

MINISTRY OF FOREIGN AFFAIRS
Capitol Hill
Monrovia, Liberia

Ref: MFA/2-3C/001/23

Date: August 17, 2023

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

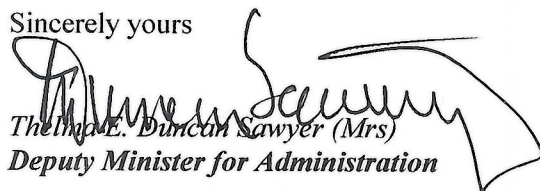
Dear Mr Bodger Scott Johnson

The Procurement Committee of *Ministry of Foreign Affairs* herewith submits to your office its, *1st and 2nd Quarterly Procurement Report for Fiscal Year 2023*.

This report summarizes the reasons why procurement activities were not implemented in the 1ST quarter under the National Budget for FY 2023 and also, the implementation of special projects procurement activities under the *Ministry of Foreign Affairs special* projects procurement plan for the *2nd Quarter* for which this report is submitted.

Kind regards.

Sincerely yours


Thelma E. Duncan Sawyer (Mrs)
Deputy Minister for Administration

Received:
Theophilus S.B. Kollie
August 18, 2023
Time: 10:34 AM

REPUBLIC OF LIBERIA

Ministry of Foreign Affairs



Quarterly Procurement Report

FY 2023

For the 1st and 2nd Quarter (January –June 2023)

Date of Submission: August 17, 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 and 2nd Quarter 2023*, for your review and consideration.

During the period under review, The Ministry of Foreign Affairs was unable to submit its FY 2023 draft procurement plan to the Public Procurement and Concession Commission (PPCC) on *grounds that, the 2023 draft national budget received from the Ministry of Finance and Development Planning was void of budgetary appropriation for procurable line items (goods, services and works). Even after the National Budget was approved, there still has not been budgetary appropriation for procurable line items.*

Although the core budget procurement plan was not made possible due to the absence of budgetary appropriation for the Ministry as asserted above, the Ministry however received an allotment from the Government of Liberia for the purchase of three (3) Vehicles and also funding from the Saudi Arabian Government for the renovation of the Ministry of Foreign Affairs building. Said funding respectively facilitated the preparation of special projects procurement plans for both projects which were submitted to the Public Procurement and Concession Commission (PPCC) for approval and same was granted accordingly.

2.0 Challenges

- a. Lack of budgetary appropriation
- b. Delayed in approval of annual budget

3.0 Recommendations

- a. Timely approval of procurement plan
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4.0 Annexes:

Annex A: Summary Table

Information
[Foreign Affairs]
Procurement Report
Quarter 2023

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED													
SPECIFIC INFORMATION													
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 PCCC VR Status	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date
MFA/RB/001/2023	Supply of vehicle	Restricted Bidding	GOL	05/ 4/ 23	05/24/23	Three(3)	06/15/23	US \$144,000.00	United Motors Company	current	06/20/23	NA	12/31/23
MFA/ICB/002/2023	Civil Works	International Competitive Bidding	Saudi Government	05/4/23	06/ 20/23	Four (4)	NA	UD \$2,000,000	NA	NA	NA	NA	NA
													Pending completion

Prepared by: 
Cyrus G. Flahn Sr.
Procurement Director

Date: 68/17/23

Approved by: 
Thelma E. Duncan Sawyer (Mrs)
Deputy Minister for Administration

Date: August 17, 2023