

Republic of Liberia

INTERNAL AUDIT AGENCY

Tubman Boulevard, Oldest Congo Town, Monrovia
www.iaa.gov.lr Email: dkemah@iaa.gov.lr dave_kemah@msn.com
Tel: (+231) 777-588-210 / 886-248-009



Assurance Insight Objectivity

IAA -RL/DG/DAK//08/06/'23

August 28, 2023

Hon. Budger Scott -Johnson
Executive Director
Public Procurement & Concessions Commission
Capitol Hill, Monrovia

Dear Hon. Scott-Johnson:

The Procurement Committee of the **Internal Audit Agency** submits to your office its 1st & 2nd Quarters (January-June) Procurement Report for the calendar year 2023.

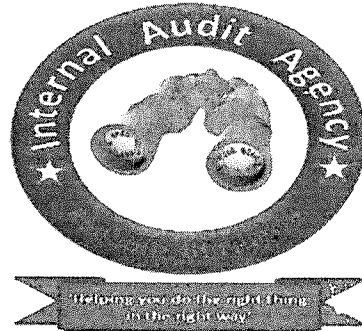
This report summarizes the procurement activities implemented at the **Internal Audit Agency** for the periods mentioned.

Sincerely,

David A. Kemah, CPA
DIRECTOR GENERAL

REPUBLIC OF LIBERIA

INTERNAL AUDIT AGENCY



Quarterly Procurement Reports

(January-June FY2023)

Date of Submission: August 28, 2023

Table of Contents

1.0 Introduction and Summary 3

2.0 Challenges.....3

3.0 Recommendations.....3

4.0 Annexes.....3

Annex A: Summary Table 4

Annex B: Copies of the quarterly actualized procurement plans.....4

Annex C: Copies of notice of award.....4

Annex D: Copies of signed contracts.....4

Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report.....4

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 the 1st and 2nd Quarters of FY 2023 for your review and consideration.

During the period under review, the Internal Audit Agency has completed the implementation of nine (9) *contract packages* out of the eleven (11) contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, the Request for Quotations(RFQ) Method was used for the acquisition of seven (7) contract packages (Cleaning Materials, Petroleum Products, Scratch Cards, Repair and Maintenance, Production of employees ID cards, Printing Binding &Publication and Furniture &Fixture).Whereas, Restricted Bidding was used for the procurement of Stationery &Supplies and Computers Supplies &Printers. Due to the lack of allotment and unavailability of funds, the rest of the approved contract packages (Vehicles and ICT Infrastructure Hard/Network) have not been implemented for the period under review (January-June FY2023).

2.0 Challenges

The following challenges affected the IAA as seen below:

The Internal Audit Agency received less than 55% of what was appropriated in FY2023 budget.

Delays in approving annual procurement plans were a challenge during the period under review

The issue of vendor's demand for payment before delivery of goods&services was also a challenge during the period under review (Suppliers lack Trust &Confidence in the buyers-government entities).

3.0 Recommendations

1. Regular receipt of allotment from MFDP will allow for procurement to align with the budget process.
 2. Update of Vendors Registry on PPCC website will enable procuring entities verify the eligibility of suppliers or bidders.
 3. Prompt approval of procurement plans will enhance our entity's ability to comply with the PPCC laws.
-

4.0 Annexes:

Annex A: Summary Table

General Information
Internal Audit Agency
Quarterly Procurement Report
January-June 2023

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 or/Consultant/Service Provider PPMC 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	001	Computer Supplies& Printers	RB	GOL	April 21,2023	May 23,2023	4	June 6,2023	17,812.50	Classic Enterprise	No	Dennis V. Smith	Dennis V. Smith	June 19,2023	June 28, 2023	June 30,2023	17,812.50	Male
2	002	Stationery &Supplies	RB	GOL	January 17,2023	February 14, 2023	5	February 24,2023	18,912.50	Office Equip Inc.	Yes	Ishmael M. Turay	Ishmael M. Turay	March 5,2023	March 12, 2023	March 12,2023	18,912.50	Male
3	003	Petroleum Products	RFQ	GOL	N/A	N/A	3	N/A	9,811.10	Conex Liberia Limited	Yes	Cherif M. Abdallah	Cherif M. Abdallah	N/A	N/A	N/A	N/A	Male
4	004	Scratch Cards	RFQ	GOL	N/A	N/A	3	N/A	4,850.00	Favor Marketing	No	Ivar Koluko Jones	Ivar Koluko Jones	N/A	N/A	N/A	4,850.00	Male

5	005	Cleaning Materials	RFQ	GOL	N/A	N/A	4	N/A	2,226.50	United Office Supplies	No	Lavesh Kewalra mani	Lavesh Kewalra mani	N/A	N/A	N/A	2,226.50	Male
6	006	Printing Binding Publication	RFQ	GOL	N/A	N/A	3	N/A	2,292.50	Freedom Printing Press	No	Patrick E. Fortune	Patrick E. Fortune	N/A	N/A	N/A	2,292.50	Male
7	007	Production of employees ID Cards	RFQ	GOL	N/A	N/A	3	N/A	2,550.00	Office Equip Inc.	Yes	Ishmael M. Turay	Ishmael M. Turay	N/A	N/A	N/A	2,550.00	Male
8	008	Furniture & Fixture	RFQ	GOL	N/A	N/A	4	N/A	6,824.00	Naresh Brothers	Yes	Karan Anandn ai	Karan Anandn ai	N/A	N/A	N/A	6,824.00	Male
9	009	Repair & Maint. Mach-Equip.	RFQ	GOL	N/A	N/A	3	N/A	145.00	Face2 Goodway Business Center	No	Reginald Obianozi	Reginald Obianozi	N/A	N/A	N/A	145.00	Male

Prepared by: PP: Moriah N. Gaye Date: 08/28/2023

Moriah N. Gaye
Acting Procurement Director

Approved by: David A. Kemah, CPA
David A. Kemah, CPA
Head of Entity/ Chairman PC

Date: 8/28/23

Annex B: Copies of the quarterly actualized procurement plans

Annex C: Copies of notice of award

Annex D: Copies of signed contracts

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