



LIBERIA MEDICAL & DENTAL COUNCIL

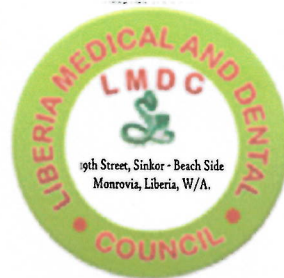
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August 16, 2023

Mr. Bodger Scott Johnson
Chief Executive Director
Public Procurement & Concessions Commission (PPCC)
Capitol Hill, Executive Mansion Grounds
Monrovia Liberia

Dear: Hon Johnson:

The Procurement Committee of *Liberia Medical and Dental Council* herewith submits to your office its 1st to 2nd Quarters Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities implemented at the Liberia Medical and Dental Council for the period of 1st (January 2, 2023 to March 30, 2023), 2nd (April 1, 2023 to June 30, 2023).

Kind Regards.

Sincerely yours


Dr. Benetta C. Andrews

Chairperson

Liberia Medical and Dental Council (LMDC)

Benetta Collins-Andrews, MD, CertGH, MLCP, MWACP (PEDS)
CHAIRLADY
Liberia Medical & Dental Council (LMDC)

Augustus G. Quiah, MSc.CAMH, MB ChB, BA.
REGISTRAR GENERAL
Liberia Medical & Dental Council (LMDC)

Received:
Theophilus Kollie
August 16, 2023
Time: 11:09 AM

Liberia)



Quarterly Procurement Report

FY : 2023

For the quarter of which the report is being submitted: 1st Quarter (January – March), 2nd Quarter (April – June)

Date of Submission: August 15,2023

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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 Quarter1 &2 Fiscal Year2023]*, for your review and consideration.

During the period under review, *Liberia Medical and Dental Council* has completed the implementation of petroleum product, Stationery, Vehicle maintenance, Printing binding and publication, Food and Catering services out of the Six (6) *[Insert total number of planned Contract Packages]* of contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, the Six *contract packages acquired through each method of procurement along with the titles of the packages including one (1) RFQ was used for the acquisition of one contract packages: , printing Binding and publication (Intern Doctors Log books) whereas the method of procurement was used for the acquirement of five (5) contract package , the RB method of procurement was used for acquisition.*

2.0 Challenges

Challenges and constraints encountered during the course of the quarter while implementing planned procurement activities are:1. Vendors and service providers' unwillingness to participate in bidding process of government processes, according to them because of large domestic debt owed by government.2. Untimely payment of vendors and service provider after delivery of goods or services. Vendors no longer supply goods on approved purchase order because past experience with government. 4. Some line items are not executing during a procurement period, thereby disallowing ministries, agencies and commission to function properly.

3.0 Recommendations

- 1. Vendors and service providers should be paid for goods supplied or service provided to keep cordial relationship between procurement entities and vendors or service provider.*
- 2. Quarterly allotment should be current to enable the timely function of all government entities, example, entities without stationery for the running of office or petroleum product for the operation of vehicles and generator and other services.*

Item No.	Package Code	Contract Package Description	Procurement Method	Activity code	Source of Funding	Date of Advertise ment/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's/Contractor/Consultant/Service Provider Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)
3.	IFBNO:LM DC/SBA/R B/003/23	Vehicle Repair & maintenance	RB	G-4520	GOL	03/07/23	04/07/23	1	N/A	\$10,000	AUTO MED,I NC	Current	Mr. Fasu Mulbah	LMDC	April, 24-23	April- 24-23	N/A	\$ 10,000
4.	IFBNO: LMDC/ SBA/RF Q/001/23	Printing & Binding & publication services	RF Q	C-1812 & J-5813	GOL	03/07/23	04/07/23	3	N/A	\$3,000.	ABBY Stationery	Current	ABBY	LMDC	N/A	N/A	N/A	\$ 3,000
5.	IFBNO: LMDC/ SBA/R B/004/23	Food & Catering Services	RB	H-5621	GOL	03/07/23	04/07/23	1	N/A	20,000.00	Tested Sweet Fingers Catering Services	Current	Mrs. Deddeh Saytankon	LMDC	April 3-23	April 3-23	N/A	\$ 10,000.00

Prepared by: D. Morris N. Farwan
Procurement Director

Date: _____

Approved by: *Dr. Benetta C. Andrew*
Head of Entity/ Chairman PC

Date: August 15 2023



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]

**FOOD AND CATERING SERVICES CONTRACT
BETWEEN
TASTED SWEET FINDERS CATERING SERVICES
&
Liberia Medical and Dental Council (LMDC)**

INTRODUCTION

This Agreement made and entered this 20th day of April AD, 2023 and between the Liberia Medical and Dental Council (LMDC) existing under the law of Republic of Liberia, represented through its Chairperson Dr. Benetta C. Andrews City of Monrovia Montserrado County (thereinafter known and referred to as "BUYER" and Tasted Sweet Fingers Catering Services, a business corporation also under the law of the Republic of Liberia whose address is Bardnersville Super Market , Monrovia, Liberia represented by its Chief Executive Officer Mrs. Deddeh Saytarkon

Whereas:

1. The Liberia Medical and Dental Council (LMDC) hereby enters into an Agreement with Tasted Sweet Fingers Catering Services delivery operations in Monrovia and other parts of Liberia. Similarly, the Liberia Medical and Council (LMDC) all of food and catering services contract for the duration of this Agreement; unless there are any unexpected circumstances beyond the agency's control.

2. In like manner, the "service provider" Tasted Sweet Fingers Catering Services, has accepted to provide catering service to the Liberia Medical and Dental during the life of this Agreement provided it is not otherwise constrained or hindered by unexpected circumstances beyond its control, and also hereby assures the "customer" of a very competitive service and price structure in the market.

3. Tasted Sweet Fingers Catering Services, wishes to accept and enter into this Agreement with Liberia Medical and Dental Council for the sole purpose of transacting business only on a normal "vendor/ customer basis whereas service will be supplied and delivered on as and when basis (Frame work contract)

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

A. Definitions:

In the context of this Agreement:

1. The Beneficiary and or "customer" shall mean the Liberia Medical and Dental Council represented by its Chairperson Dr. Benetta C. Andrews
2. The "Service provider" shall mean Tasted Sweet Fingers Catering Services, r represented by its CEO or an officially designated officer.

The contract cost shall be \$ 10,000.00 (Ten Thousand United States dollars).
Delivery of stationery materials supplies to its main office. All requests for stationery under local purchase order.

2. Delivery of stationery will be made as shall be requested and agreed upon under "stationery prices"

Above upon full payment, or against purchase order.

3) Invoices and delivery orders will be issued for all quantities of stationery delivered to the account of the buyer which documents are to be signed by the receiver.

D. PAYMENT TERM:

In the case of cash account, all payments shall be made by checks drawn in favor of Tasted Sweet Fingers Catering Services,, paid to the service provider designated officer.

However, where a credit account has already been established and agreed upon between the two parties, delivery of products will be made against the customer's official purchase order through the Ministry of Finance and Development Planning or internal purchase order.

E. FORCE MAJEURE:

In the event of force majeure, and other supervening events or conditions, making it impossible for this Agreement to operate, its terms and conditions shall be automatically suspended and shall remain suspended until such time when the force majeure is removed. Immediately upon the removal of the force majeure, as shall reasonably be determined by both parties, the operation of this Agreement shall automatically be revived.

F. DURATION / TERMINATION:

This Agreement shall commence the 3rd April, 2023 and expire on December 31, 2023.

The Agreement may be terminated by either party notifying the other thirty (30) days in advance of actual termination date as a result of non-performance of the terms and conditions of the Agreement by either party.

IN WITNESS WHEREOF, THE PARTIES HAVE HERETO SET THEIR HANDS ON THIS DOCUMENT ON THE DATE AND IN THE YEAR ABOVE WRITTEN IN THE CITY OF MONROVIA, LIBERIA.

WITNESS

Dr. Benetta C. Andrews

Chairperson

Liberia Medical and Dental Council (LMDC)

WITNESS

Dr. Lyndon G. Mabande

Register General

Liberia Medical and Dental Council (LMDC)

WITNESS

Mrs. Deddeh Saytarko

Chief Executive Officer

Tasted Sweet Fingers Catering Services

VEHICLE REPAIR AND MAINTENANCE CONTRACT
BETWEEN
AUTO MED, INC
&
LIBERIA MEDICAL AND DENTAL COUNCIL (LMDC)

THIS AGREEMENT ("CONTRACT") is made and entered into this 20th day of February A. D. 2023 by and between the Liberia Medical and Dental Council (LMDC), an agency of the Government of the Republic of Liberia, represented by its Chairperson, Dr. Benetta Andrews, of the City of Monrovia, Montserrado County, (herein after is known and referred to as the ("**LMDC**"), and AUTO MED, INC., a business operating also under the Law of the Republic of Liberia, with address- Gurley Street, Monrovia, Liberia, represented by Fasu Mulbah, (herein after is known and referred to as ("**The Service Provider**").

WITNESSETH

Whereas, the Liberia Medical and Dental Council (LMDC), desires of repairing and maintaining its vehicles;

Whereas, The Service Provider is a business entity operating under the Laws of the Republic of Liberia, and is engage in repairing and maintenance of vehicles, hereby warrants, covenants and willing to repair and maintain LMDC Vehicles; and

Whereas, this Agreement is value at (USD 15,265.00) Fifteen Thousand Two Hundred and Sixty-five United States Dollars;

NOW WHEREFORE, in consideration of their mutual interests, promises, warranties and covenants set forth herein, the parties hereto, intending to be legally bound, and agree as follows:

1. DUTIES AND RESPONSIBILITIES OF PARTIES

The Service Provider shall be considered as having the skills and experience to repair and maintain LMDC Vehicles.

The Service Provider shall:

- Repair and maintain LMDC Vehicles.

The LMDC shall:

- Pay the Service Provider fees for the repair and maintenance of its vehicles.

2: Delivery Terms

This LMDC Vehicle repair and maintenance is made through the term of this Agreement as follow:

(a) In this Agreement, words and expressions shall have the meaning as are respectively assigned to them in the Conditions of the Agreement referred to.

(b) The following documents shall constitute the Agreement between the Supplier and LMDC, and each shall be read and construed as an integral part of the agreement:

- i. This Agreement
- ii. Technical Specifications
- iii. Schedule of repair and maintenance dates
- iv. The Service Provider's submitted quotation
- v. Document evidencing repair and maintenance of Vehicles

3: Type of Vehicles

No	Description	VIN	Plate
1.	NISSAN PATROL SUV	JNITDAY10U0007803	LMDC-2
2.	HYUNDAI T. Q VAN	KMJWA37WHFU712797	LMDC – 3
3.	NISSAN HIGH BODY PICK-UP	JN10GUD22U0006268	LMDC -4
4.	NISSAN NAVARA DOUBLE CAPIN PICK-UP	10280MO4562029422	LMDC -8
5.	TOYOTA LAND CRUISER JEEP	JTGEB73J5G917169	A6786

4. CONTRACT FEES/ COST

As stated above, this Agreement is value at (USD 15,265.00) Fifteen Thousand Two Hundred and Sixty-five United States Dollars. The Parties hereto, have mutually agreed that the Service Provider shall repair and maintain LMDC vehicle; and LMDC will pay the Service Provider based on the quality of repair & maintenance work done. That all requests for repair & maintenance of vehicles shall be determined by LMDC under a local purchase order.

All payments to the service provider under this Agreement shall be made after a satisfactory repair /maintenance of vehicles herein contain. The LMDC requires the Service provider active liaison with the finance department at the LMDC to facilitate the disbursements so as to avoid delays in the implementation of this Agreement.

5. DURATION AND TERMINATION

a. This Agreement is for the term of eleven calendar months, certain for service, that is, from the 20th day of February A. D. 2023, up to and including the 31st day of December A. D. 2023.

b. Either party may terminate this Agreement upon a (30) thirty days written notice to the other party. However, if the termination is due to a fault on the Service provider, payment shall be forfeited for the services not rendered or performed pursuant to the terms and conditions provided hereunder; and may also be terminated for unsatisfactory performance of the Service provider.

c. This Agreement may also be terminated if at any time during the term, the service provider is unable to repair/maintain the vehicle(s) required under this Agreement for (5) five or more days (even when orders have been put in) or the business of LMDC is discontinued, or due to a severe loss of business, the services for which the service provider is engaged is no longer economically justifiable.

6. Force majeure - In the event of force majeure, the Parties mutually agree that this Agreement shall be suspended until such period of force majeure is abated and normal conditions are restored. And the Party affected by the force majeure circumstances shall notify the other Party within (3) three days of the occurrence, provided the means of contact is available.

Force majeure is herein defined as natural disasters, acts of God, war, civil disturbances which shall hinder, delay or make impossible performance of this Agreement. Whatever time is lost as a result of force majeure shall be added to the life of this Agreement, given that the Commission is promptly informed through documentary evidence of the force majeure circumstance.

7. FINAL PROVISION

This Contract contains the entire Agreement between the Parties hereto. The Agreement may not be altered or modified except in writing signed by both parties; and then only to the extend set forth therein. No waiver by either party in respect of any provision of this Agreement shall be deemed to constitute a waiver in respect of any other breach of such provision or any similar other provision or condition of this Agreement.

8. BINDING EFFECT

The terms and conditions set forth in this Agreement shall be binding on the parties hereto, their assigns, legal representative, and successors-in-interest as if they were specifically mentioned herein by name.

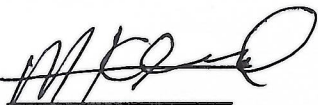
IN WITNESS WHEREOF, the Parties have hereto, set their hands and affixed their signatures on this Agreement; this 24 day of April A. D. 2023



WITNESS



WITNESS



WITNESS

04/24/2023



Dr. Lyndon G. Mabande
Registrar General
Liberia Medical and Dental Council (LMDC)



Dr. Benetta C. Andrews
Chairperson
Liberia Medical and Dental Council (LMDC)



Fatsu Mulbah
Chairperson
AUTO MED, Inc.