

Transmittal Letter



REPUBLIC OF LIBERIA
Liberia Agriculture Commodity Regulatory
Authority
Freeport of Monrovia
Monrovia, Liberia



Ref: JSF/LACRA/PPCC/03/06/00223

March 6, 2023

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

Received:
Theophilus S. B. Kollie
March 7, 2023
Time: 12:25 PM

Dear Cllr, Kowo:

The Procurement Committee of the Liberia Agriculture Commodity Regulatory Authority herewith submits to your office its 1st, 2nd, and 3rd, Quarters Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the Liberia Agriculture Commodity Regulatory Authority for the period 1st Quarter (January 1, 2022 to March 30, 2022), 2nd Quarter (April 1, 2022 to June 30, 2022), 3rd Quarter (July 1, 2022 to September 30, 2022).

Kind Regards,

Sincerely yours,

Dr. John S. Flomo
Director General

REPUBLIC OF LIBERIA

LIBERIA AGRICULTURE COMMODITY REGULATORY AUTHORITY

(LACRA)



Quarterly Procurement Report

FY 2023

For the 1st Quarter (January-March), 2nd Quarter (April -June), 3rd Quarter (July-September)

Date of Submission: MARCH 6, 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 the 1st, 2nd and third *Quarters for the Fiscal Year 2022* for your review and consideration.

During the period under review, the Liberia Agriculture Commodity Regulatory has completed the implementation of *six (6) procurement packages* out of the *sixteen (16) planned 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, whereas the NCB method of procurement was used for the acquirement of two (2) contract packages for the provision Repair and Maintenance Non-Residential building and Seed and fertilizer RB method was used for the acquisition of two contract package for the provision of vehicles and petroleum products. Additionally, the two LCS methods were used to hire the consultant for the provision of Management Consultant Services and Capacity building.*

2.0 Challenges

[Identify and outline challenges and constraints encountered during the course of the quarter while implementing planned procurement activities] Payment from the Ministry of Finance and its failure to disburse the total payment as allotted in national budget and for projects post as challenges for the implementation of activities as was specified in the approved procurement plan for the fiscal year under review.

3.0 Recommendations

[Indicate relevant recommendations taking into consideration the challenges outlined above for improving future implementation of planned procurement activities]

4.0 Annexes:

Annex A: Summary Table

General Information
The Liberia Agriculture Commodity Regulatory Authority
Quarterly Procurement Report
1 st , 2 nd and 3 rd quarters

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 PPMC VR Status	Business Owner's Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
1	IFB NO. LACRA /SBA/N CB/002/22	Repair and Maintenance Non-Residential building	NCB	GOL	1/17/22	2/14/22	3	N/A	\$62,700.00	Miracle Construction Company	Compliant	Mr. Koyan Jallah	Mr. Koyan Jallah	5/5/22	12/15/22	12/30/22	Paid in full	
2	RFP NO. LACRA /SBA/L CS/001/	Management Consultancy Service	LCS	GOL	6/1/22	6/10/22	2	N/A	125,700	Trade Link, Inc	Compliant	Mr. James Cooper	Mr. James Cooper	8/3/22	12/15/22	12/30/22	Paid in full	

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

[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]