

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].

4.0 Annexes:

Annex A: Summary Table

General Information
<i>Ministry of Finance and Development Planning</i>
Quarterly Procurement Report
<i>3rd Quarter 2023</i>

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED

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 Supplier/Contractor/Consultant/Service Provider
1.	002	Repair & Maintenance (Generator)	SS	GOL	N/A	N/A	1	9/12/23	US\$27,360	Beever Company, Inc.
2.	003	Supply & Delivery of Phone Cards	SS	GOL	N/A	N/A	1	9/7/23	US\$60,000	Orange Liberia

1. H

Date:

Oct 18, 2023

Approved by:

PP. 17/18

Hon. Samuel D. T
Head of Entity/ Ch

[Attach copies of Approved Procurement Plans implemented during the quarter for which the report is being submitted]

[Attach copies of all notice of intent to award contracts submitted to the Commission in accordance with Section 87(2)(b)]

[Attach copies of all contracts signed during the quarter]

[Attach a copy of the minutes of the Procurement Committee meeting during which the quarterly procurement