



REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA

Ref: RL/MFA/2-3c/001/22

October 3, 2022

Madam Jargbe Roseline, Nagbe Kowo (Atty)
Chief Executive Officer
Public Procurement & Concessions Commission (PPCC)
Capitol Hill
Monrovia, Liberia

Received:
Theophilus Kollie
October 19, 2022
Time 12:10 PM

Dear Madam Chief Executive Officer:

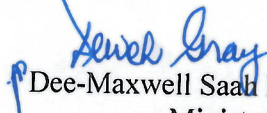
Re: Submission of Quarterly Report

The Procurement Committee of the Ministry of Foreign Affairs herewith submits to your office its 1st, 2nd and 3rd Quarter Procurement Reports for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the *Ministry of Foreign Affairs* for the period *January to August 2022*.

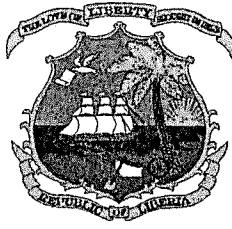
Kind regards.

Sincerely yours,


Dee-Maxwell Saah Kemayah, Sr.
Minister

REPUBLIC OF LIBERIA

Ministry of Foreign Affairs



Quarterly Procurement Report FY 2022

For 1st, 2nd and 3rd Quarters
(I.e. January – March, April – June and July – September)

October 3, 2022

Table of Contents

1.0 Introduction and Summary
.....1

2.0 Challenges..... 1

3.0 Recommendations..... 1

4.0 Annexes

Annex A: Summary Table 2

Annex B: Copies of the quarterly actualized procurement plans

Annex C: Copies of notice of award

Annex D: Copies of signed contracts

Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report..

1.0 Introduction and Summary

Consistent with Sections 27(g) and 43(9) of the Amended and Restated Public Procurement and Concessions Act which requires each Procuring Entity to submit quarterly report to the Commission, the Ministry of Foreign Affairs is herein please to submit the Procurement Report for *Quarter one (January –March), Quarter two (April –June) and quarter three(July to September) for the fiscal year 2022* for your review and consideration.

During the period under review, *the Ministry of Foreign Affairs prepared its annual procurement plan which was provisionally approved in the first quarter. There were fifteen (15) contract packages. Nine (9) contract packages were restricted, five (5) request for quotation and one (1) single source. Seven of the fifteen (15) contract packages within our approved procurement plan for the periods under review were implemented. All bid contracts were advertise and the bid opening process were carried out during the first and second quarters respectively. Out of the total procurement implemented thus far, five (5) packages were considered for the restricted bidding method (RB) and two (2) for the request for quotation procurement method.*

2.0 Challenges

The challenges encountered by the Ministry are tailored to budgetary constraints alone with the delay in the approval of procurement related communication sent to the Public Procurement and concession commission.

3.0 Recommendations

With consideration of the above mentioned challenges, it is recommended that:

- * Allotment from the Ministry of Finance and Development Planning is made consistent with the cash plan submitted;
- * PPCC is robust in assessing and examining procurement related communication sent for approval

4.0 Annexes:

Annex A: Summary Table

General Information
Ministry of Foreign Affairs
Quarterly Procurement Report
[Indicate Quarter & Fiscal Year]

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED																	
SPECIFIC INFORMATION																	
Page 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 Transmittal of Contract Award Notice by PC	Actual Contract Value	Name of Supplier/Contractor/Consultant/Service Provider	Supplier/Contractor/Consultant/Service Provider PPCC VR Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
IN PROGRESS																	
FB No. RB/004/22	Printing and binding	RFQ	GOL	06-11-22	06-13-22	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	
FB No. RFQ/005/22	Vehicles insurance	RFQ	GOL	06-11-22	06-13-22	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	
IFB A/RB/003/22	Repair and maintenance -Civil	RB	GOL	19-5-2022	9-6-2022	1	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	
COMPLETED AND CONTRACT SIGNED																	
A/RB/001/2	Food Stuff	RB	GOL	7/4/2022	7/11/2022	1	N/A	64,998.75	Termizious son Business Center	current	Abdura Hmani Barry	Abdura Hmani Barry	July 14, 2022	7/22/22	12/31/22	64,998.75	Q-3
A/NCB/003	Cleaning material	NCB	GOL	2/3/2022	3/4/2022	2	N/A	\$1,250.00	Shop Rite Liberia	current	Benjamin O. Solanke	Benjamin O. Solanke	May 24, 2022	7/19/22	12/31/22	1,250.00	Q-2
FQ/002/22	Medical Drugs	RFQ	GOL	2/5/2022	2/12/2022	3	N/A	\$833.00	Redemption Pharmacy	current	Tamba Morris	Festus Morris	June 21, 2022	7/31/22	12/31/22	833.00	Q-2
FA/RB/002	Petroleum Products	RB	GOL	2/9/2022	3/11/2022	2	N/A	\$16,000.00	Super Petroleum	current	A.Karim Kanneh	A.Karim Kanneh & Joyce Morris	May 24, 2022	9/13/22	12/31/22	\$16,000.00	Q-2

