



REPUBLIC OF LIBERIA  
**MINISTRY OF AGRICULTURE**

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OFFICE OF THE MINISTER

RL/MoA/JMC/120/-23

August 17, 2023

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

Received:  
Dennis Taylor  
August 21, 2023  
Time: 11:25 AM

Dear Honourable Johnson:

The Procurement Committee of the Ministry of Agriculture (MoA) herewith submits to your office its 2<sup>nd</sup> quarter procurement report for Fiscal Year 2023.

This report summarizes the procurement of activities implemented at the Ministry of Agriculture (MoA) for the period, April 1 – June 30th, 2023.

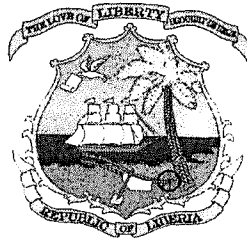
Kind Regards

Sincerely Yours

  
Jeanine M. Cooper  
Minister



REPUBLIC OF LIBERIA  
MINISTRY OF AGRICULTURE



Quarterly Procurement Report  
FY 2023 January 1 – December 31

For the 2<sup>nd</sup> Quarter *April 1 – June 30, 2023*

Date of Submission: 08/16/2023

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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 *2<sup>nd</sup> Quarter*, April 1 – June 30, 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 quarter are numerous but to mention a few

1. The issue of mobility, the Ministry of Agriculture is constrained with movement in terms of getting document and other hard copy instruments to extended stakeholders in the execution of procurement activities.
2. There has not been allotment available from the Ministry of Finance Development and Planning

## **3.0 Recommendations**

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 timely 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.

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4.0 Annexes:

Annex A: Summary Table

General Information
Ministry of Agriculture
Quarterly Procurement Report
2 <sup>nd</sup> Quarter 2023

SUMMARY OF PROCUREMENTS IN PROGRESS.

SPECIFIC INFORMATION																
Item No.	Package Code	Contract 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	Supplier/Contractor/Consultant/Service Provider PCC VR Status	Date of Contract Signature	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	N/A	17,896.00	Amanita & Son Inc	Compliance	N/A	01/12/2023	12/31/2023	N/A	Available
2	N7911	Air Ticket	RFQ	GOL	12/12/2022	2/25/2023	3	N/A	3,500.00	SN Brussels Airlines	Compliance	N/A	01/17/2023	12/31/2023	N/A	Available
3	G4530	Stationery Supplies	RFQ	GOL	12/12/2022	12/27/2022	3	N/A	8,500.00	African Book Store	Compliance	N/A	10/6/2023	12/31/2023	N/A	Available
4	J6190	Scratch Cards	RFQ	GOL	12/12/2022	12/27/2022	3	N/A	3,000.00	Harbel Supermarket	Compliance	N/A	10/22/2023	12/31/2023	N/A	Available
5	G4773	Cleaning Materials	RFQ	GOL	1/24/2022	12/27/2022	3	N/A	5000.00	Office Equip	Compliance	N/A		12/31/2023	N/A	Available
6	G4773	Printing Binding			12/12/2022	12/27/2022	3	N/A	1,000.00	Magnificent						Available

		and publication	RFQ	GOL	22					group of companies	Compliance	N/A	10/26/2022	12/31/2022	N/A	All
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Prepared by: *[Signature]*  
 Barbara Jacques-Menyongai  
 Procurement Director

Date: *8/16/23*

Approved by: *[Signature]*  
 Hon. Jeanine M. Cooper  
 Head of Entity/ Chairman, Procurement Committee



Date: *17 August 2023*