REPUBLIC OF LIBERIA

[KAKATA RURAL TEACHER TRAINING INSTITUTE]



Quarterly Procurement Report [January 2022 - December 2022]

For the 1st Quarter (January – March 2023), 2^{nd} Quarter (April – Jun 2023), 3^{rd} Quarter (July – September 2023), or 4^{th} Quarter (October – December 2023)]

February 24, 2023



Table of Contents

1.0 Introduction and Summary
2.0 Challenges
3.0 Recommendations
4.0 Annexes
Annex A: Summary Table
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



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 [Indicate Quarter & Fiscal Year], for your review and consideration.

During the period under review, Kakata Rural Teacher Training Institute has completed the implementation 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 three contract packages (2022), whereas the NCB method of procurement was used for the acquirement of two (1) contract packages (2022). Additionally, there no LCS method was used.

2.0 Challenges

[The procurement department like many other, department are face with many challenges just to name a few that are crucial to our working, lock of vehicles, delay of allotment vendors compline of Government delay of payment, lack of fund to place our bid in the local daily or new paper for adventiment.

3.0 Recommendations

We recommend the following to wit.

A/ Vehicle to transport goods from vendors

B/Government should improve on the disbursement of allotment.



KAKATA RURAL TEACHER TREANING INSTITUTE (KRTTI)

Transmittal Letter

[Insert Entity's Letter head, which will normally reflect the name and address of the procuring entity]

Ref: [KRTTI / RL/ CEO 03/23]

Date: [February 24, 2023]

Jargbe Roseline Nagbe Kowo (Atty)

Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear [Jargbe Roseline Nagbe Kowo (Atty)]:

The Procurement Committee of [Kakata Rural Teacher Training Institute] herewith submits to your office its 1st, 2nd, & 3rd Quarter Procurement Report for Fiscal Year [2022].

This report summarizes the procurement activities implemented at the [Kakata Rural Teacher Training Institute] for the period (January 1, 2022 to March 31, 2022), 2nd (April 1, 2022 to June 30,2022), 3rd July 1, to September 31, 2022)

Kind Regards.

Sincerely yours

Hon. George B. Kpenneh Sr.



4.0 Annexes:

Annex A: Summary Table

General Information
[Kakata Rural Teacher Training Institute
Quarterly Procurement Report
[(Jan - March 2022), (April – June 2022) (July –
Sept 2022) 1

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

No. Packa Court Procurem Source of Date of Munber Date of Munber Court Procurem Source of Date of Munber Date of Propo Contract Supplier Court Supplier Co	 		
Contract Procurem Source of Date of Date of Date of Date of Propo- or ent ent Source of Date of Date of Date of Propo- or ent Source of Date of Date of Date of Propo- packag Method e Method e Method Package Method Package Package Method Package P	.2	F	No.
Procurem Source of Date of Date of Date of Date of Date of Propo- ent Funding Advertise Funding of Bids Received Method Invitation Method Invitation Submissi RFQ GOL March 4, N/A 2022 A RFQ GOL March 6, N/A 2022 B RFQ GOL MAR	IFB No: KRTT I/SBA/ RFQ /002/2 022	NO: KRTT I/SBA/ RFQ/0 01/202	Packa ge Code
rurem Source of Date of Date of Number Date of Actual Name of Supplier/ Funding Advertise Closing of Bids Transmission Courtact Value (Contractor s Legal s Contra Contractor s Legal s Contra Contractor s Legal s Legal s Contractor s Legal s Legal s Contractor s Legal s Le	Buildin g Materi als	Scratch Cards	ct Packag e Descri ption
be of Date of Date of Number of Actual near Date of Bids of Gontract of Contract Invitation Submissi Invitation on Date of Bids Invitation Submissi Invitation On On Date Ontract Invitation On On Date Ontract Invitation On On Date Ontract Invitation On On Ontract Invitation On On Ontract Invitation On On Ontract Invitation Invitation Invitation Invitation Ontract Invitation In			
of Date of Number Date of Actual Supplier Contract Supplier Contract of Bids of Bids Transmission Contract Supplier Contractor s Legal s Contra Delivery sed on Submissi on On Submissi Sof Bids Received of Contract Value Status Owner on Submissi Provider on Submissi Owner Status Submissi Owner Status Submissi Owner Status Submissi Owner Owner Owner Status Submissi Owner Status Submissi Owner Status Submissi Owner Owner Owner Owner Owner Owner Status Submissi Owner	GOL	GOL	Source of Funding
Date of Number Closing of Bids Contract Closing of Bids Received on Bids Submissi on Bids Submissi Patter of Contract Submissi on Submissi	March 6, 2022	4,	of of of n
ds Transmission Contract Supplier Contractor S	N/A	N/A	ing Bids missi
Actual Name of Supplier/ Business Busines Contract Contract Supplier Contractor S Legal s Contra Delivery sed tor/Consultan Owner Benefic ct /Inspecti Contract iary Signed on act Compervice PPCC VR Provider Status S1,000.00 Chinmar N/A Sk Enterpri se S3,769.00 N/A	(3)	Three (3)	Number of Bids Received
ct Supplier Contractor s Legal s Contra Contractor s Legal s Contra Date of Propo of Consultan Cowner Benefic ct Inspecti Contractor styservice ultant/S Provider PPCC VR Provider Status Outliant/S Sodha Sk Enterpri se Sodha Se Se Sodha N/A			
ne of Supplier/ Busines Busines Date of Propoplier Contractor s Legal s Contra Delivery sed Irac /Consultan Owner Benefic ct /Inspecti Contractor status Irac N/A Mark N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	\$3,769.00		Actual Contract Value
blier/ Busines Busines Date of Propotractor s Legal s Contra Delivery sed sultan Owner Benefic ct /Inspecti Contra iary Signed on act Comp C VR Sodha Mark Sodha N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A		nmar erpri	r scrif
s Busines Date of Propo Contra Schrift of Contra Delivery Sed Nispecti Contra iary Signed on Signed Owner N/A	N/A	N/A	Supplier/ Contractor /Consultan t/Service Provider PPCC VR Status
ines Date of Propo Contra Delivery sed efic ct /Inspecti Contr Signed on act Comp letion Date N/A N/A N/A N/A N/A		Sodha Mark	
Date of Propo Delivery sed /Inspecti Contr on act Comp letion Date N/A N/A	N/A	N/A	Busines s Benefic iary Owner
of Propo very sed secti Contr act Comp letion Date	N/A	N/A	Date Contra ct Signed
	N/A	N/A	Date of Delivery /Inspecti on
Contrac t progres s Status (Amou nt Paid) \$1,000			
	\$3,769	\$1,000	Contrac t progres s Status (Amou nt Paid)



Lucky N/A Pharmacy
u N/A N/A
Luck N/A Hhsnkrr N/A Pharmacy T. Thamna ni
N/A Esther David
TUS N/A Martha Business Tus Center Brown
African N/A David Book T. Store Tamba

												3	
												SBA/ RFQ/0	
	N/A	N/A N	N/A	N/A	I. Barry	\$10,307.0	N/A	Dec.15,20 22	GOL	NCB	Food Items	NO:K	13.
11	N/A	N A	N/A	N/A	Tus 1 Business Center	\$1,500.00	N/A	Aug. 29,2022	GOL	RFQ	Cleani ng Materi al	NO:/K RTTI/ SBA/ RFQ0 02	12.
	N/A	Z/A	N/A	N/A	SP	\$2,500.00	N/A	Aug. 29,2022	GOL	RB	Fuel	FIB NO:K RTTI/ SBA/ RB/00	11.
\$4,000. 00	N/A	N/A	N/A	N/A	MM AUT.	\$4,000.00	N/A	Aug.29,20 22	GOL	RFQ	Vehicl e spire parts	NO:K RTTI/ SBA/ RFQ/0 02	10.
	N/A	N/A.	N/A i.i.	N/A	ВМС	\$10,000.0	N/A	June 13,2023	GOL	RFQ	Buildin g mat.	RFQ/0 IFB NO KRTT I/SBA/ RFQ	9.
	STORMAN	SHI 4	FEICES				-					I/SBA/	

Prepared by: _

Procurement Director

Date: 466, 24, 2023 Approved by:

Hon! George B. Kpenneh Sr. Head of Entity/ Chairman PC