



**LPRC**

OFFICE OF THE  
MANAGING DIRECTOR

# Liberia Petroleum Refining Company

P.O. Box 10-0090,  
1000 Monrovia,  
10 Liberia, West Africa  
Tel: +231 (0) 77-859-002

Ref: LPRC -MUC /005/2023

January 4, 2023

Atty. Jargbe Roseline Nagbe Kowo  
**Executive Director**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

Dear Atty. Kowo:

The Procurement Committee of the Liberia Petroleum Refining Company (LPRC) herewith submits to your office the Fourth (4<sup>th</sup>) Quarter Procurement Report for the period (October 1 to December 31, 2022).

This report summarizes the procurement activities implemented at LPRC for the reporting period.

Sincerely yours,

Marie Urey Coleman  
**Managing Director/Chairperson**  
**PROCUREMENT COMMITTEE**

Attachment:



Received by:  
Theophilus S. B. Kollie  
January 9, 2023  
Time 1:13 pm

**REPUBLIC OF LIBERIA**  
*LIBERIA PETROLEUM REFINING COMPANY*  
(LPRC)



**Second Quarter Procurement Report for**  
**The Period October 1 to December 31,**  
**2022**



Table of Contents

1.0 Introduction and Summary ..... 1

2.0 Challenges..... 1

3.0 Recommendations..... 1

4.0 Annexes ..... 2

Annex A: Summary Table .....

Annex B: Copies of contracts and purchase orders .....

## 1.0 Introduction and Summary

In keeping with Section 27(g) and 43(9) of the Amended and Restated Public Procurement and Concessions Act (PPCA) which requires each Procuring Entity to submit quarterly report to the Commission, the Liberia Petroleum Refining Company (LPRC) is pleased to submit the Procurement Report for Fourth (4<sup>th</sup>) Quarter 2022.

In keeping with Section 40 of the PPC Act, the LPRC Annual Procurement Plan was approved by the Public Procurement & Concessions Commission on March 2, 2022.

The following contract packages approved on the Procurement Plan were concluded during the reporting period:

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 1) Stationery & Office Supplies      | (IFB.NO.LPRC/NCB/003/2022)      |
| 2) Refreshment (Food Stuff) Supplies | (IFB. No.LPRC/SBA/NCB/001/2022) |

The following contract packages were submitted to the Ministry of Justice for attestation after been signed by the Ministry of Finance and Development Planning (MFDP):

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1) Employee Rice Supply     | (IFB. No.LPRC/SBA/NCB/007/2022) |
| 2) Petroleum Product Supply | (IFB. No.LPRC/SBA/RB/001/2022)  |

## 2.0 Challenges

- Difficult obtaining quotes from potential suppliers especially for commercially standard goods.
- Increase in transaction cost in processing small scale procurement.
- Reluctance by vendors to submit repetitive quotes for smaller items, works and services.

## 3.0 Recommendations

We recommend:

- That the Commission strengthens its monitoring and evaluation process.
  - Continuous capacity building efforts of practitioners.
  - That the Commission set a baseline threshold for small scale purchases and services to reduce transaction cost in acquiring those items, works/ services.
-

4	IFB. No.L.PRC/ NCB/003/2 022	Stationery & Office Supply	NCB	Approved Budget 2022	9/5/22	10/05/22	4	N/A	93,903.00 USD	Lion Stationery Store	Register on the VR	11/1/22	Pending	12/31/2 2	Penc ng
---	---------------------------------------	----------------------------------	-----	----------------------------	--------	----------	---	-----	------------------	-----------------------------	-----------------------	---------	---------	--------------	------------

Prepared by:
Prince W. Kieh, Sr.  
Procurement Manager

Date:

Approved:
Hon Marie Urey Coleman  
Head of Entity/ Chairperson Procurement Committee

Date:



<b>General Information</b>
Liberia Petroleum Refining Company
Quarterly Procurement Report
Fourth (4 <sup>th</sup> ) Quarters- 2022

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACT 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	Date Contract Signed	Date of Delivery / Inspection	Proposed Contract completion Date	Contract progress Status: (Amount Paid)
1	IFB. No.LPRC/ SBA/NCB/ 007/2022	Employee Rice Supply	NCB	Approved Budget 2022	3/2/22	4/4/22	1	4/28/22	Lot#1: US\$181,440.00 & Lot #2: US\$123,480.00	Brooks Business Center	Register on the VR	5/2/22	Pending	12/31/22	Pending
2	IFB. No.LPRC/ SBA/RB/0 01/2022	Petroleum Product Supply	RB	Approved Budget 2022	2/25/22	4/11/22	2	4/28/22	2,360,303.10 USD	Super Petroleum	Register on the VR	5/2/22	Pending	12/31/22	Pending
3	IFB. No.LPRC/ SBA/NCB/ 001/2022	Refreshment (Food Stuff) Supply	NCB	Approved Budget 2022	9/5/22	10/05/22	1	N/A	47,319.60 USD	Shop Rite (Liberia) Inc.	Register on the VR	11/1/22	Pending	12/31/22	Pending

