

REPUBLIC OF LIBERIA

MONROVIA CONSOLIDATED SCHOOL SYSTEM



Quarterly Procurement Report

FY 2022

For the: *1st Quarter (January - March), and 3rd Quarter (July - September),*

Date of Submission: November/28/2022



Table of Contents

1.0 Introduction and Summary	
2.0 Challenges	
3.0 Recommendations	
4.0 Annexes	
Annex A: Summary Table	
Annex B: Copies of the quarterly actualized procurement plans	
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

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 reports to the Commission, I am pleased to submit the Procurement Report for 1st and 3rd quarter, for your review and consideration.

During the period under review, *the LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)* has completed the implementation of a portion of (3) out of the [three 3 Contract Packages] of contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, [Three 3 number of contract packages acquired the RFQ method of procurement, Stationery materials, cleaning materials, and Fuel RFQ was used for the acquisition of three contract packages (. Stationery materials, cleaning materials & Fuel) for the purchasing of goods for LIPO for the calendar year 2022.

2.0 Challenges

Low budgetary allocation and MFDP not giving full allotments of the annual budget for goods and services that is approved and sent to LIPO during the fiscal year, this is the main challenge faced during the course of the quarters/ fiscal years while implementing planned procurement activities

3.0 Recommendations

I would commend that, whatever budget is given to LIPO by Gov, MFDP should give allotment based on the procurement plan that is signed and approved by PPCC rather than reducing the spending entity budget which causes huge problems for LIPO to run her office.



REPUBLIC OF LIBERIA
LIBERIA INTELLECTUAL PROPERTY OFFICE
Old Labor Ministry Compound
U.N. Drive, Monrovia, Liberia



Ref: 231775567637/231888899002

Date: November 28, 2022

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

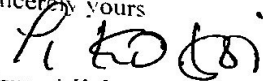
Dear Atty. Nagbe Roseline Nagbe Kowo,


The Procurement Committee of the Liberia Intellectual Property Office (LIPO)] herewith submits to your office its 1st & 3rd Quarter Procurement Report for the Fiscal Year 2022.

This report summarizes the procurement activities implemented at the Liberia Intellectual Property Office (LIPO) for the period of 1st quarter (January 2022 to March 31, 2022), and 3rd quarter (July 1, 2022, to September 30, 2022).

Kind Regards,

Sincerely yours


Garmoi Kohoi

Cc: Cllr P. Adelyn Cooper 
Director General/LIPO

Summary Table

General Information
<i>Liberia Intellectual Property Office</i>
Quarterly Procurement Report
<i>FIRST & THIRD QUARTERS & Fiscal Year 2022</i>

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION													
Item No.	Package Code	Contract 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
1	IFB No. LIPO/S BA/RF Q/001/2022	Stationery	RFQ	GOL	N/A	N/A	N/A	N/A	1,250.00	LION STATIONERY STORE	LION STATIONERY STORE	LION STATIONERY STORE	LION STATIONERY STORE
2	IFB No. LIPO/S BA/RF Q/002/	Cleaning Materials	RFQ	GOL	N/A	N/A	N/A	N/A	753,000.00	LION STATIONERY STORE	LION STATIONERY STORE	LION STATIONERY STORE	LION STATIONERY STORE

Date of Delivery/Inspection
Proposed Completion Date
Contract Progress Status (Amount Paid)
Remarks

