA, CPA _(CPA) Deputy Auditor General for Administration		Compliant	Compliant	Compliant	compliant	compliant	compliant	
	Date:	March 3, 2023	N/A	N/A	N/A	N/A	N/A	
	H	N/A	N/A	N/A	N/A	N/A	N/A	
	52a Da	12/31/202 3	12/31/202 3	12/31/202 3	12/31/202 3	12/31/202 3	12/31/202 3	
		N/A	67,741. 80	N/A	496.00	6,500.0 0	N/A	