

# REPUBLIC OF LIBERIA

*[KAKATA RURAL TEACHER TRAINING INSTITUTE]*



## Quarterly Procurement Report

*[January 2022 – December 2022]*

For the 1st Quarter (January – March 2023), 2<sup>nd</sup> Quarter (April – Jun 2023), 3<sup>rd</sup> Quarter (July – September 2023), or 4<sup>th</sup> Quarter (October – December 2023)]

February 24, 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 *[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, 2<sup>nd</sup>, & 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), 2<sup>nd</sup> (April 1, 2022 to June 30, 2022), 3<sup>rd</sup> July 1, to September 31, 2022)*

Kind Regards.

Sincerely yours

*Hon. George B. Kpenneh Sr.*



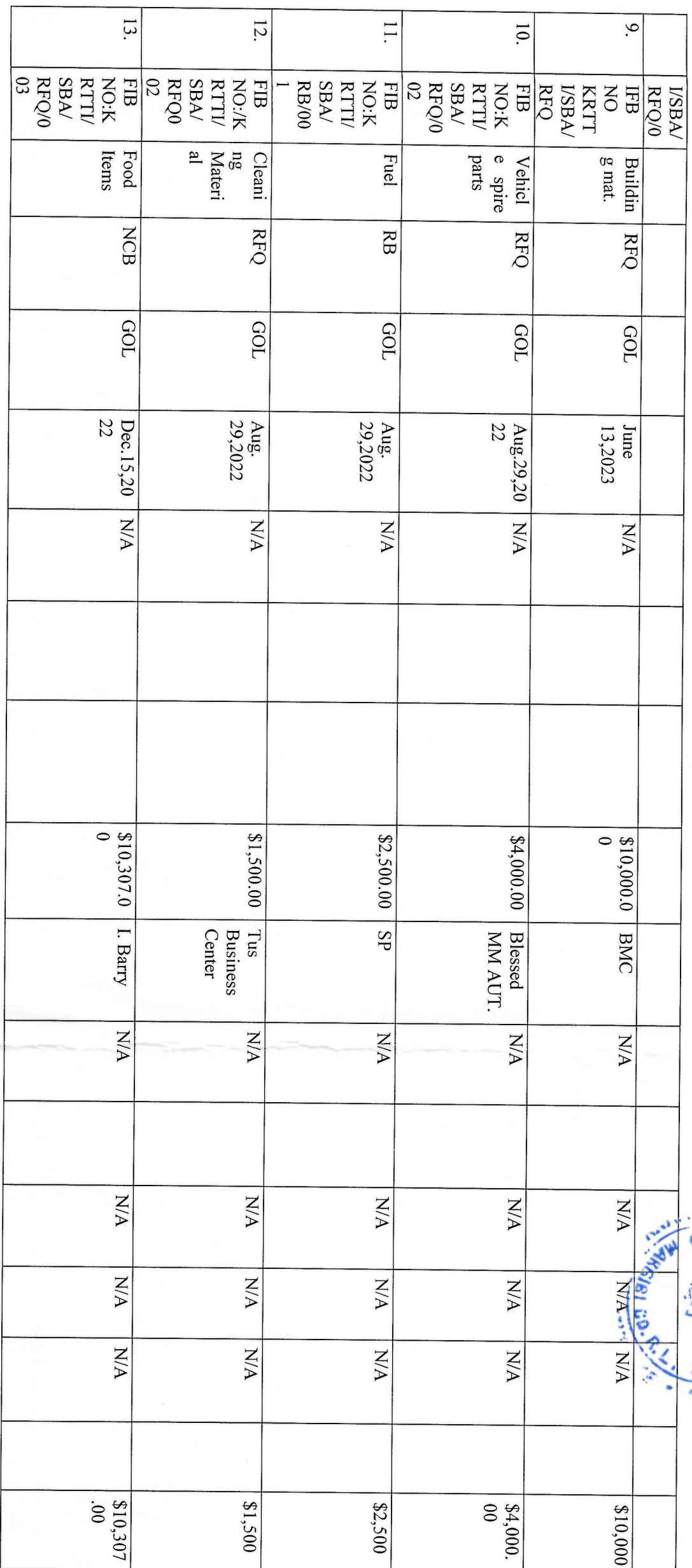


## Annex A: Summary Table

## SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

[illegible]

[illegible]



Prepared by: *Abraham B. Kar*  
Abraham B. Kar  
Procurement Director

Date: *Feb. 24, 2023*

Approved by: *Henry George B. Kpemeh Sr.*  
Henry George B. Kpemeh Sr.  
Head of Entity/ Chairman PC



Date: *Feb. 24, 2023*