



REPUBLIC OF LIBERIA
MINISTRY OF AGRICULTURE
P.O. BOX 10-9010
1000 MONROVIA 10, LIBERIA



OFFICE OF THE MINISTER

RL/MOA/JMC/M-896/22

November 23, 2022

Transmittal Letter

Hon. Roseline Jagbe Nagbe-Kowo [Attorney-at-law]
Executive Director
Public Procurement & Concessions Commission (PPCC)
Capitol Hill,
Monrovia, Liberia.

*Received:
Theophilus B.B. Hollie
November 25, 2022
Time: 4:30 pm*

Dear Hon. Nagbe-Kowo:

The Procurement Committee of the *Ministry of Agriculture/Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project* herewith submits to your office its 1st Quarter (Jan – March), 2nd Quarter (April - June) and 3rd Quarter (July - September) Procurement Report for FY 2022 *under review*.

This report summarizes the procurement activities implemented at the *Ministry of Agriculture/Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project* for the 1st Quarter (Jan – March), 2nd Quarter (April - June) and 3rd Quarter (July - September) Procurement Report for FY 2022.

Kind Regards.

Sincerely yours

Jeanine M. Cooper
Jeanine M. Cooper
MINISTER

(2)

3.0 Annexes:

Annex A: Summa

General Information
Ministry of Agriculture
Quarterly Procurement
1 st Quarter for Fiscal

Item No.	Package Code	IFB No. MoA/SADFON	IFB No. MoA/SADFON
		1.	2.

REPUBLIC OF LIBERIA

Ministry of Agriculture

Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project

Project ID No.: P-LR-AA0-010

Grant No.: 5570155001001



*1st Quarter (Jan – March), 2nd Quarter (April - June)
and 3rd Quarter (July - September)
Procurement Report for FY 2022*

Date of Submission: November 23, 2022

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 (Jan – March), 2nd Quarter (April - June) and 3rd Quarter (July - September) 2022* for your review and consideration.

During the period under review, *the Ministry of Agriculture/SADFONS Project* has completed the implementation of *Ten (10) packages implemented* out of the *Fifteen (15) planned Contract Packages* of contract packages within our approved procurement plan for the period under review.

Out of the total procurement activities implemented thus far, *the RFQ method was used for the acquisition of Eight (8) contract packages, the NCB method of procurement was used for the acquirement of One (1) contract packages whereas One (1) was acquired through the use of SS.*

Subsequently, the Procurement Plans were updated in April 2022 and submitted to the Commission for approval and they were approved. During the execution of the Procurement Plans, the Project completed the implementation of *Nine (9) packages* out of the *Sixteen (16) planned Contract Packages* amongst contract packages within our approved procurement plan for the period under review.

Out of the total procurement activities implemented thus far, *the RFQ method was used for the acquisition of Seven (7) contract packages, the NCB method of procurement was used for the acquirement of One (1) contract packages whereas One (1) was acquired through the use of SS.*

2.0 Challenges

There are no challenges perceived for now.

3.0 Recommendations

The Commission for now as part of its function is excellent.

3.0 Annexes:

Annex A: Summary Table

General Information
Ministry of Agriculture
Quarterly Procurement Report
1 st Quarter for Fiscal Year 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 / Contract or/Consultant/Service Provider PPCC VR Status	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
1.	IFB No. MoA/SADFONS/NCB/N-SBA/001/21/22	Transport Equipment	NCB	GASFP/AfDB	01/04/2022	01/31/2022	4	02/23/2022	US\$179,850.00	UMC	Registered	02/28/2022	06/24/2022	04/25/2022	US\$179,850.00	This process started in the 1 st Quarter and ended in the 2 nd Quarter Completed
2.	IFB No. MoA/SADFONS/RFQ/N-SBA/001/21/22	Stationery	RFQ	GASFP/AfDB	12/21/2021	12/28/2021	3	N/A	US\$4,046.50	Planet PC	Registered	01/03/2022	01/12/2022	01/10/2022	US\$4,046.50	Purchase Order was used instead of contract.

3.	IFB No. MoA/SADFONS/RFQ/N-SBA/002/21/22	Office Equipment	RFQ	GASFP/AIDB	01/03/2022	01/10/2022	4	N/A	US\$9,969.00	Office Ideas	Registered	01/14/2022	01/18/2022	01/21/2022	US\$9,969.00	started and ended in the 1 st Quarter. Completed.
4.	IFB No. MoA/SADFONS/RFQ/N-SBA/003/21/22	Scratch Card	RFQ	GASFP/AIDB	12/13/2021	12/20/2021	3	N/A	US\$1,710.00	Harbel Super market	Registered	12/14/2021	12/08/2021	12/17/2021	US\$1,710.00	Purchase Order was used instead of contract. Process started and ended in the 1 st Quarter. Completed
5.	IFB No. MoA/SADFONS/SS/N-SBA/001/21/22	Communication Equipment	SS	GASFP/AIDB	N/A	N/A	1	N/A	US\$99.00	Lonestar cell	Not Registered	12/17/2021	01/10/2022	12/17/2021	US\$99.00	Purchase Order was used instead of contract. This process started and ended in the 1 st Quarter. Completed
6.	IFB No. MoA/SADFONS/RFQ/SBA/001/21/22	Petroleum Product	RFQ	GASFP/AIDB	12/09/2022	12/16/2022	3	N/A	US\$5,000.00	Total Liberia INC.	Not Registered	12/13/2021	01/06/2022	12/16/2021	US\$5,000.00	Purchase Order was used instead of contract. This process started and ended in the 1 st Quarter. Completed
7.	IFB No. MoA/SADFONS/RFQ/SBA/002/21/22	Publication of IFB/REOI	RFQ	GASFP/AIDB	10/22/2021	10/29/2022	3	N/A	US\$300	New Democ rate	Not Registered	10/25/2021	11/02/2021	10/28/2021	US\$300.00	Advertisement for Motor Vehicle

8.	IFB No. MoA/SADFONS/RFQ/SBA/003/21/22	Event Catering	RFQ	GASFP/ AfDB	02/17 /2022	02/24 /2022	3	N/A	US\$2,252.25	Corina Hotel	Not Registered	02/25/ 2022	02/28/ /2022 to 03/01/ /2022	02/28 /2022 to 03/01 /2022	US\$2,252.25	Completed
9.	IFB No. MoA/SADFONS/SS/SBA/002/21/22	Hall Rental	SS													Hall Rental was single sourced for the Ministerial complex hall. It did not materialise. Both services were delivered by the same entity. It was for the project Credit Guarantee Scheme and steering committee meeting. This process started and ended in the 1 st Quarter. Completed
10.	IFB No. MoA/SADFONS/RFQ/SBA/004/21/22	Printing Services Rental	RFQ	GASFP/ AfDB	12/15 /2021	12/21 /2021	4	N/A	US\$1,290.00	City Printin g Press	Registered	12/22/ 2021	01/17/ 2022	12/23 /202	US\$990.00	The Banner amongst other items was never delivered. So an amount of US\$300.00 was deducted

[illegible]

Prepared by:

Date: 11/23/2022

Approved by:

Date: 23/11/2022

4.0 Annexes:

Annex A: Summary Table

General Information
Ministry of Agriculture
Quarterly Procurement Report
2 nd and 3 rd Quarter combined for Fiscal Year 2022

SUMMARY OF UPDATED PROCUREMENT ACTIVITIES IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SUMMARY OF UPDATED PROCUREMENT ACTIVITIES IN PROGRESS, 1st QUARTER 2022															
SPECIFIC INFORMATION															
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/Bids Invitation	Date of Closing 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/PPCC/VR Status	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
1.	IFB No. MoA/SADFONS/RFQ/SBA/001/21/22	Petroleum Product	RFQ	GASFP/AfDB	05/04/2022	05/11/2022	3	N/A	US\$5,000.00	Conex Energy Liberia	05/17/2022	05/23/2022	12/31/2022	US\$5,000.00	Framework Agreement contract was signed. Delivery is requested as and when needed. This started in the 2 nd Quarter and will end

2.	IFB No. MoA/SADFONS/RFQ/SBA/002/21/22	Publication of IFB/REOI	RFQ	GASFP/ AIDB	05/04 /2022	05/11 /2022	3	N/A	US\$300.00	In Profile Daily	Not Registered	05/04/ 2022	05/9- 16/20 22	05/9- 16/20 22	US\$300.00	last Quarter Purchase Order was used instead of contract. Started and ended in the 2 nd Quarter Completed
3.	IFB No. MoA/SADFONS/RFQ/SBA/003/21/22	Event Catering	RFQ	GASFP/ AIDB	06/03 /2022	06/09 /2022	3	N/A	US\$2,151.88	Corina Hotel	Not Registered	06/13/ 2022	06/20/ 2022	06/17 /2022	US\$2,151.88	Hall Rental was single sourced for the Ministerial complex hall. It did not materialise. Both services were delivered by the same entity. It was for the project official launch. This process started and ended in the 2 nd Quarter. Completed
4.	IFB No. MoA/SADFONS/SS/SBA/002/21/22	Hall Rental	SS													
5.	IFB No. MoA/SADFONS/RFQ/SBA/001/21/22	Printing Services	RFQ	GASFP/ AIDB	06/02 /2022	06/09 /2022	3	N/A	US\$450.00	Bong Group of Investment	Not Registered	06/10/ 2022	06/14/ 2022	06/17 /2021	US\$450.00	Purchase Order was used instead of contract. Completed

6.	IFB No. MoA/SADFONS/RFQ/N-SBA/003/21/22	Office Equipment	RFQ	GASFP/ AfDB	05/06 /2022	05/12 /2022	5	N/A	US\$9,372.00	Office Ideas	Registered	05/19/ 2022	05/24/ 2022	05/25 /2022	US\$9,372.00	Order was used instead of contract. Process started and ended in the 2nd Quarter. Completed
7.	IFB No. MoA/SADFONS/RFQ/N-SBA/003/21/22	Scratch Card	RFQ	GASFP/ AfDB	05/04 /2022	05/11 /2022	3	N/A	US\$6,498.00	Harbel Super market	Registered	05/09/ 22	05/11/ 2022	05/11 /2022	US\$6,498.00	Purchase Order was used instead of contract. Process started and ended in the 2nd Quarter. Completed
8.	IFB No. MoA/SADFONS/RFQ/N-SBA/004/21/22	Repairs & Maintenance Vehicle	RFQ	GASFP/ AfDB	06/07 /2022	06/14 /2022	3	N/A	US\$5,000.00	Ajini Busine ss Center	Registered	06/06/ 2022	N/A	12/31 /2022	US\$5,000.00	Procurement Process started and completed in the 2 nd Quarter. Vehicle repair services are based on request from purchaser and contract will end in the 4 th or last quarter.
9.	IFB No. MoA/SADFONS/RFQ/N-SBA/004/21/22	Repairs & Maintenance Civil	NCB	GASFP/ AfDB	05/09 /2022	06/06 /2022	6	07/19 /2022	US\$69,759.00	EADE CON Lib Ltd.	Registered	08/29/ 2022	11/29/ 2022	11/29 /2022	US\$69,759.00	Procurement Process has been completed. Rehabilitation is ongoing.

