

JUDICIAL BRANCH
SUPREME COURT OF LIBERIA



OFFICE OF THE COURT ADMINISTRATOR
TEMPLE OF JUSTICE
MONROVIA, LIBERIA

SCL/CA/1048/jwln/'23

August 16, 2023

Received:
Dennis Taylor
August 17, 2023
Time: 2:58pm

Mr. Bodger Scott Johnson
Executive Director
Public Procurement & Concession Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia



Dear Mr. Johnson:

The Procurement Committee of the Judiciary herewith submits to your office the 1st and 2nd quarters procurement reports for the fiscal year 2023.

The report summarizes the procurement implemented at the Judiciary for the period January 1, 2023 to June 30, 2023.

Kindly find attached detailed of said Report for your records.

Kind regards.

Sincerely

Cllr. Elizabeth J. Nelson
Court Administrator

1.0 Introduction and Summary:

In keeping with section 27 (g) and 43(9), of the Amended and Restated Public Procurement Concession Act which requires each Procuring entity to submit quarterly report to the Commission; I am pleased to submit the Procurement report for the first and second quarters (January –June 30, 2023) for your review and consideration.

During the period under review, by Directive of the Court Administrator, the Judiciary through the Department of Procurement has completed the implementation of twenty one **(21)** Procurement packages out of the twenty three **(23)** packages within our approved Procurement plan for the period under review.

Out of the total Procurement implemented thus far; the titles of the packages are:

NCB_____8 Packages

- a. Stationery b. Vehicle repairs & Maintenance c. Generators repairs & Maintenance d. Computer Supplies e. Cartridges f. Printing & Binding Materials and g. Cleaning Materials and f. Air Ticket

RB_____4 Packages

- a. Scratch Cards b. Petroleum Products & c. food & Catering Services and d. Vehicle Insurance

RFQ__8 Packages

- a. Flags b. Curtains c. Building Materials d. Electrical Materials e. Air Condition f. Repair and Maintenance of Furniture.

S/S___1

- a. Internet Provider Service.
-

2.0 Challenges

Delay in the passage of the National Budget;

Limited budgetary appropriation;

The lack of interest by vendors to participate in the bidding processes

The delay in vendors' payment due to the economic crisis in our Country

3.0 Recommendation

That the Judiciary should be well funded to run the day to day activities of the Courts.

That the budget be passed on time by the relevant authorities to enable us plan on time.

The allotments are provided on time to pay vendors on time.

4.0 Annexes:

ANNEX A: Summary Table

General Information
Judiciary Branch: Temple of Justice
Quarterly Procurement Report
January – March 2023; First Quarter

SUMMARY OF PROCUREMENT IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION															
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/ Bids Submission	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/Status	Date Contract Signed	Date of Delivery/ Inspection	Proposed Contract Completion Date	Contract Progress Status (Amount)	Ref
	IFB.NO.J UD/NCB/ 001/2023	Stationery	NCB	GOL	12/16/2022	1/17/2023	2	1/31/2023	134,000.00	Metro Stationery Store	3/9/2023	12/15/2023	12/29/2023		
2	IFB.NO.J UD/NCB/ 002/2023	Repair & Maint. Vehicles	NCB	GOL	12/16/2022	1/20/2023	4	2/10/2023	117,786.00	Africa Motor & Evergreen	3/10/2023	12/15/2023	12/29/2023		
3	IFB.NO.J UD/RB/00 3/2023	Vehicle Insurance	RB	GOL	12/16/2022	1/18/2023	3	1/31/2023	22,175.00	Mutual Benefit	3/9/2023	12/15/2023	12/29/2023		
4	IFB.NO.J UD/RFO/ 001/2023	Uniform	RFQ	GOL	12/12/2022	1/4/2023	N/A	1/23/2023	1,000.00	N/A	2/24/2024	12/15/2023	12/29/2023		
5	IFB.NO.J UD/NCB/ 003/2023	Repairs & Maints. Generator	NCB	GOL	12/16/2022	1/17/2023	1	1/31/2023	65,070.00	Technotech	3/9/2023	12/15/2023	12/29/2023		
6	IFB.NO.J UD/NCB/ 004/2023	Food Stuff	NCB	GOL	12/29/2022	1/4/2023	N/A	1/23/2023	10,000.00	N/A	2/24/2023	12/15/2023	12/29/2023		
7	IFB.NO.J UD/SS/00 1/2023	Repair Maint. of Elevator	SS	GOL	N/A	N/A	N/A	N/A	42,000.00	N/A	2/24/2023	12/15/2023	12/29/2023		
8	IFB.NO.J UD/RFO/ 002/2023	Computer Supplies	NCB	GOL	12/16/2022	1/17/2023	2	1/31/2023	15,000.00	Office Express	2/13/2023	12/15/2023	12/29/2023		
9	IFB.NO.J UD/NCB/	Cartridges	NCB	GOL	12/16/2022	1/17/2023	3	1/31/2023	25,900.00	Office Express	2/13/2023	12/15/2023	12/29/2023		

Prepared by:



Joyce W.L. Ndowar
Procurement Director

Date:

8/16/2023

Approved by:



Cllr. Elizabeth J. Nelson
Court Administrator

Date:

8/17/2023

4.0 Annexes:

ANNEX A: Summary Table

General Information
Judiciary Branch: Temple of Justice
Quarterly Procurement Report
April – June 2023; Second Quarter

SUMMARY OF PROCUREMENT IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION														
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/ Bids Submission	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/Status	Date Contract Signed	Date of Delivery/ Inspection	Proposed Contract Completion Date	Contract Progress Status (Amount)
1	IFB.NO.J I/D/NCB/ 001/2019/ 2020	Stationery	NCB	GOL	12/16/2022	1/17/2023	1	1/31/2023	130,360.00	Metro Stationery Store	3/9/2023	12/15/2023	12/29/2023	
2	IFB.NO.J I/D/NCB/ 002/2019/ 2020	Repair & Maint. Vehicles	NCB	GOL	12/16/2022	1/20/2023	4	2/10/2023	(58,351.92)	Africa Motor, Evergreen Auto Service	3/10/2023	12/15/2023	12/29/2023	
3	IFB.NO.J I/D/RB/00 3/2019/20	Vehicle Insurance	RB	GOL	12/16/2022	1/18/2023	4	1/31/2023	22,175.00	Mutual	3/9/2023	12/15/2023	12/29/2023	
4	IFB.NO.J I/D/RFQ/ 001/2019/ 2020	Uniform	RFQ	GOL	12/12/2022	1/4/2023	1	2/24/2023	1,000.00	Mateco	2/24/2023	12/15/2023	12/29/2023	
5	IFB.NO.J I/D/NCB/ 003/2019/ 2020	Repairs & Maints. Generator	NCB	GOL	12/16/2022	1/17/2023	1	1/31/2023	55,144.96	Technotech	3/9/2023	12/15/2023	12/29/2023	
6	IFB.NO.J I/D/NCB/ 004/2019/	Food Stuff	RFQ	GOL	12/29/2022	1/4/2023	1	1/23/2023	10,000.00	N/A	2/24/2023	12/15/2023	12/29/2023	

[illegible]

