

KAKATA RURAL TEACHER TRAINING INSTITUTE (KRTTI)



Kakata City, Margibi County
Republic of Liberia



Office of the Director

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Email: gbkpenneh51@gmail.com

Ref: KRTTI / RL. PRO 09 2023

October 19, 2023

Hon. Bodger Scott Johnson;
Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear Sir;

We extend our compliments and wish to acknowledge the commission that the Kakata Rural Teacher Training Institute (KRTTI), located in Margibi County, is experiencing difficulties in the Procurement of goods and services.

We were able to get first quarter allotment in January 2023 of recent, up to present we requested for second quarter but we were unable to receive it. In this endeavor, we would highly appreciate your consideration in helping us to meet objective in acquiring needed allotments for complete procurements in favor of the institute as per the allotment in the national budget 2023.

Best Regard


Mr. George B. Kpenneh Sr.
Director/ KRTTI



MOTTO: "Strive for excellence"

Received:
Theophilus Kollie
Oct 23, 2023
Time: 12:55pm



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Transmittal Letter

Ref: # KRTTI / RL PRO 09 2023

Date: [October 19, 2023]

Executive Director

Public Procurement & Concessions Commission

Executive Mansion Grounds

Capitol Hill

Monrovia, Liberia

Dear Hon. Bodger Scott Johnson:

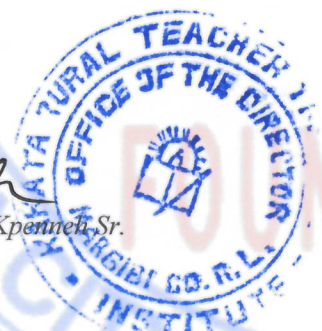
The Procurement Committee of *Kakata Rural Teacher Training Institute* herewith submits to your office its 1st, Quarter Procurement Report for January – March 2023.

This report summarizes the procurement activities implemented at the *Kakata Rural Teacher Training Institute* 1st quarter for the period *January 1, 2023 to March 31, 2023*.

Kind Regards.

Sincerely yours


Hon. George B. Kpenneh, Sr.
Director / KRTTI



MOTTO: "Strive for excellence"

REPUBLIC OF LIBERIA

[KAKATA RURAL TEACHER TRAINING INSTITUTE



Quarterly Procurement Report

FY 2023

For 1st Quarter (January 2023 – March 2023)

Date of Submission: October 19, 2023

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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 *[1st Quarter January 2023 – March 2023]*, for your review and consideration.

During the period under review, *Kakata Rural Teacher Training Institute* has completed the implementation of *[eight (8) procurement packages implemented]* out of the *total number on planned Contract Packages* of contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *[Indicate total number of contract packages acquired through each method of procurement along with the titles of the packages, e.g. the RFQ was used for the acquisition of four (4) contract packages (January 2023-March 2023), whereas the NCB method of procurement was used for the acquirement of three (3) contract packages (January 2023-March 2023 and, One (1) RB method was used.*

2.0 Challenges

The procurement department like other departments continue to face many challenges as seen below:

- Lock of vehicle to commute goods from Monrovia to Kakata for the entity,
- Delay in releasing the allotment for processing(s),
- Payment(s) delay from government to vendors,
- Lock of fund to place bid in the local daily or newspaper for advertisement purpose, etc.
- Lock of adequate planning.

3.0 Recommendations

We recommend the following to wit:

- 1, Vehicle to transport goods from vendors*
 - 2, Government should improve on the disbursement of allotment*
 - 3. That the procurement commit members meet regularly to discuss procurement related issues so as to facilitate the entire procurement process.*
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4.0 Annexes:

Annex A: Summary Table

General Information
Kakata Rural Teacher Training Institute
1 st Quarter Procurement Report
11 st Quarter January 2023 – March 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/Consultant/Service Provider 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.	FIB N0 KRITI/SBA/RFQ/001/2023	Scratch Cards	RFQ	GOL	February 13, 2023	N/A			\$1000.00	Tus Business Canter	Yes	Martha Tus Browne	N/A	May.22,2023	July 7 2023	N/A	\$1000.00	Th
2.	FIB N0 KRITI/SBA/RB/01 2023/	Gasoline & Diesel	RB	GOL	February 13, 2023	N/A			10,000.00	Petro Trade	Yes	Esther S. David	N/A	May 25,2023	July 19,2023	N/A	\$10,000.00	Th
3.	FIB N0 KRITI/SBA/NCB/001/2023	Repair & Maintenance Civil	NCB	GOL	February 13, 2023	N/A			\$17,957.00	RS Trading	Yes	Raiesh Krilani	N/A	May25, 2023	July 21,2023	N/A	\$17,957.00	Th
4.	FIB N0 KRITI/SBA/RFQ/002	Vehicle Spare Parts	NCB	GOL	February 13,2023	N/A			\$6,000.00	Blessed MM Auto Service	Yes	Obinna B. Izuehie	N/A	May 24, 2023	July 21,2023	N/A	\$6,000.00	Th

5.	FIB No KRITI SBA/RFO/002	Cleaning Material s	RFO	GOL	February 13.2023	N/A				\$3,000.00	Tus Business Centre	Yes	Martha Tus Browne	N/A	May 24,202 3	July 7.2023	N/A	\$3,000.0 0	TI
6,	FIB No KRITI SBA/RFO 001/2023	Statione ry Items	RFO	GOL	February 13,2023	N/A				\$4,475.00	African Books Store	Yes	David Tamba Tamba	N/A	May 25,202 3	July 19,2023	N/A	\$4,475.0 0	TI
7.	FIB No /KRITI/SBA/R FO/002/2023	Drugs & Medical Cons	RFO	GOL	February 13, 2023	N/A				\$2,000.00	Lucky pharmacy	Yes	Shankar Jhamnani	N/A	May 25,202 3	July 21,2023	N/A	\$2,000.0 0	TI
8.	FIB No KRITI/ NCB/001/2023	Food Items	NCB	GOL	February 13, 2023	N/A				\$26,507.00	Saksouk Shopping Center	Yes	Mohamed Saksouk	N/A	May 24,202 3	JULY 21, 2023	N/A	\$26,507. 00	TI

Prepared by: Abraham B Kar
Procurement Director

Date: Oct. 19, 2023

Approved by: Mr. George B. K. Sr.
Director/KRITI



Date: Oct. 19, 2023

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

[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 – N/A

[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]