

# National AIDS Commission (NAC)

1<sup>st</sup> Floor, Ministry of Labour Old Build  
UN Drive, Adjacent General Services Agency (GSA)  
Monrovia, Liberia

Hon. Bodger Scott Johnson  
Chief Executive Officer (CEO)  
Public Procurement & Concession  
Commission (PPCC)  
Executive Mansion Grounds  
Capitol Hill, Monrovia, Liberia

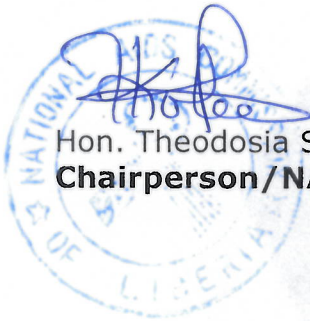
July 13, 2023

## **Ref: Submission of 1<sup>st</sup> & 2<sup>nd</sup> Quarterly Procurement Reports**

Dear Hon. Johnson:

With compliments, I am pleased to submit to you the National AIDS Commission of Liberia Procurement activities reports for the first and second quarters of the year 2023.

Sincerely,



Hon. Theodosia S. Kolee  
**Chairperson/NAC**

*Received.  
Theophilus Kollie  
July 29 2023  
Time 1:06pm*

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Capitol Hill, Monrovia, Liberia

July 13, 2023

## **Ref: Replacement of Procurement Committee Members**

Dear Hon. Johnson:

The National AIDS Commission is pleased to kindly inform you that two of its staff has been transferred to two different departments and that they once served as Procurement Committee members.

They are:

- Mrs. Jeneba J.K. Grigsby
- Mrs. Angeline Blama Jallah

Mrs. Jeneba Grigsby replaced Mr. Sandei A. Cooper who once served as Program and Policy Director of the National AIDS Commission.

Mrs. Angeline Blama Jallah replaced Mr. Daniel O. Brown who previously served as Procurement Director.

According to Section 26 (2), The Procurement Committee shall upon the coming into force of this Act consist of at least five (5) persons constituted by the head of the entity.

In view of the aforementioned, I write to officially inform you that Mrs. Jeneba J. K. Grigsby and Mrs. Angeline Blama Jallah have been appointed as Procurement Committee members due to their new positions.

Sincerely,



Hon. Theodosia S. Kolee  
**Chairperson/NAC**

**National AIDS Commission of Liberia  
1<sup>st</sup> Floor, Ministry of Labour Old Building  
UN Drive, Adjacent General Services  
Agency, Monrovia, Liberia**

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**Submitted To: Hon. Bodger Scott Johnson  
Chief Executive Officer (CEO)  
Public Procurement & Concession Commission  
(PPCC)  
Capitol Hill, Monrovia, Liberia**

**Submitted By: Procurement Department  
National AIDS Commission  
1<sup>st</sup> Floor, Ministry of Labour Old Building**

**Subject: Procurement Activities  
1<sup>st</sup> Quarterly Report  
(January 1, 2023 – March 31, 2023)**

**Submission Date: March 31, 2023**

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## **Introduction**

The National AIDS Commission of Liberia through the Procurement Department presents its first quarterly procurement report for 2023. The report covers January 1, 2023 to March 31, 2023.

The Commission submitted its 2023 Procurement Plan to the Public Procurement and Concession Commission (PPCC) for approval; the NAC received its approved provisional plan on March 20, 2023.

For this quarter, the department conducted only four procurement related activities, with one being suspended due to lack of funding.

The National AIDS Commission is an autonomous agency of government, charged with the responsible to coordinate the national response of HIV/AIDS activities in Liberia.

Additionally, one of the Procurement Committee members, Mr. Sandei A. Cooper has resigned and at such, he has been replaced by Mrs. Jeneba K.Z. Grigsby.

### **Procurement Committee Members**

<b>No.</b>	<b>Names</b>	<b>Position</b>
1.	Hon. Theodosia S. Kolee	Chairperson/Head of the Procurement Committee
2.	Mr. Kelfa H. Jembell	Comptroller/Member
3.	Mr. Maxwell Powson	Administrator/Member
4.	Mrs. Jeneba K.Z. Grigsby	Program & Policy Director/Member
5.	Mr. Daniel O. Brown	Procurement Director/Secretary

**Procurement Unit**

No.	Names	Position
1.	Mr. Daniel O. Brown	Procurement Director
2.	Mr. William J. Trueh	Senior Procurement Officer

## **Procurement Activities Summary Report for the 1<sup>st</sup> Quarter**

The Procurement department conducted a procurement process for the renovation of the Executive Director's office. The process was completed and FAWAZ Building Materials was selected to provide the materials to the Commission. ***The Purchase Order Number is 416.*** The cost of the procurement is **US\$ 862.00**. Unfortunately, due to lack of funding, the Commission could not bring forth the materials from the vendor that was selected.

The procurement department conducted a procurement process in which the vendor, Expert Group of Companies and Consultancy was selected to provide the services of printing and binding for the Commission. The vendor was hired to print and bind the NAC Annual Report for 2019-2020; a 62 page document. ***The Purchase Order Number is 417*** and the cost of the procurement is **US\$ 280.00**. The vendor successfully completed the service.

The National AIDS Commission of Liberia experienced a vacancy for the M&E Director position; and in order to fill in the position, the Commission requested in print media institutions to turn in their quotations for participation. ***The New Dawn Newspaper*** was selected and provided the Commission with the service. ***The Purchase Order Number is 418*** and the cost of the procurement is **US\$ 300.00**.

The procurement department conducted a procurement process for the Design, printing, and installation of SAV and Flex banners (8ftX8ft & 8ft X 12ft) signboard. To display photos of individuals on HIV/AIDS discrimination. The vendor, INK Media was selected to provide the service to the Commission. The Purchase Order Number is 420, and the cost of the procurement US\$ 574.00.



### **Conclusion**

In conclusion, one purchase order was raised on January 25, 2023 in favor of FAWAZ Business Materials but was cancelled due to lack of money.

Two purchase orders were raised on February 14 & 28, 2023 for Expert Group of Companies and Consultancy and The New Dawn.

One purchase order was raised on March 29, 2023 for the vendor INK Media.

Signed:   
Mr. Daniel O. Brown  
**Procurement Director/NAC**

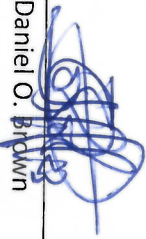
Date: 03/1/23

Approved:   
Hon. Theodosia S. Kolee  
**Chairperson/NAC**

Date: 05/18/2023

Contracts Awards Information for Fiscal Year 2023

NATIONAL AIDS COMMISSION										FISCAL YEAR 20 23				
Item No.	Package Code	Package Description	Source of Fund	Proc Method	Plan Type	Contract Type	Estimated Contract Value	Actual Contract Value*	Contractor/Supplier/Service Provider	Business Legal Owner	Business Beneficial Owner	Business Telephone Number (s)	Contract Start Date	Contract End Date
1	NAC/SBA/RFQ/001/2023	Printing & Binding	GOL	RFQ	SBA	N/A	US\$ 500.00	US\$ 280.00	Expert Group of Companies & Consultancy	Mr. Samuel Garnette	Mr. Samuel Garnette	0777-564354	N/A	N/A
2	NAC/SBA/RFQ/010/2023	Print Media	GOL	RFQ	SBA	N/A	N/A	US\$ 300.00	The New Dawn	Mr. Prince Parker	Mr. Prince Parker	0886-516397	N/A	N/A
3	NAC/SBA/RFQ/001/2023	Printing & Binding	GOL	RFQ	SBA	N/A	US\$ 500.00	US\$ 574.00	Inc. Media	Mr. Jeremy W. Sondah	Mr. Jeremy W. Sondah	0775-311250	N/A	N/A

Signed:   
Mr. Daniel O. Brown  
Procurement Director/NAC

Approved:   
Hon. Theodosia S. Kolee  
Head of Entity/NAC



**National AIDS Commission of Liberia  
1<sup>st</sup> Floor, Ministry of Labour Old Building  
UN Drive, Adjacent General Services  
Agency, Monrovia, Liberia**

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**Submitted To: Hon. Bodger Scott Johnson  
Chief Executive Officer (CEO)  
Public Procurement & Concession Commission  
(PPCC)  
Capitol Hill, Monrovia, Liberia**

**Submitted By: Procurement Department  
National AIDS Commission  
1<sup>st</sup> Floor, Ministry of Labour Old Building**

**Subject: Procurement Activities 2<sup>nd</sup>  
Quarterly Report  
(April 1, 2023 – June 30, 2023)**

**Submission Date: July 11, 2023**

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## **Introduction**

The National AIDS Commission of Liberia through the Procurement Department presents its second quarterly procurement report for 2023. The report covers April 1, 2023 to June 30, 2023.

The Commission submitted its 2023 Procurement Plan to the Public Procurement and Concession Commission (PPCC) for approval; the NAC received its approved provisional plan on March 20, 2023.

For this quarter, the department conducted only four procurement related activities.

The National AIDS Commission is an autonomous agency of government, charged with the responsible to coordinate the national response of HIV/AIDS activities in Liberia.

**Procurement Committee Members**

No.	Names	Position
1.	Hon. Theodosia S. Kolee	Chairperson/Head of the Procurement Committee
2.	Mr. Kelfa H. Jembell	Comptroller/Member
3.	Mr. Maxwell Powson	Administrator/Member
4.	Mrs. Jeneba K.Z. Grigsby	Program & Policy Director/Member
5.	Mr. Daniel O. Brown	Procurement Director/Secretary

**Procurement Unit**

No.	Names	Position
1.	Mr. Daniel O. Brown	Procurement Director
2.	Mr. William J. Trueh	Senior Procurement Officer



## **Procurement Activities Summary Report for the 1<sup>st</sup> Quarter**

The Procurement department conducted a procurement process for the National AIDS Commission. This process was intended to validate the spending plan for 2023 for activities in the AIDS sector. The process was completed and Diana Restaurant was selected to provide the sneaks to the Commission. ***The Purchase Order Number is 421.*** The cost of the procurement is **US\$ 285.00**. The Commission has paid the vendor for services rendered. The purchase Order was raised on May 1, 2023.

The procurement department conducted a RFQ procurement process in which the vendor, Juweh Technology Inc. was selected by the evaluation panel and approved by the Procurement Committee. The vendor was hired to host the NAC Domain Registration and Configuration plan, etc. ***The Purchase Order Number is 423*** and the cost of the procurement is **US\$ 898.00**. The vendor successfully completed the service. The Purchase Order was raised on June 16, 2023.

The procurement department conducted a procurement process for the purchase of cleaning materials for the Commission offices and surroundings. When the process was completed, the evaluation panel selected OMEGA Supply Chain as the most responsive vendor to supply the cleaning materials. The ***Purchase Order Number is 424*** and the cost of the procurement is **US\$ 300.00**.

The procurement department conducted a procurement process for the purchase of petroleum product (diesel) for the Commission. When the process was completed, the evaluation panel selected Petro Trade as the most responsive vendor to supply the petroleum products. The Purchase Order ***Number is 425*** and the cost of the procurement is **US\$ 495.00**.

The National AIDS Commission has not paid any of the vendors. This is due to delay in the clearance of the Commission's check by the Central Bank of Liberia.

## **Conclusion**

In conclusion, the National AIDS Commission has not obtained the full services and materials from the vendors except the vendor, Juweh Technology Inc. that hosted the NAC domain registration (website) that is fully functional but has yet to receive any payment from the Commission for the services rendered.


The procurement department also completed some procurement related activities but due to lack of funding, they are suspended until the Commission receives its full allotment from the Ministry of Finance and Development Planning (MFDP).

Additionally, the Procurement Director, Mr. Daniel O. Brown will be transferred to the Finance Department of NAC as of July 1, 2023, and as such, a new director takes over the Procurement Department as of the same date.

Please see attached the Contracts Awards Information for Fiscal Year 2023.

Signed:   
Mr. Daniel O. Brown  
**Procurement Director/NAC**

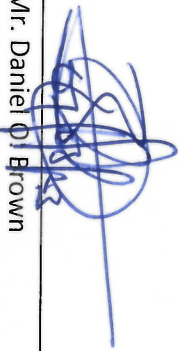
Date: 07/11/23


Approved:   
Hon. Theodosia S. Kolee  
**Chairperson/NAC**

Date: 07/11/2023

Contracts Awards Information for Fiscal Year 2023

NATIONAL AIDS COMMISSION										FISCAL YEAR 20 23				
Item No.	Package Code	Package Description	Source of Fund	Proc Method	Plan Type	Contract Type	Estimated Contract Value	Actual Contract Value*	Contractor/Supplier/Service Provider	Business Legal Owner	Business Beneficial Owner	Business Telephone Number (s)	Contract Start Date	Contract End I
1	NAC/SBA/RFQ/005/2023	Catering Services	GOL	RFQ	SBA	N/A	US\$ 500.00	US\$ 285.00	Diana Restaurant	David Flomo	David Flomo		N/A	N/A
2	NAC/SBA/RFQ/001/2023	Petroleum Products	GOL	RFQ	SBA	N/A	US\$ 2,744.00	US\$ 495.00	Petro Trade	Esther Davies	Esther Davies	0777-989971	N/A	N/A
3	NAC/SBA/RFQ/011/2023	Website Domain Registration	GOL	RFQ	SBA	N/A	US\$ 898.00	US\$ 989.00	Juweth Technology Inc.	Osley Wehyee	Osley Wehyee	0777-614106	N/A	N/A
4	NAC/SBA/RFQ/012/2023	Assorted Rain coat materials	GOL	RFQ	SBA	N/A	US\$ 300.00	US\$ 300.00	OMEGA Supply Chain	Abdullah Mansoure	Abdullah Mansoure	0777-999902	N/A	N/A

Signed:   
Mr. Daniel O. Brown  
Procurement Director/NAC

Approved:   
Hon. Theodosia S. Kolee  
Head of Entity/NAC

