



REPUBLIC OF LIBERIA  
**MINISTRY OF AGRICULTURE**

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DEPARTMENT OF ADMINISTRATION

RL/MOA/PKT/AM/901-23

April 13, 2023

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

Dear *Honourable Kowo*:

The Procurement Committee of *the Ministry of Agriculture (MOA)* herewith submits to your office its 1<sup>st</sup> quarter procurement report for Fiscal Year 2023.

This report summarizes the procurement activities implemented at the *Ministry of Agriculture (MOA)* for the period, *January 1 – March 31, 2023 (1st Quarter)*.

Kind Regards.

Sincerely,

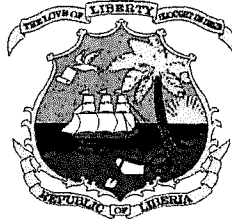


*Precious K. Tellen*  
Acting Minister, MOA

*Received!*  
*April 18, 2023*

# REPUBLIC OF LIBERIA

*MINISTRY OF AGRICULTURE  
MINISTERIAL COMPLEX, CONGO TOWN*



Quarterly Procurement Report  
FY – 2023 *JANUARY 1 – DECEMBER 31*

For the 1st QUARTER,  
*JANUARY 1 – MARCH 31, 2023*

Date of Submission:  
**13/04/2023**

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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 QUARTER, JANUARY 1 – MARCH 31, 2023* for your review and consideration.

During the period under review, *MINISTRY OF AGRICULTURE* from its *Draft Procurement Plan with contract packages (Computer parts and cablings, Petroleum Products, Stationery, Computer Supplies and ICT Services, Other office materials and consumable and Gender Responsive)*. Of these contract there has not been any allotment received. There are Six (6) *PLANNED CONTRACT PACKAGES* within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *RFQ WAS USED FOR ACQUISITION OF FIVE (5) CONTRACT PACKAGES (AIR TICKET, SCRATCH CARDS, STATIONERY SUPPLIES, PRINTING BINDING AND PUBLICATION AND CLEANING MATERIALS) WHERE AS RB WAS USED FOR THE ACQUISITION OF ONE (1) CONTRACT PACKAGE (PETROLEUM PRODUCT).*

## 2.0 Challenges

*The challenges and constraints faced during the quarters are numerous but to mention a few key ones.*

- 1.The issue of mobility, the Ministry of Agriculture (MOA) is constraint with movement in terms of getting document and other hard copy instruments to extended stakeholders in the execution of procurement activities.*
- 2. The quarters were also challenged with stationeries and printing materials for the production of bid documents and other related documentation for procurement processes.*
- 3. The interval between the delivery time and final payment is a major challenge which has also become a constraint to competitiveness.*

## 3.0 Recommendations

- 1. That the Ministry of Finance and development Planning (MFDP) will consider budgetary appropriation for the purchase of at least one vehicle as utility, this will enable the fast mobility of the procurement unit and other relevant procuring stakeholders within the Ministry of Agriculture to expeditiously carry out its function for the purpose of achieving value for money.*
- 2. There should also be consideration in the increment of stationery supplies and computer parts and cabling. This will create an environment of sufficient stationery supplies and computer parts for the speedy execution of procurement activities.*

*As we are aware, procurement processes required many and proper documentation for the acquisition for value for money.*

3. That the Ministry of Finance and Development planning will consider the timely payment of vendors which will increase their credibility in the GOL procurement processes. This will lead to increase in the number of vendors participating in a bidding process, which will increase competitiveness.

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General Information
Ministry of Agriculture
Quarterly Procurement Report
1st Quarter, 2023

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 PPCC VR Status	Date Contract Signed	Date of Delivery\ Inspection	Proposed Contract Completion Date	Contract progress status (Amount Paid)	Remarks
1	G4661	Petroleum Product	RB	GOL	12/12/2022	1/15/2023	2	-	17,760.46	Aminata& Sons Inc.	Compliance	-	01/12/2023	12/31/2022	22,341.00	Contract process
2	N7911	Air Ticket	RFQ	GOL	2/23/2023	2/25/2023	3	-	2,421.00	SN BRUSELS AIRLINES	Compliance	-	01/17/2023	12/31/2022	7,500.00	Contract process
3	G4530	Stationery Supplies	RFQ	GOL	12/12/2022	12/27/2022	3	-	8,476.00	African Book Store	Compliance	-	10/6/22	12/31/2022	6,000.00	Contract process
4	J6190	Scratch Cards	RFQ	GOL	12/12/2022	12/27/2022	3	-	2,850.00	Harbel Supermarket	Compliance	-	10/22/2022	12/31/2022	6,000	Contract process
5	G4773	Cleaning Materials	RFQ	GOL	1/24/2022	12/27/2022	3	-	5,000.00	Office Equip	Compliance	-	Not Yet	12/31/2022	Not Yet	Contract process
6	G4773	Printing, Binding and publication	RFQ	GOL	12/12/2022	12/27/2022	3	-	994.00	Magnificent Group of Companies	Compliance	-	10/26/2022	12/31/2022	1,245.00	Contract process

4.0 Annexes:

Annex A: Summary Table

Prepared by:   
 Barbara Jacques-Menyongai  
 Acting Procurement Director

Date: 4/18/23

Approved by:   
 Hon. Preston K. K. K. K.  
 Acting Head of Entity/Minister PC



Date: 4-18-23