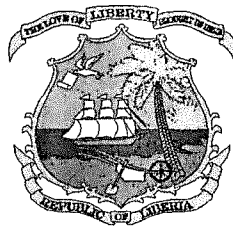


REPUBLIC OF LIBERIA

[Ministry of Finance and Development Planning (MFDP)]



Procurement Report

FY_2022

Procurement Report 2022 [*Quarters (January – September)*]

Date of Submission: March 14, 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, 2nd and 3rd Quarters 2022]*, for your review and consideration.

During the period under review, *[Ministry of Finance and Development Planning]* has completed the implementation of *[Fifteen (15) packages]* 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 RFQ was used for the acquisition of four contract packages (Refurbishment of Offices, Catering Services, Repair Maintenance Laptops Desktops etc., and Fumigation Services), whereas the NCB method of procurement was used for the acquirement of Six (6) contract packages (Printing and Binding Services, Air Tickets, Cleaning Materials, Stationery & Supply, Supply and Delivery of Computers and other ICT Equipment, and Supply and Delivery of Furniture). The Restricted Method was used for the acquisition of Two (2) contract packages (Petroleum Products (Diesel & Gasoline and Supply and Delivery of Vehicles). Additionally, the Sole Source method was used to hire the services of three entities for the provision of Repair & Maintenance of Generator, Repair & Maintenance of Elevators and for the procurement of Scratch Cards.*

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]

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 Atty. Jargbe Roseline Nagbe Kowo,

The Procurement Committee of the **Ministry of Finance and Development Planning (MFDP)** herewith submits to your office its 4th *Quarter* Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the **Ministry of Finance and Development Planning (MFDP)** for the period *4th Quarter (October 1, 2022 to December 31, 2022)*.

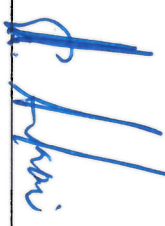
Kind Regards.

Sincerely yours,

Hon. Samuel D. Tweah, Jr.
Minister
Ministry of Finance and Development Planning (MFDP)

MINISTRY OF FINANCE AND DEVELOPMENT PLANNING (MFDP)
DEPARTMENT OF ADMINISTRATION
PROCUREMENT UNIT STAFF

NAME	Position
1 Eric B. Arkoi	Director of Procurement
2 Sharon N. Kooker	Assistant Director of Procurement
3 Mohammed V. Massallay	Sr. Procurement Specialist for Compliance
4 Werlia N. Jah	Sr. Procurement Specialist for Services
5 Amos Carter	Sr. Procurement Specialist for Logistics
6 Benjamin B. Browne	Sr. Stock Accountant
7 Saye Z. Tone	Procurement Specialist
8 Thomas Togbah	Sr. Filling Clerk
9 Eva C. Stevens	Secretary
10 Emily Weah	Procurement Support Staff
11 Evelynna K. King	Staff Assistant
12 Thelma M. Cassell	Janitor

Signed: 
Director of Procurement

4.0 Annexes:

Annex A: Summary Table


General Information
Ministry of Finance and Development Planning (MFDP)
Procurement Report
[October-December 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 PCC VR Status	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract Progress Status (Amount Paid)	Remarks
1	001	Upgrade of the Budget Management Software	SS	GOL	N/A	1 Firm	1		US\$180,000	RoviaGate Technology		12/6/22	12/28/22	12/13/23	N/A	

Prepared by: 
Eric B. Arkoi
Procurement Director

Date: 3/14/2023
Approved by: 
Hon. Samuel D. Tweah, Jr.
Head of Entity/ Chairman PC

Date: 3/14/2023

Annex B: Copy of the quarterly actualized procurement plan

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

Annex C: Copy 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: Copy of signed contract

[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]