

Transmittal Letter

[Insert Entity's Letter head, which will normally reflect the name and address of the procuring entity]

Ref: *[Insert reference number of the letter]*

Date: *[Indicate date on which the Quarterly report will be sent to the Commission]*

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

Dear *[Indicate name of PPCC's Executive Director]*:

The Procurement Committee of *[Insert name of procuring entity]* herewith submits to your office its *[Indicate the specific Quarter for which the report is being submitted: 1st, 2nd, 3rd, or 4th] Quarter* Procurement Report for Fiscal Year *[Indicate the Fiscal Year under review]*.

This report summarizes the procurement activities implemented at the *[Insert name of procuring entity]* for the period *[Indicate the specific Quarter for which the report is being submitted: 1st (July 1, 20XX to September 30, 20XX), 2nd (October 1, 20XX to December 31, 20XX), 3rd (January 1, 20XX to March 31, 20XX) and 4th (April 1, 20XX to June 30, 20XX)]*.

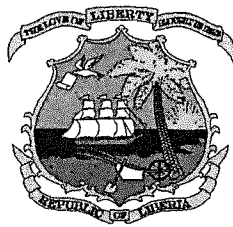
Kind Regards.

Sincerely yours

[Indicate the name and position of the head of the procuring entity].

REPUBLIC OF LIBERIA

[Insert name of Procuring Entity]



Quarterly Procurement Report
FY-2023

Procurement Report 2023 [3rd Quarter (April - June 2023)].

Date of Submission: September 21, 2023

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 *[2nd Quarter 2023]*, for your review and consideration.

During the period under review, *[Ministry of Finance and Development Planning]* completed the implementation of *[One (1) package]* out of the Eighteen (18) *planned* contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *the Sole Source method was used to hire the services of one entity for the provision of Upgrade of the Budget Management Software BMS.*

2.0 Challenges

[Identify and outline challenges and constraints encountered during the course of the quarter while implementing planned procurement activities]

3.0 Recommendations

[Indicate relevant recommendations taking into consideration the challenges outlined above for improving future implementation of planned procurement activities]

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4.0 Annexes:

Annex A: Summary Table

General Information
Ministry of Finance and Development Planning
Quarterly Procurement Report
2nd Quarter 2023

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION																	
Item No.	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 Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress status (Amount Paid)	Remarks
1	Petroleum Products & (Diesel & Gasoline)	RB	GOL	3/7/23	4/4/23	1	4/25/23	US\$247,651.93	Petro Trade		Mr. Karim Kanneh		4/28/23	N/A	12/31/23	Paid	N
2.	Stationery & Supplies	NCB	GOL	4/4/23	5/3/23	4	5/26/23	US\$72,010	J.J. Stationery & Class Stationery		Mr. Joe Johnson & Mr. Hassan Khazem		6/1/23	N/A	12/31/23	N/A	Items to be procured
3.	Printing &	NCB	GOL	3/7/23	4/11/23	3	4/25/23	Framework	Victor		Mr. Victor		5/3/23	N/A	12/31/23	N/A	Items to be procured

[illegible]

Prepared by: *E. Arko*
Eric B. Arko
Procurement Director

Date: 9/18/2023

Approved by: *SP Rebecca*
Hon. Samuel D. Tweach Jr.
Head of Entity/ Chairman PC

Date: 9/19/23

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 PCCA 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]