

# REPUBLIC OF LIBERIA

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



Special Budget Year Procurement Report

FY\_2022

Procurement Report [(fourth Quarter (*October – December*))]

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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 *fourth Quarter 2022*], for your review and consideration.

During the period under review, *[The Liberia Institute of Statistics & Geo-Information Services]* completed the implementation of *[Seven (7) packages out of the Eight (8) planned contract packages]* within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *the RB method of procurement was used for the acquisition of Five (5) contract packages (Vehicle Rental Service, Assorted Stationery & Supplies, Generator Services, Fuel and vehicle Maintenance Services, the RFQ was used for the acquisition of one (1) contract package (Phone Cards), whereas the SS method of procurement was used for the acquirement of One (1) contract package (Media Publicity, Social Mobilization & Community Engagement). Additionally, one (1) of the Contract Packages (Motorcycles Rental Services indicated in the Procurement Plan was not executed.*

## 2.0 Challenges

**Below are the challenges and constraints encountered by the Procurement Unit while implementing planned procurement activities during the period under review.**

- *Lack of basic working equipment (Laptops & Printers) to facilitate the smooth execution of planned procurement activities during the quarter under review.*
- *Limited knowledge of end-user with regards to procurement timelines for the execution of procurement packages which leaves the Procurement Unit with insufficient time to implement as is required by the PPCC lead-time for the execution of procurement packages.*
- *Inadequate procurement knowledge of some Procurement staff.*

## 3.0 Recommendations

*Taking into consideration the challenges outlined above, below are recommendations for improving future implementation of planned procurement activities:*

- *Essential working equipment (Laptops and Printers) be provided the Procurement Unit for its smooth operations.*
  - *Conduct of Procurement awareness workshop to educate End-users regarding the PPCC Timelines for executing procurement packages and other procurement related activities.*
  - *Provide opportunity for capacity building for staff of the Procurement Unit.*
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**Liberia Institute of Statistics & Geo-Information  
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Date: *May 31, 2023*

**Officer in Charge**

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 *fourth Quarter* Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the **Liberia Institute of Statistics and Geo Information Services (LISGIS)** for the period *fourth Quarter (October 1, 2022 to December 31, 2022)*.

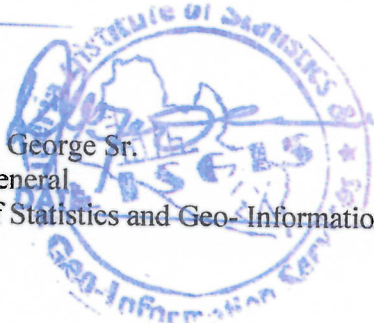
Kind Regards.

Sincerely yours

Hon. Lawrence A. George Sr.

Acting Director General

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



4.0 Annexes:

Annex A: Summary Table

|   |
|---|
| General Information   |
| Liberia Institute of Statistics and Geo-Information Services (LISGIS) |
| Procurement Report  |
| /October – December 2022/   |

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 PCCC VR Status | Date Contract Signed | Date of Delivery/Inspection | Proposed Contract Completion Date | Contract progress Status (Amount Paid) | Risk |
| 1                    | 001          | Vehicle Rental Services        | RB                 | GOL/U NFPA        | 28-Nov-2022                           | 5-Dec 2022                         | Lot-I, 5<br>Lot-II, 5   | N/A   | US\$93,750.00         | Metropolitan Service Incorporated and Madusu Kanneh Group Companies |  | 8-Dec-22             | N/A                         | 31-Dec-22                         | US\$86,460.00                          |      |
| 2                    | 003          | Assorted Stationery & Supplies | RB                 | GOL/U NFPA        | 2-Dec-2022                            | 7-Dec-22                           | 1                       | N/A   | US\$28,000.00         | Abby Enterprise Inc. and Smart Office Solution Inc.                 |  | 10-Dec-22            | N/A                         | 31-Dec-22                         | US\$12,132.00                          |      |
| 3                    | 004          | Generators                     | RB                 | GOL/U             | 2-Dec-22                              | 7-Dec-22                           | 1                       | N/A   | US\$20,000.           | TechnoTec Inc.  |  | 10-Dec-              | N/A                         | 31-Dec-                           | US\$1,470                              |      |



**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 PPA 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]*