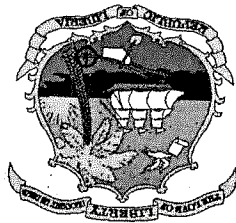


# REPUBLIC OF LIBERIA

*Liberia Revenue Authority (LRA)*



## Quarterly Procurement Report

FY 2022

1<sup>st</sup> Quarter (January 1, 2022 – March 31, 2022)

April 4, 2022

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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

During the period (**1<sup>st</sup> Quarter 2022**) under review, the **Liberia Revenue Authority (LRA)** has completed the implementation of **Fourteen (14)** out of the total **Forty-Three (43)** contract package within the Provisional Approval Procurement Plan for the period under review.

A National Competitive Bidding Method (NCB) was planned to acquire Thirteen (13) Procurement Contract Packages. Out of the total procurement implemented thus far, during the 1<sup>st</sup> Quarter, five (5) Contract Packages were implemented under NCB Method for 1<sup>st</sup> Quarter (**Supply of Stationery & Computer Cartridges, Supply of Cleaning Materials, Provision of Foreign Travel Services and Provision of Vehicle & Bike Insurance Services and Medical Insurance**).

A Restricted Bidding Method was also planned to acquire Two (2) Procurement Contract Packages of which a portion of the One (1) Contract Package was implemented under SS Method (**Procurement of Petroleum Product for Tom Card**).

Moreover, a Sole Sources Method (SS) was planned to acquire Eleven (11) Procurement Contract Packages of which Eight (8) Contract Packages were implemented under SS Method for 1<sup>st</sup> Quarter (**Revenue Receipts, Internet Link and Connectivity, Uniforms, Janitorial & Fumigation Services, Security Guard Services, ICT Infrastructure, Repair & Maintenance of Elevator and Repair & Maintenance of Generator-Caterpillar**).

Again, a Request for Quotation Method (RFQ) was planned to acquire Fifteen (15) Procurement Contract Packages of which Fifteen (15) Contract Packages were implemented through RFQ Method (**Signs & Design, Repair & Maintenance of Vehicle, Radio Link & Modern, Repair & Maintenance of Air Conditioner, Hall Rental Services, Non Alcoholic Beverages, Gifts, Fire Certificate, , Repair & Maintenance of Bike, UPS & Batteries, Rams & Hard Drives, Photocopier & Shredder, Scanner & Printers, Repair & Maintenance of Photocopier, Shredder, Scanners & Printers & Catering Services**). Additionally, Quality & Cost Based Selection Method (QCBS) was planned to acquire One (1) Procurement Contract Packages and Single Source Method (SS) was also planned to acquire One (1) Procurement Contract Packages which non was implemented.

## 2.0 Challenges

The Liberia Revenue Authority (LRA) encounter challenges during the implementation of the above Procurement Contract Packages as stated for the 1<sup>st</sup> Quarter 2022. Some of these challenges include:

1. Limited number of bidders participating in the procurement processes
2. Limited advertisement due to Financial Constraints and
3. Limited Logistical support during the execution of some procurement activities

### **3.0 Recommendations**

Taking into consideration the above challenges encounter during the execution of planned procurement activities, the Procurement Section recommends the below as an improvement for future implementation of Procurement activities.

1. Provide adequate funding to enhance advertisement of procurement information to bidders so as to increase the number of bidders and to enable them to prepare their bids in time.
2. Provide logistical support such as vehicle etc. that will enhance the easy movement of Procurement Staffs especially operational staff and staff serving as liaison between the LRA and other Government Institution such as PPCC.



Date: April 4, 2022

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

Dear Mrs. Kowo:

The Procurement Committee of Liberia Revenue Authority (LRA) herewith submits to your office its 1<sup>st</sup> Quarter Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the Liberia Revenue Authority for the period 1<sup>st</sup> Quarter (January 1, 2022 to March 31, 2022),

Kind Regards.

Sincerely yours

Hon. Thomas Doe Nah  
Commissioner General

**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]*

4.0 Annexes:

Annex A: Summary Table

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Quarterly Procurement Report
1 <sup>st</sup> Quarter (January 1, 2022 – March 31, 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 PPCC VR Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)
1	IFB No. LRA/NCB/0 07/2022	Cleaning Material	NCB	GOL	Dec. 2, 2021	Dec. 30, 2021	3	Feb. 2, 2022	Framework	Shop Rite	Yes	Mohammed Kerhani	Mohammed Kerhani	February 1, 2022	December 31, 2022	December 31, 2022	\$33,270.50
2	IFB No. LRA/NCB/0 04/2022	Repair & Maintenance of Generator	SS	GOL	N/A	N/A	1	N/A	Framework	Mantrac Liberia	Yes	Ahmed Farghal	Ahmed Farghal	February 1, 2022	December 31, 2022	December 31, 2022	\$1,765.00
3	IFB No. LRA/SBA/S S/004/2022	Repair & Maintenance of Elevator	SS	GOL	N/A	N/A	1	N/A	\$15,000.00	Liberia Elevator Company	Yes	Michael Fordwuo	Michael Fordwuo	January 3, 2022	December 31, 2022	December 31, 2022	\$4,750.00
4	IFB No. LRA/NCB/0 05/2022	Vehicles & Bikes Insurance	NCB	GOL	Dec. 2, 2021	Dec. 30, 2021	2	Feb. 4, 2022	Framework	Sunu Assurance	Yes	Habib Dia	Habib Dia	February 1, 2022	December 31, 2022	December 31, 2022	\$37,682.94

5	IFB No. LRA/SS/004 /2022	Revenue Receipt	SS	GOL	N/A	N/A	1	N/A	Framework	AFCOMS AT	Yes	Joseph Crayton	Joseph Crayton	February 1, 2022	December 31, 2022	December 31, 2022	Not Yet
6	IFB No. LRA/SS/001 /2022	Internet Link & Connectivity	SS	GOL	N/A	N/A	1	N/A	\$47,272.00	Telecel Liberia	Yes	Mohammed Farhat	Mohammed Farhat	January 3, 2022	December 31, 2022	December 31, 2022	\$11,818.00
7	IFB No. LRA/SS/006 /2022	Uniforms	SS	GOL	N/A	N/A	1	N/A	Framework	Matchco Inc.	Yes	Bassem Osayli	Bassem Osayli	January 3, 2022	December 31, 2022	December 31, 2022	\$34,998.00
8	IFB No. LRA/SBA/R B/001/2022	Petroleum Products	SS	GOL	N/A	N/A	1	N/A	Framework	TOTAL Liberia	Yes	Michael Faulkner	Michael Faulkner	January 1, 2022	December 31, 2022	December 31, 2022	\$52,058.00
9	IFB No. LRA/SBA/S S/001/2022	Janitorial Services	SS	GOL	N/A	N/A	1	N/A	\$69,068.40	Make Things Happens	Yes	Akoi Jallah	Akoi Jallah	January 3, 2022	December 31, 2022	December 31, 2022	\$17,267.10
10	IFB No. LRA/SBA/S S/001/2022	Fumigation Services	SS	GOL	N/A	N/A	1	N/A	\$6,186.52	Make Things Happens	Yes	Akoi Jallah	Akoi Jallah	January 3, 2022	December 31, 2022	December 31, 2022	\$1,546.63
11	IFB No. LRA/SBA/S S/002/2022	Security Guard Services	SS	GOL	N/A	N/A	1	N/A	\$184,744.44	SODIATT Guard Service	Yes	J. Boakai Seh	J. Boakai Seh	January 3, 2022	December 31, 2022	December 31, 2022	\$45,458.50
12	IFB No. LRA/SBA/S S/002/2022	Security Guard Services	SS	GOL	N/A	N/A	1	N/A	\$10,800.00	IAC Group of Company	Yes	Charlesetta Peters	Charlesetta Peters	January 3, 2022	December 31, 2022	December 31, 2022	\$2,700.00
13	IFB No. LRA/NCB/0 01/2022	Stationery & Office Supply	NCB	GOL	Dec. 2, 2021	Dec. 30, 2021	4	Feb. 2, 2022	Framework	Mattar Trading	Yes	Abraham Mattar	Abraham Mattar	February 1, 2022	December 31, 2022	December 31, 2022	\$34,376.88
14	IFB No. LRA/NCB/0 01/2022	Stationery & Office Supply	NCB	GOL	Dec. 2, 2021	Dec. 30, 2021	4	Feb. 2, 2022	Framework	Mattar Trading	Yes	Abraham Mattar	Abraham Mattar	February 1, 2022	December 31, 2022	December 31, 2022	\$42,733.50
15	IFB No. LRA/SS/003 /2022	ICT Infrastructure	SS	GOL	N/A	N/A	1	N/A	\$111,538.34	IPRAY Solution	Yes	Francis Nwosu	Francis Nwosu	January 1, 2022	December 31, 2022	December 31, 2022	\$111,538.34
16	IFB No. LRA/SBA/N CB/002/202	Air Ticket	NCB	GOL	Nov. 17, 2021	Dec. 17, 2021	2	Feb. 2, 2022	Framework	Expert Travel	Yes	Rose T. Siaffa	Rose T. Siaffa	February 1, 2022	December 31, 2022	December 31, 2022	\$1,912.34



17	IFB No. LRA/NCB/0 02/2022	Medical Insurance	NCB	GOL	Nov. 18, 2021	Dec. 17, 2021	2	Feb. 25, 2022	310,200.00	Activ ational	Yes	Saye D. Gbalazeh	Saye D. Gbalazeh	February 1, 2022	December 31, 2022	Decembe r 31, 2022	\$27,510
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Prepared by:



Lovetta W. J. Williams  
Procurement Director

Date:

04/4/2022



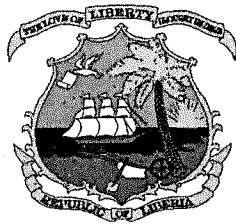
Thomas Doe Nah  
Head of Entity/ Chairman PC

Approved by:

Date:

# REPUBLIC OF LIBERIA

## *Liberia Revenue Authority (LRA)*



## **Quarterly Procurement Report**

FY 2022

**2<sup>nd</sup> Quarter (April 1, 2022 – June 30, 2022)**

**July 8, 2022**

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Annex D: Copies of signed contracts.....  
Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report.....

## 1.0 Introduction and Summary

During the period (**2<sup>nd</sup> Quarter 2022**) under review, the **Liberia Revenue Authority (LRA)** has completed the implementation of **Five (5)** out of the remaining total **Twenty-Nine (29)** contract package within the Provisional Approval Procurement Plan for the period under review.

Initially, National Competitive Bidding Method (NCB) was planned to acquire Thirteen (13) Procurement Contract Packages. Five (5) Contract Packages were implemented under NCB Method during the 1<sup>st</sup> Quarter (**Supply of Stationery & Computer Cartridges, Supply of Cleaning Materials, Provision of Foreign Travel Services and Provision of Vehicle & Bike Insurance Services and Medical Insurance**) and additional Two (2) Contract Packages were implemented under NCB Method during the 2<sup>nd</sup> Quarter (**Scratch Cards and Desktop and & Laptop Computers**).

Also, a Restricted Bidding Method was also planned to acquire Two (2) Procurement Contract Packages of which the remaining portion of the One (1) Contract Package was implemented under RB Method (**Procurement of Petroleum Product for Coupons**).

Moreover, a Sole Sources Method (SS) was planned to acquire Eleven (11) Procurement Contract Packages of which Eight (8) Contract Packages were implemented under SS Method for 1<sup>st</sup> Quarter (**Revenue Receipts, Internet Link and Connectivity, Uniforms, Janitorial & Fumigation Services, Security Guard Services, ICT Infrastructure, Repair & Maintenance of Elevator and Repair & Maintenance of Generator-Caterpillar**). Additional, one (1) Contract Packages was implemented under SS Method for 2<sup>nd</sup> Quarter (**Software License (Window License), Software License (PABX License) and Software License (SSL & Oracle Linux License)**). Meanwhile, the LRA has an addendum to the contract for Janitorial Services which started implementing in the 2<sup>nd</sup> Quarter (**Janitorial Services for Custom Training**).

Again, a Request for Quotation Method (RFQ) was planned to acquire Fifteen (15) Procurement Contract Packages of which the same Fifteen (15) Contract Packages were implemented during the 2<sup>nd</sup> Quarter through RFQ Method (**Signs & Design, Repair & Maintenance of Vehicle, Radio Link & Modern, Repair & Maintenance of Air Conditioner, Hall Rental Services, Non Alcoholic Beverages, Gifts, Fire Certificate, , Repair & Maintenance of Bike, UPS & Batteries, Rams & Hard Drives, Photocopier & Shredder, Scanner & Printers, Repair & Maintenance of Photocopier, Shredder, Scanners & Printers & Catering Services**). Additionally, Quality & Cost Based Selection Method (QCBS) was planned to acquire One (1) Procurement Contract Packages and Single Source Method (SS) was also planned to acquire One (1) Procurement Contract Packages which non was implemented.

## 2.0 Challenges

The Liberia Revenue Authority (LRA) encounter challenges during the implementation of the above Procurement Contract Packages as stated for the 2<sup>nd</sup> Quarter 2022. Some of these challenges include:

1. Limited number of bidders participating in the procurement processes

2. Limited advertisement due to Financial Constraints and
3. Limited Logistical support during the execution of some procurement activities

### **3.0 Recommendations**

Taking into consideration the above challenges encounter during the execution of planned procurement activities, the Procurement Section recommends the below as an improvement for future implementation of Procurement activities.

1. Provide adequate funding to enhance advertisement of procurement information to bidders so as to increase the number of bidders and to enable them to prepare their bids in time.
2. Provide logistical support such as vehicle etc. that will enhance the easy movement of Procurement Staffs especially operational staff and staff serving as liaison between the LRA and other Government Institution such as PPCC.



Date: July 8, 2022

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

Dear Mrs. Kowo:

The Procurement Committee of Liberia Revenue Authority (LRA) herewith submits to your office its 2<sup>nd</sup> Quarter Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the Liberia Revenue Authority for the period 2<sup>nd</sup> Quarter (April 1, 2022 to June 30, 2022),

Kind Regards.

Sincerely yours

Hon. Thomas Doe Nah  
Commissioner General

**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]*

4.0 Annexes:

Annex A: Summary Table

General Information
Liberia Revenue Authority
Quarterly Procurement Report
2 <sup>nd</sup> Quarter (April 1, 2022 – June 30, 2022)

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

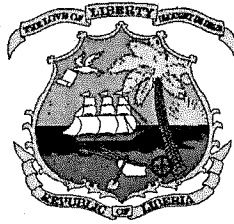
SPECIFIC INFORMATION																		
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/Bids Invitation	Date of Closing of Bids Submission	Number of Bids Received	Date of Transmission of Contract Award Notice by PC	Actual Contract Value	Name of Supplier/Contractor/Consultant/Service Provider	Supplier/Contractor/Consultant/Service Provider PCCC VR Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress (Amount Paid)	Remarks
1	IFB No. LRA/SBA/SS/001/2022	Janitorial Services	SS	GOL	N/A	N/A	1	N/A	\$479,600	Make Things Happens	Yes	Akoi Jallah	Mohammed Kerhani	April 1, 2022	December 31, 2022	December 31, 2022	\$479,600	On
2	IFB No. LRA/SBA/NCB/001/2022	Scratch Cards	NCB	GOL	Jan. 19, 2022	Feb. 16, 2022	1	April 25, 2022	Framework	Favor Marketing Inc.	Yes	Ivar K. Jones	Ahmed Farghal	April 1, 2022	December 31, 2022	December 31, 2022	\$15,000.00	On
3	IFB No. LRA/SBA/RB/001/2022	Fuel & Lubricant	RB	GOL	Nov. 25, 2021	Dec. 23, 2022	1		Framework	Super Petroleum	Yes	Karin A. Kanneh	Michael Fordwuo	June 1, 2022	December 31, 2022	December 31, 2022	\$73,151.50	On
4	IFB No. LRA/NCB/009/2022	Desktop & Laptop Computers (Laptops)	NCB	GOL	Feb. 22, 2022	March 22, 2022	6	April 27, 2022	\$35,900.00	Office Ideas	Yes	Sonny Baijif	Habib Dia	May 2, 2022	December 31, 2022	December 31, 2022	\$35,900.00	On





# REPUBLIC OF LIBERIA

## *Liberia Revenue Authority (LRA)*



## **Quarterly Procurement Report**

FY 2022

**3<sup>rd</sup> Quarter (July 1, 2022 – September 30, 2022)**

**October 10, 2022**

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## 1.0 Introduction and Summary

During the period (3<sup>rd</sup> Quarter 2022) under review, the **Liberia Revenue Authority (LRA)** did not implement any contract Packages under **(National Competitive Bidding Method, Restricted Bidding Method and Sole Source Method)** from the remaining total **Twenty-Four (24)** contract package within the Provisional Approval Procurement Plan for the period under review.

Prior to the 3<sup>rd</sup> Quarter, seven (7) Contract Packages were implemented under NCB Method during the 1<sup>st</sup> Quarter & 2<sup>nd</sup> Quarter (**Supply of Stationery & Computer Cartridges, Supply of Cleaning Materials, Provision of Foreign Travel Services, Provision of Vehicle & Bike Insurance Services, Medical Insurance, Scratch Cards and Desktop and & Laptop Computers**), one (1) Contract Package was implemented under RB Method (**Procurement of Petroleum Product for Coupons**) during the 1<sup>st</sup> & 2<sup>nd</sup> Quarter and ten (10) Contract Packages were implemented under SS Method for 1<sup>st</sup> Quarter & 2<sup>nd</sup> Quarter (**Revenue Receipts, Internet Link and Connectivity, Uniforms, Janitorial & Fumigation Services, Security Guard Services, ICT Infrastructure, Repair & Maintenance of Elevator, Repair & Maintenance of Generator-Caterpillar, Janitorial Services for Custom Training and Software License (Window License), Software License (PABX License) and Software License (SSL & Oracle Linux License).**

Also, during the 3<sup>rd</sup> quarter some procurement packages were implemented under RFQ Method which include: (**Signs & Design, Repair & Maintenance of Vehicle, Radio Link & Modern, Repair & Maintenance of Air Conditioner, Hall Rental Services, Non Alcoholic Beverages, Gifts, Fire Certificate, Repair & Maintenance of Bike, UPS & Batteries, Rams & Hard Drives, Photocopier & Shredder, Scanner & Printers, Repair & Maintenance of Photocopier, Shredder, Scanners & Printers & Catering Services**).

In addition, there was no contract implemented under the SBA Consultancy Procurement Plan using Quality & Cost Based Selection Method (QCBS) or Single Source Method (SS).

## 2.0 Challenges

The Liberia Revenue Authority (LRA) encounter challenges during the implementation of the above Procurement Contract Packages as stated for the 3<sup>rd</sup> Quarter 2022. Some of these challenges include:

1. Limited Logistical support during the execution of some procurement activities under the Request for Quotation Method.

## 3.0 Recommendations

Taking into consideration the above challenges encounter during the execution of planned procurement activities, the Procurement Section recommends the below as an improvement for future implementation of Procurement activities.

1. Provide logistical support such as vehicle etc. that will enhance the easy movement of Procurement Staffs especially operational staff and staff serving as liaison between the LRA and other Government Institution such as PPCC.



Date: October 10, 2022

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

Dear Mrs. Kowo:

The Procurement Committee of Liberia Revenue Authority (LRA) herewith submits to your office its 3<sup>rd</sup> Quarter Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the Liberia Revenue Authority for the period 3<sup>rd</sup> Quarter (July 1, 2022 to September 30, 2022),

Kind Regards.

Sincerely yours

Hon. Thomas Doe Nah  
Commissioner General

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

**Annex C: Copies of 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: N/A**


4.0 Annexes:

Annex A: Summary Table

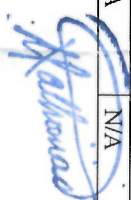
General Information
Liberia Revenue Authority
Quarterly Procurement Report
3 <sup>rd</sup> Quarter (July 1, 2022 – September 30, 2022)

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 Transmittal of Contract Award Notice by PC	Actual Contract Value	Name of Supplier/Contractor/Consultant/Service Provider	Supplier/Contractor/Consultant/Service Provider Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress (Amount Paid)	Remarks
1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Prepared by:  Loyetta W.J. Williams  
Procurement Director

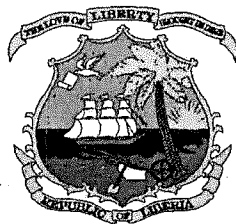
Date: 10/10/2022

Approved by:  Thomas Doe Nah  
Head of Entity/ Chairman PC

**Note:** During the period (3<sup>rd</sup> Quarter 2022) under review, the Liberia Revenue Authority (LRA) did not implement any contract Packages under (National Competitive Bidding Method, Restricted Bidding Method and Sole Source Method) from the remaining total Twenty-Four (24) contract package within the Provisional Approval Procurement Plan for the period under review.

# REPUBLIC OF LIBERIA

## *Liberia Revenue Authority (LRA)*



## **Quarterly Procurement Report**

FY 2022

**4<sup>th</sup> Quarter (October 1, 2022 – December 31, 2022)**

**January 6, 2023**



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## 1.0 Introduction and Summary

During the period (4<sup>th</sup> Quarter 2022) under review, the **Liberia Revenue Authority (LRA)** has completed the implementation of **One (1)** out of the remaining total **Twenty-Four (24)** contract package within the Provisional Approval Procurement Plan for the period under review. **There was no contract package implemented during the 3<sup>rd</sup> quarter.**

Initially, National Competitive Bidding Method (NCB) was planned to acquire Thirteen (13) Procurement Contract Packages. Seven (7) Contract Packages were implemented under NCB Method during the 1<sup>st</sup> Quarter & 2<sup>nd</sup> Quarter (**Supply of Stationery & Computer Cartridges, Supply of Cleaning Materials, Provision of Foreign Travel Services, Provision of Vehicle & Bike Insurance Services, Medical Insurance, Scratch Cards and Desktop and & Laptop Computers**). There was no Contract Package implemented under NCB Implemented during the 3<sup>rd</sup> and 4<sup>th</sup> Quarter.

Also, a Restricted Bidding Method was also planned to acquire Two (2) Procurement Contract Packages of which a portion of the One (1) Contract Package was implemented under RB Method (**Procurement of Petroleum Product for Coupons**) during the 2<sup>nd</sup> Quarter. There was no Contract Package under RB Implemented during the 3<sup>rd</sup> & 4<sup>th</sup> Quarter.

Moreover, a Sole Sources Method (SS) was planned to acquire Eleven (11) Procurement Contract Packages of which Ten (10) Contract Packages were implemented under SS Method for 1<sup>st</sup> Quarter & 2<sup>nd</sup> Quarter (**Revenue Receipts, Internet Link and Connectivity, Uniforms, Janitorial & Fumigation Services, Security Guard Services, ICT Infrastructure, Repair & Maintenance of Elevator, Repair & Maintenance of Generator-Caterpillar, Janitorial Services for Custom Training and Software License (Window License), Software License (PABX License) and Software License (SSL & Oracle Linux License)**). In addition, one (1) contract package was implemented during the 4<sup>th</sup> Quarter (**Software License -Anti-Virus License**) while the LRA has an addendum to the contract for Janitorial Services which started implementing in the 4<sup>th</sup> Quarter (**Janitorial Services for Custom Training**)

Again, a Request for Quotation Method (RFQ) was planned to acquire Fifteen (15) Procurement Contract Packages of which the same Fifteen (15) Contract Packages were implemented during the 3<sup>rd</sup> and 4<sup>th</sup> Quarter through RFQ Method (**Signs & Design, Repair & Maintenance of Vehicle, Radio Link & Modern, Repair & Maintenance of Air Conditioner, Hall Rental Services, Non Alcoholic Beverages, Gifts, Fire Certificate, , Repair & Maintenance of Bike, UPS & Batteries, Rams & Hard Drives, Photocopier & Shredder, Scanner & Printers, Repair & Maintenance of Photocopier, Shredder, Scanners & Printers & Catering Services**). Again, Quality & Cost Based Selection Method (QCBS) was planned to acquire One (1) Procurement Contract Packages and Single Source Method (SS) was also planned to acquire One (1) Procurement Contract Packages which non was implemented.

## **2.0 Challenges**

The Liberia Revenue Authority (LRA) encounter challenges during the implementation of the above Procurement Contract Packages as stated for the 4<sup>th</sup> Quarter 2022. Some of these challenges include:

1. Limited Logistical support during the execution of some procurement activities

## **3.0 Recommendations**

Taking into consideration the above challenges encounter during the execution of planned procurement activities, the Procurement Section recommends the below as an improvement for future implementation of Procurement activities.

1. Provide logistical support such as vehicle etc. that will enhance the easy movement of Procurement Staffs especially operational staff and staff serving as liaison between the LRA and other Government Institution such as PPCC.



Date: January 6, 2023

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

Dear Mrs. Kowo:

The Procurement Committee of Liberia Revenue Authority (LRA) herewith submits to your office its 4<sup>th</sup> Quarter Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the Liberia Revenue Authority for the period 4<sup>th</sup> Quarter (October 1, 2022 to December 31, 2022),

Kind Regards.

Sincerely yours

Hon. Thomas Doe Nah  
Commissioner General

**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]*

4.0 Annexes:

Annex A: Summary Table

General Information
Liberia Revenue Authority
Quarterly Procurement Report
4 <sup>th</sup> Quarter (October 1, 2022 – December 31, 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	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)
1	IFB No. LRA/SS/003 /2022	Software & Licenses (Renewal of Antivirus License)	SS	GOL	N/A	N/A	1	N/A	\$34,933.00	Next Technology	Yes	Dorcas Kns Gbete	Dorcas Kris Gbete	October 1, 2022	September 30, 2022	September 30, 2022	\$34,933.00
2	IFB No. LRA/SBA/S S/001/2022	Janitorial Services	SS	GOL	N/A	N/A	1	N/A	\$479.60	Make Things Happens	Yes	Akoi Jallah	Mohamed Kerhani	Nov. 1, 2022	December 31, 2022	December 31, 2022	\$479.60
3	IFB No. LRA/SBA/R FQ/001/2022	Repairs & Maintenance of Photocopier, Printer, Scanner etc	SS	GOL	N/A	N/A	1	N/A	\$1,500	Akoi L. Sowegie	Yes	Akoi L. Sowegie	Akoi L. Sowegie	Oct. 1, 2022	December 31, 2022	December 31, 2022	\$1,500

Prepared by:  Date: 01/10/2023

Approved by:  Date: \_\_\_\_\_

Lovetta W.J. Williams  
Procurement Director

Thomas Doe Nah  
Head of Entity/ Chairman PC