



Liberia Institute of Statistics & Geo-Information Services (LISGIS)



**Statistics House
Capitol Hill
P.O. Box 629
Monrovia, Liberia**

Office of the Acting Director

Cell No. 006515312/0778928115

Email: lageorgesr@yahoo.com

Website: www.lisgis.gov.lr

Date: August 16, 2023

Executive Director

Public Procurement & Concessions Commission

Executive Mansion Grounds

Capitol Hill

Monrovia, Liberia

Dear Hon. Stevenson S. Yond:

The Procurement Committee of the Liberia Institute of Statistics and Geo-Information Services (LISGIS) herewith submits to your office its 1st & 2nd Quarters Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities that are to be implemented at the Liberia Institute of Statistics and Geo-Information Services (LISGIS).

Kind Regards.

Sincerely yours



Lawrence A. George, Sr.

ACTING DIRECTOR-GENERAL

REPUBLIC OF LIBERIA

Liberia Institute of Statistics & Geo Information Services (LISGIS)



Quarterly Procurement Report

Fiscal Year 2023

For the 1st & 2nd Quarters (January – June)

Date of Submission: August 16, 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 the 1st & 2nd Quarters, 2023, for your review and consideration.

During the period under review, the Liberia Institute of Statistics & Geo Information Services (LISGIS) has completed the implementation of one (1) procurement package out of the eight (8) approved planned procurement packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, the SS method was used for the acquisition of one (1) contract packages (Guards and Security Services, IFB No. LISGIS/SS/SBA/01/2023).

2.0 Challenges

During the course of the period under review, the following challenges and constraints were encountered: late budgetary approval and allotment, and insufficient budgetary allotment to implement all of the planned procurement packages.

3.0 Recommendations

Taking into consideration the challenges outlined above for improving future implementation of planned procurement activities, the Procurement Unit of Liberia Institute of Statistics & Geo Information Services (LISGIS) recommends that the Management of LISGIS work with the Ministry of Finance & Development Planning (MFDP) to timely allot money for the implementation of the entity's planned activities.



**Liberia Institute of Statistics & Geo-Information
Services (LISGIS)**

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June 26, 2023

Atty. Jackie A. Nyema Bruce
CEO & General Manager
Managing Partner
Professional Security & Consultancy Company
Broad & Randall Streets
Monrovia, Liberia

Dear Hon. Brunson:

Re: Letter of award

We present our compliments and wish to inform you that LISGIS has received approval from the Public Procurement and Concession Commissions for the continuation of the services of your security firm at the premises of the Liberia Institute of Statistics and Geo-Information Services (LISGIS).

A formal contractual agreement between the Liberia Institute of Statistics and Geo-Information Services (LISGIS) and the Professional Security & Consultancy Company (PROSECOM) shall be entered into very soon.

Thanks for your continuous support to LISGIS as we work together in providing reliable security services for the protection of the Liberia Institute of Statistics and Geo-Information Services (LISGIS) properties, employees and Partners.

Best wishes,

Sincerely yours,

Hon. Lawrence A. George, Sr.
ACTING DIRECTOR GENERAL



4.0 Annexes:

Annex A: Summary Table

| General Information |
|---|
| Liberia Institute of Statistics & Geo Information Services (LISGIS) |
| Quarterly Procurement Report |
| 1 st & 2 nd Quarters (January 1, 2023 – June 30, 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 Advertise ment/Bids Invitation | Date of Closing of Bids Submission | Number of Bids Received | Date of Transmiss ion of Contract Award Notice by PC | Actual Contract Value | Name of Supplier/Contractor/Consultant/Service Provider | Supplier/Contractor/ Consultant/ Service Provider PCCC VR Status | Business Legal Owner | Business Benefi ciary Owner | Date Contract Signed | Date of Delivery /Inspection | Proposed Contract Completion Date | Contract progress Status (Amount Paid) |
| 1. | IFB No. LISGIS/SS /SBA/01/2023 | Guards and Security Services | SS | GoL | - | - | - | - | 40,500.00 | Professional Security & Consultancy Company Limited (PROSECO M) | Active | Atty. Jackie A. Bruce | Mr. Richard Saah Gborle | 06/27/23 | 12/31/23 | 12/31/23 | 13,500.00 |
| 2. | IFB No. LISGIS/R FQ/01/2023 | Field Equipment | RFQ | GoL | - | - | - | - | - | - | - | Mr. Richard Saah Gborle | Atty. Jackie A. Bruce | - | - | - | - |

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 PCA 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]

[illegible]

| 8. | IFB No. LISGIS/SP/ GRPB/SBA /RFQ/06/2 023 | RFQ | GOL/M FDP | | | | | | | | | | | | | | |
|----|---|-----|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Lappas | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

Prepared by: 
T. Monroe Wesso
Procurement Director

Date: Aug. 16, 2023

Approved by: 
Hon. Lawrence A. George, Sr.
Acting Director General/ Chairman



Date: 8/16/23

Annex B: Copies of the quarterly actualized procurement plans: N/A

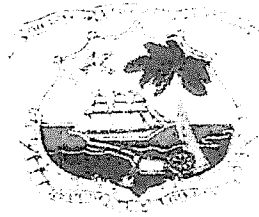
Annex C: Copies of the notice of award: N/A

Annex D: Copies of signed contracts: N/A

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]

REPUBLIC OF LIBERIA



LIBERIA INSTITUTE OF STATISTICS AND GEO- INFORMATION SERVICES (LISGIS)

CONTRACT No.: LISGIS/SS/SBA01/2023

CONTRACT

BETWEEN

Liberia Institute of Statistics and Geo-Information Services

AND

PROFESSIONAL SECURITY AND CONSULTANCY COMPANY

FOR

THE PROCUREMENT OF GUARDS & SECURITY SERVICES

JANUARY 1, 2023

This Guard and Security Services contract is made and entered into this 1st day of January by and between the Liberia Institute of Statistics and Geo-Information Services (LISGIS) of the Republic of Liberia represented by its Acting Director – General, Lawrence A. George, Sr. (hereafter referred to as Employer) and Professional Security and Consultancy Company (PROSECOM) represented by its CEO, Atty Jackie A. Bruce of the City of Monrovia, Montserrado county, Republic of Liberia aforesaid (hereafter referred to as Service Provider) and both the Employer and the Service Provider, shall hereafter be referred to as “The Parties”.

PREAMBLE

WHEREAS, the Employer desires to engage the services of the service provider for Guard and Security Services of the LISGIS’ Compound.

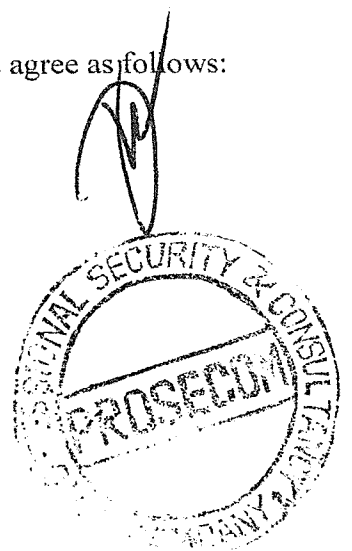
Whereas, the Employer desires the services of the Service Provider as indicated below:

- Provide qualified security personnel with good moral character, bonded, uniformed security personnel who are capable of rendering twenty-four (24) hours duty per day;
- Provide reliever immediately on scheduled leave/absence of security personnel supposedly on cases of emergency leave incurred by security personnel;
- Secure and protect the office building from theft, pilferage, robbery, and all other acts such as assault, harassment and threat against its employee’s life and property, losses/damages of property which are due solely to the negligence of duty of security personnel within forty-Eight (48) hours from the time of occurrence;
- provide service equipment immediately or replacement of defective equipment, retain and exercise the sole, exclusive and absolute right to rotate, re-assign, suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services of the security personnel;
- Take daily records and issue tag to visitors entering LISGIS compound;
- Upon resumption of duty, take stock of equipment, furniture etc. in each office on a daily basis.

WHEREAS, the Service Provider agrees to perform the said Guard and Security Services for the Employer;

WHEREAS the Service Provider, having presented to the Employer that it has the required professional capacity and expertise as well as financial capability has agreed to perform the Services on the terms and conditions set forth in this Contract;

THAT in consideration of the terms and conditions set out below, the parties agree as follows:



WITNESSETH

1. Scope of Works:

- (a) That the Service Provider will Provide twenty-four (24) hours security services for the LISGIS' Head Office Buildings, parking areas, perimeter, equipment, Facilities, employees, offices and guest of the Liberia Institute of Statistics and Geo-Information Services.
- (b) That the Service Provider has agreed to assign a total of 27 uniformed securities, professionally trained, adequately equipped with security badges including batons, high beam rechargeable flash lights, whistles and hand set/radios to the commander, 1 wireless base telephone set, 1 piece mobile cell phone on LISGIS premises on a 24-hour basis divided into 3 shifts. The parties have agreed on an eight hours shift distributed as follows:

Number of Guards per shift

7AM -7PM – 1st shift – 12guards

7PM – 7AM 2nd shift – 12guards

Release Officer – 2guards

General Commander – 1

2. Payment Terms:

The parties hereto mutually agreed that for and in consideration of the services to be provided by the service provider, the employer undertakes to pay the service provider the amount of **US\$40,500.00** (Forty Thousand Five Hundred United State Dollars).

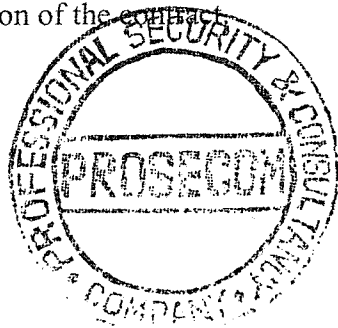
Payment will be made through the Ministry of Finance and Development Planning voucher System on a quarterly basis.

That the service provider shall be responsible to pay any and all taxes on the payments received under this contract;

3. Employer's Responsibility

The Employer shall be responsible to do the following as means of facilitating the efficient performance of the services by the Service provider:

Liberia Institute of Statistics and Geo-Information Services (LISGIS) shall provide the service provider a full corporation in the execution of the contract.



4. Duration

The duration of the contract will be Twelve (12) months beginning January 1, 2023 to December 31 2023 upon signing by both parties.

5. Termination

A. By the Employer

The Employer may terminate this Contract within at least ten (10) working days' prior written notice to the Service Provider after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

- (a) If the Service Provider does not carry out the services as required and proposed;
- (b) If the Service Provider becomes insolvent or bankrupt;
- (c) As a result of poor performance and/or bad conduct on the part of the Service Provider;
- (d) If the Service Provider reneges on settlement of wages of workforce in keeping with the labor laws.

B. By the Service Provider

The **Service Provider** may terminate this Contract within at least thirty (30) days prior written notice to the Employer if the employer fails to honor its part of this contract.

6. Contract Extension

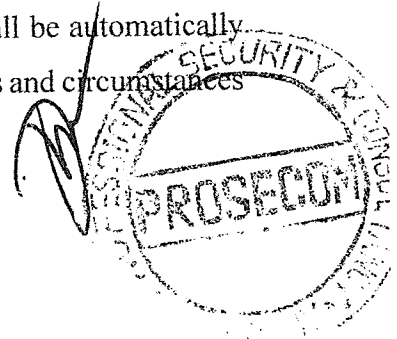
It is understood by both parties that one month prior to the end of this contract, the parties shall have the right to renew this contract on the terms and conditions to be agreed upon before the expiration date, and failure to do so means that the parties resolved not to renew;

7. Adjudication:

This contract and its terms shall be construed in accordance with, and is governed by, the laws of the Republic of Liberia.

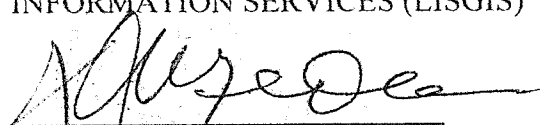
8. Force Majeure

In the case of political crisis which may cause instability, this contract shall be automatically suspended pending resumption of stability and normal business. Conditions and circumstances



beyond the control of a party, acts of God, and uncontrollable elements of the atmosphere and/or situation of force majeure are exceptions.

FOR LIBERIA INSTITUTE OF STATISTICS AND
INFORMATION SERVICES (LISGIS)



Lawrence A. George, Sr.

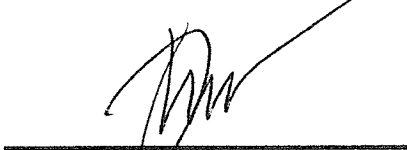
ACTING DIRECTOR GENERAL

Date: _____

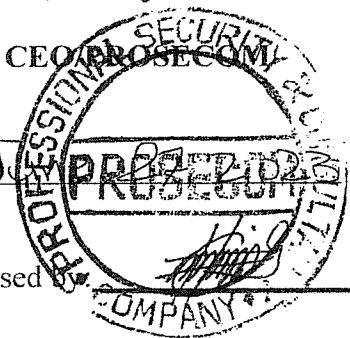
Witnessed by: _____

Date: _____

FOR THE SERVICE PROVIDER



Atty. Jackie A. Bruce



Date: June 27, 2023

Witnessed by: _____

Date: June 27, 2023

Minutes of Procurement Committee Meeting to discuss the quarterly procurement reports

On August 16, 2023, the Liberia Institute of Statistics and Geo-Information Services (LISGIS) Procurement Committee met in the Office of Acting Director General to discuss the procurement reports for the 1st and 2nd quarters of the fiscal year 2023.

Attendance

- | | |
|--|----------------------|
| 1. Hon. Lawrence A. George, Sr. – Acting Director General | Chairman |
| 2. Dr. Eemetry H. Kpoeh – Acting Deputy Director General/SDP | Member |
| 3. Mr. Dominic K. Paye – Comptroller | Member |
| 4. Mr. T. Monroe Wesso – Director of Procurement | Non-Member Secretary |

Agenda:

1. Opening prayer
2. Welcome remark – Director General
3. Briefing – Director of Procurement
4. Review and approval of quarterly procurement report – Procurement Committee
5. AOB

The meeting was called to order at 11:00 a.m. by the Chair who welcomed all-in attendance and explained the purpose of the meeting.

Agenda # 1 – opening prayer

Agenda # 2 – Welcome remark

The opening prayer was offered by T. Monroe Wesso.

Agenda # 2 – Briefing

The meeting was briefed by the Director of Procurement on the quarterly procurement report for the 1st and 2nd quarters of the FY 2023. He informed the meeting that 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, the Procurement Unit has prepared said reports of the fiscal year 2023 for the endorsement of the Procurement Committee and onward submission to the Commission.

Thus, the Director of Procurement asked the Committee for their review of the report.


Josephine Gelescia
Aug. 21, 2023
2:27 PM

Agenda # 3 – review and approval/rejection of the reports

Having reviewed the reports submitted, the Chairman asked his colleagues for their views on the reports. In response they said since the reports were consistent with the prevailing realities they should be endorsed and submitted to the Commission.

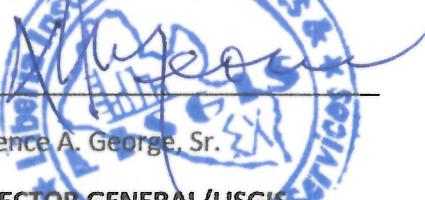
The procurement reports were therefore approved and the Director of Procurement was instructed to submit the approved report to the commission

With these decisions, the meeting was adjourned at 11: 20 AM.

Prepared by: 
T. Monroe Wesso

Date: August 16, 2023

Director of Procurement

Approved by: 
Hon. Lawrence A. George, Sr.
Acting DIRECTOR GENERAL/LISGIS

Date: 8-16-23

