

REPUBLIC OF LIBERIA

MONROVIA CONSOLIDATED SCHOOL SYSTEM



Quarterly Procurement Report

FY 2023

For the: *1st Quarter (January - March)*

Date of Submission: August/31/2023

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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 **1st quarter**, for your review and consideration.

During the period under review, *the* **MONROVIA CONSOLIDATED SCHOOL SYSTEM** has completed the implementation of **Eight (8)** out of the Ten (10) [Contract Packages] of contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *[Eight (8) contract packages were acquired through each method of procurement along with the titles of the packages, e.g. the RFQ was used for the acquisition of five (5) contract packages. Howbeit, those contract packages includes: Fuel & Lubricants Vehicles & Generators, Cleaning Materials, Printing and binding, Repairs and maintenance Vehicles, and Scratch cards. Whereas the RB method of procurement was used for the acquirement of Three (3) contract packages, the contract packages include: RE-Roofing of the Marvii Sonii Junior High School, Educational Materials, and Stationery.*

2.0 Challenges

In the case of our entity, the MCSS, over the period have been faced with the challenge of inadequate funding from central government, making it difficult to provide basic educational needs to the schools within the entity's confines; which is a major setback in the educational sector of our Country.

3.0 Recommendations

We recommend that the Ministry of Finance and Development Planning ensure that budgeted amount as approved in the National Budget is allotted to every institutions so that it can enable entities and institutions executes procurement activities during the fiscal period.



Office of the Superintendent

MONROVIA CONSOLIDATED SCHOOL SYSTEM MCSS

12th Street, Sinkor, P.O. Box 1545, Monrovia, Liberia
www.mcsslberia.org



Date: *August 31, 2023*

Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear *Mr. Bodger Scott Johnson*

The Procurement Committee of the **MONROVIA CONSOLIDATED SCHOOL SYSTEM** herewith submits to your office its first (1st) Quarter Procurement Report for Fiscal Year 2023

This report summarizes the procurement activities implemented at the **MONROVIA CONSOLIDATED SCHOOL SYSTEM** for the First (1st) Quarter: (January 1, 2023 to March 31, 2023)

The entity did not receive allotment for Second quarter and also the half of Third quarter is gone and yet have not receive any allotment for implementation purposes.

Thanks for your understanding.

Kind Regards.

Sincerely yours

Hon. Isaac Saye-Lakpoh Zawolo
SUPERINTENDENT

4.0 Annexes:

Annex A: Summary Table

General Information
Momrovia Consolidated School System
Quarterly Procurement Report
1 st Quarter (January - March)

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.	G-4761	Educational Materials	RB	GOL	02/22/23	3/22/23	4	NA	USD 20,000.00	welvin enterprises inc	Comply	welvin enterprises inc	welvin enterprises inc	4/14/23	4/24/23		Completed
2.	G-4761	Stationery	RB	GOL	02/22/23	3/22/23	4	NA	USD 17,500.00	ade seal marine group of companies	Comply	ade seal marine group of companies	Ade seal marine group of companies	4/14/23	4/24/23		Completed

3.	G-4661	Fuel lubricant Vehicle/Generator	RFQ	GOL	2/22/23	03/22/23	3	NA	USD 2,000.00	Super petroleum (SP)	Comply	Super petroleum (SP)	Super petroleum (SP)	04/14/23	4/24/23	Completed
4.	G-4773	Cleaning Materials	RFQ	GOL	2/22/23	3/22/23	3	NA	USD 7,500.00	ade seal marine group of Companies	Comply	ade seal marine group of companies	ade seal marine group of companies	04/14/23	4/24/23	Completed
5.	C-1812	Printing and binding	RFQ	GOL	2/22/23	3/22/23	3	NA	USD 5,000.00	Fredom Printing press	Comply	Fredom Printing press	Fredom Printing press	04/14/23	4/24/23	Completed
6.	G-4663	Building Materials	RB	GOL	2/22/23	3/22/23	3	NA	USD 20,361.00	Reality construction & engineering Co.	Comply	Reality construction & engineering Co.	Reality construction & engineering Co.	04/14/23	4/24/23	Completed
7.	G-4761	Repairs and Maintenance Vehicle	RFQ	GOL	2/22/23	3/22/23	3	NA	USD 1,000.00	Blessed Bucas Auto Services	Comply	Blessed Bucas Auto Services	Blessed Bucas Auto Services	04/14/23	4/24/23	Completed

8.	J-6120	Scratch card	RFQ	GOL	2/22/23	2/28/23	3	NA	USD 2,500.00	S & J Enterprise Inc.	Comply	S & J Enterprise Inc.	S & J Enterprise Inc.	3/16/23	4/24/23	Completed
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Prepared by: *Norwu Yorgbor*
PROCUREMENT DIRECTOR

Date: *August 31, 2025*

Approved by: *[Signature]*
Hon. Isaac Saye-Lakpoh Zamolo
SUPERINTENDENT/ CHAIRMAN PC

Date: *August 31, 202*

Monrovia Consolidated School system
PROCUREMENT PLAN (SBA budget)
Source of Funding: GOL
Fiscal year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE PAYMENT
PLANNED	1	IFB NO.MCSS/SBA/R FQ/001/2023	Petroleum Products (Diesel & Gasoline)	800 Gallons @ 5 USD	G-4661	4,000.00 USD	RFQ	02/10/23	02/15/23	02/21/23	02/22/23	03/22/23	03/28/23	03/31/23	04/14/23	NA	4/24/23	05/2
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO.MCSS/SBA/R B/001/2023	Cleaning Materials	Assorted	G-4773	15,000.00USD	RB	02/10/23	02/15/23	02/21/23	02/22/23	03/22/23	03/28/23	03/31/23	04/14/23	NA	4/24/23	05/2
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO.MCSS/SBA/R FQ/002/2023	SCRATCH CARDS	1,000 pieces	J-6120	5,000.00 USD	RFQ	02/10/23	02/15/23	02/21/23	02/22/23	02/28/23	03/06/23	03/10/23	03/16/23	N/A	04/24/23	05/1
UPDATE																		
ACTUAL																		
SUB TOTAL						24,000.00USD												
GRAND TOTAL						\$ 104,721.00												

Prepared by: Norwu Yrbor
DIRECTOR PROCUREMENT

Hon. Issac Saye-Lakpoh Zawolo
HEAD OF ENTITY

Date: 2/8/2023

Feb. 14, 2023

Feb 16/2023

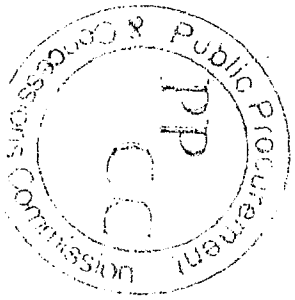
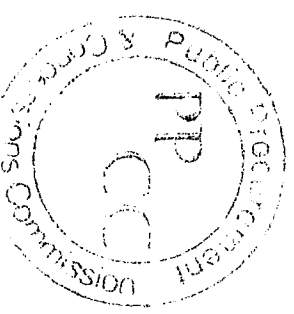
Monrovia Consolidated school system
PROCUREMENT PLAN (SBA budget)
Source of Funding: GOL
Fiscal year: 2023

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB NO.MCSS/SBA/RFQ/001/2023	PETROLEUM PRODUCTS	This contract package is intended to acquire Petroleum product for MC Vehicles and generator (800gals @ US 5.00.00)
2.	IFB NO.MCSS/SBA/RB/001/2023	CLEANING MATERIALS & SERVICES	<p>This contract package is intended to procure cleaning materials for the 23 schools a the central office of the MCSS.</p> <ol style="list-style-type: none"> 1. Liquid soap28doz 2. Tissue200sacks 3. Sanitizers45doz 4. Soft brooms15doz 5. Floor mobs125pcs 6. Towels m/s30doz 7. Tide soap25ctns 8. Wheel barrow10pcs 9. Shovels25pcs 10. Rakes20pcs
3.	IFB NO.MCSS/SBA/RFQ/002/2023	SCRATCH CARDS	This contract package is intended to procure scratch card and is funded from the b line Telecommunication.

Prepared by: *Norwu Yorador*
Norwu Yorador
DIRECTOR PROCUREMENT

Approved by: *Hon. Isaac Saye-Lakpoh Zawolo*
Hon. Isaac Saye-Lakpoh Zawolo
HEAD OF ENTITY

Date: 2/8/2023



2023
Feb. 14, 2023

Feb 16/2023

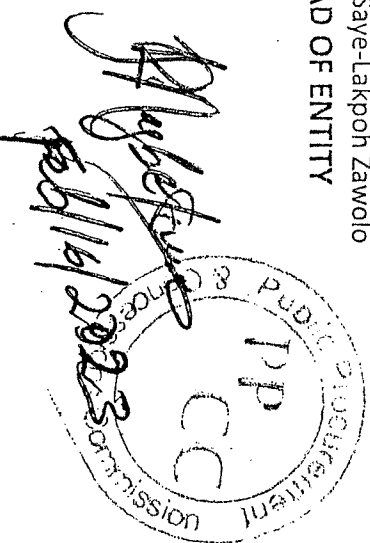
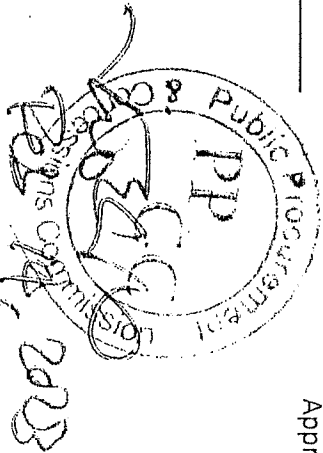
Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
Fiscal year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & ACCEPTANCE	FINAL PAYMENT	
PLANNED	1. IFB NO.MCCS/SBA/N CB/001/2022	EDUCATIONAL MATERIALS	Assorted	G-4761	40,000 USD	NCB	02/10/23	02/15/23	02/21/23	02/22/23	03/22/23	03/28/23	03/31/23	04/14/23	NA	4/24/23	05/24/23	
UPDATE																		
ACTUAL																		
PLANNED	2. IFB NO.MCCS/NCB/0 02/2022	BUILDING MATERIALS	Assorted	G-4663	40,721 USD	NCB	02/10/23	02/15/23	02/21/23	02/22/23	03/22/23	03/28/23	03/31/23	04/14/23	NA	4/24/23	05/24/23	
UPDATE																		
ACTUAL																		
SUB TOTAL					80,721 USD													

Prepared by: Norwu Yorgboy
DIRECTOR PROCUREMENT

Approved by: Hon. Isaac Saye-Lakpoh Zawolo
HEAD OF ENTITY

Date: 02/05/2023

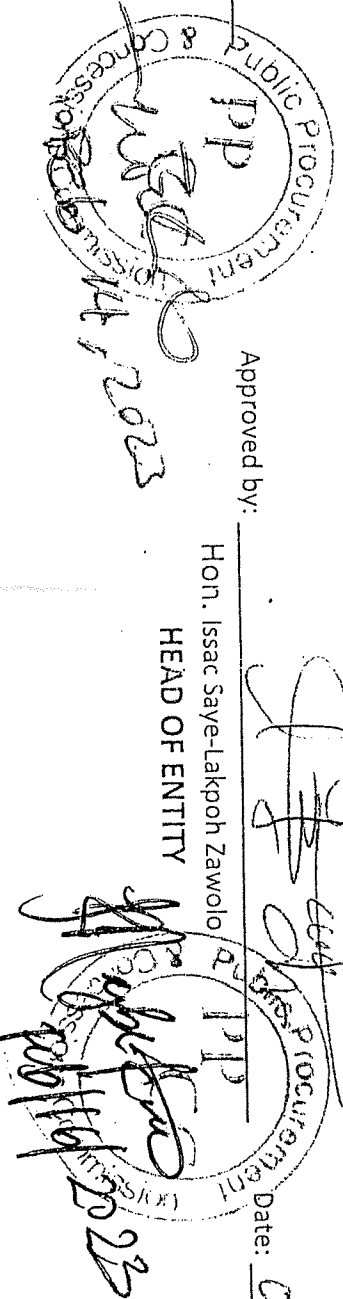


Monrovia Consolidated school system PROCUREMENT PLAN (Core budget) Source of Funding: GOL Fiscal year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE CE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	3	IFB NO.MCSS/RfQ /001/2023	Publication	1FIRM	J-5813	4,000.00 USD	RfQ	02/10/23	02/15/23	02/21/23	02/22/23	02/28/23	03/06/23	03/10/23	03/16/23	N/A	04/24/23	05/14/23
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO.MCSS/RfQ /002/2023	CATERING SERVICES	1FIRM	I-5621	4,000.00USD	RfQ	02/10/23	02/15/23	02/21/23	02/22/23	02/28/23	03/06/23	03/10/23	03/16/23	N/A	04/24/23	05/14/23
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO.MCSS/RfQ /003/2022	Repair & Maintenance Vehicle	5Vehic.	G-4520	\$3,000.00 USD	RfQ	02/10/23	02/15/23	02/21/23	02/22/23	02/28/23	03/06/23	03/10/23	03/16/23	N/A	04/24/23	05/14/23
UPDATE																		
ACTUAL																		
SUB TOTAL						11,000.00U SD												

Prepared by: *Norwu Yorbor*
 Norwu Yorbor
 DIRECTOR PROCUREMENT

Approved by: *Issac Saye-Lakpoh Zawolo*
 Hon. Issac Saye-Lakpoh Zawolo
 HEAD OF ENTITY



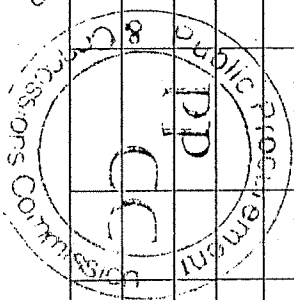
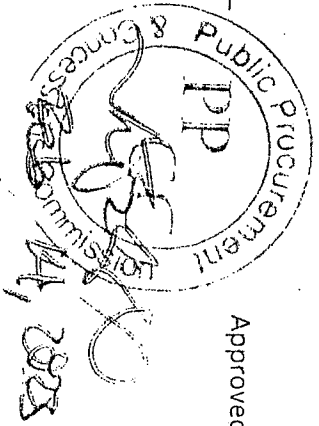
Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
 Source of Funding: GOL
 Fiscal year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT
PLANNED	6	IFB NO.MC/SS/NCB /003/2023	STATIONERY	Assorted	G-4761	35,000.00 USD	NCB	02/10/23	02/15/23	02/21/23	02/22/23	03/22/23	03/28/23	03/31/23	04/14/23	NA	4/24/23	05/24/23
UPDATE																		
ACTUAL																		
PLANNED	7	IFB NO.MC/SS/RFQ /004/2023	VEHICLE INSURANCE	1 Firm	K-6512	2,000.00USD	RFQ	02/10/23	02/15/23	02/21/23	02/22/23	02/28/23	03/06/23	03/10/23	03/16/23	N/A	04/24/23	05/14/23
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO.MC/SS/RFQ /005/2023	PRINTING & BINDING	1FIRM	C-1812	6,000.00 USD	RFQ	02/10/23	02/15/23	02/21/23	02/22/23	02/28/23	03/06/23	03/10/23	03/16/23	N/A	04/24/23	05/14/23
UPDATE																		
ACTUAL																		
SUB TOTAL						43,000.00 USD												
GRAND TOTAL						130,405.00 USD												

Prepared by: Norwu Yorgbor
 DIRECTOR PROCUREMENT

Approved by: Hon. Issac Saye-Lakpoh Zawolo
 HEAD OF ENTITY

Date: 02/05/2023



02/06/2023

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GCL

Fiscal year: 2023

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB NO.MCSS/NCB/001/2023	EDUCATIONAL MATERIAL	This package is intended to pay for Educational materials such as a. po sheet b. pencils c. chalks d. pens e. globe f. geometry set g. Ruler h. m
2.	IFB NO.MCSS/NCB/002/2023	BUILDING MATERIALS	This package is intended to renovate/repair and maintain the twenty fo (24) MCSS schools. Exp: 1. Roof 2. Windows 3. Doors 4. Rest rooms Painting etc.

Prepared by:

Norwu Yorgbor
Norwu Yorgbor

DIRECTOR PROCUREMENT

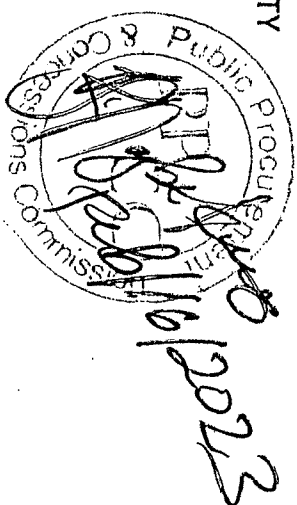
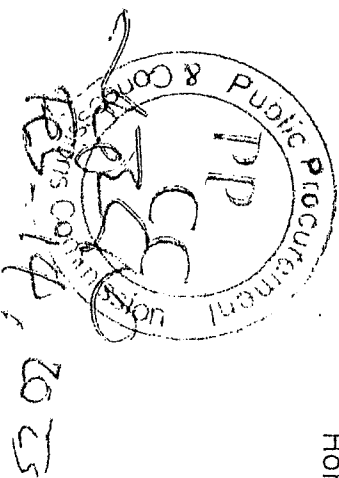
Approved by:

Hon. Isaac Saye-Lakpoh Zawolo
Hon. Isaac Saye-Lakpoh Zawolo

HEAD OF ENTITY

Date:

02/05/2023



Monrovia Consolidated school system

PROCUREMENT PLAN (Core budget)

Source of Funding: GOL

Fiscal year: 2023

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
3.	IFB NO.MCCSS/RFQ/001/2023	PUBLICATION	This contract package is intended for advertisement. Portion of the funding from budget line printing, Binding, and publication will be used to finance this package (\$4,000.00USD).
4.	IFB NO.MCCSS/SBA/RFQ/002/2023	CATERING SERVICES	This contract package is intended to pay catering services during workshops, conferences and Seminars and is funded from the budget workshop, conference, Seminar
5.	IFB NO.MCCSS/RFQ/003/2023	REPAIR & MAINTENANCE VEHICLE	This contract package is intended to repair/service MCCSS Vehicles. <div> 1. LB—0800 2. LB—0801 3. LB—0802 4. LB—0803 5. LB—0804 6. LB—0805 </div>

Prepared by:

Norwu Yorgpor

DIRECTOR PROCUREMENT

Approved by:

Hon. Isaac Saye-lakpoh Zawolo

HEAD OF ENTITY



Date:

02/08/2023

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)

Source of Funding: GOL

Fiscal year: 2023

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
6	IFB NO.MCSS/NCB/003/2023	STATIONERY	<p>This contract package is intended to procure assorted stationeries for the MCSS and the central office</p>   <ol style="list-style-type: none">1. 21/22 ink110sets2. A4 Papers1,988ctns3. White chalk20ctns4. 85—A cartridge 50pks5. Ball point pen10pks (Assorted)6. Bulk files45bxs7. A4 manila folder 70bxs8. Hanging folder 85bxs9. Memo ink35ctns10. 61 cartridge65sets
7	IFB NO.MCSS/RFQ/004/2023	VEHICLE INSURANCE	<p>This contract package is intended to insure MCSS Vehicles.</p> <ol style="list-style-type: none">1. LB—08002. 6. LB—08053. LB—08025. LB—0804
8	IFB NO.MCSS/RFQ/005/2023	PRINTING & BINDING	<p>This contract package is intended to produce: Report cards for all MCSS schools, Receipts books for registration and & other, Record & Roll books, Laboratory manual. 6,000.00 USD will be used from the line printing, Binding and publication.</p>

Prepared by:

Norwu Yorgbof

DIRECTOR PROCUREMENT

Approved by:

Hon. Isaac Saye-Lakpoh Zawolo

HEAD OF ENTITY

Date:

02/08/2023