

# 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

October 30, 2023

## **Ref: Submission of 3<sup>rd</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 third Quarterly Report of the year 2023.

Sincerely,



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

*Received:  
Theophilus Kollie  
Dec. 11, 2023  
Time: 12:55 pm*

## Contracts Awards Information for Fiscal Year 2023

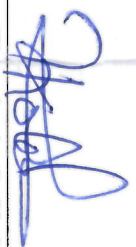
NATIONAL AIDS COMMISSION (July 1, 2023 – September 30, 2023)							FISCAL YEAR 2023						
Item No.	Package Code	Package Description	Source of Fund	Proc. Method	Plan Type	Contract Type	Estimated Contract Value	Actual Contract Value*	Contractor/Supplier/Service Provider	Business Legal Owner	Business Beneficial Owner	Business Telephone Number (s)	Contract Start
1	NAC/SBA/RFQ/001/2023	Petroleum products	GOL	RFQ	SBA	N/A	USD 2,744	USD 1,42.50	Petro Trade Inc.	Esther S. Davies	Esther S. Davies	0777-989971	N/A
2	NAC/SBA/RFQ/002/2023	Cleaning Materials	GOL	RFQ	SBA	N/A	USD 1,000	USD 300	TUS Business Center	Martha TUS – Brown Tamba	Martha TUS –Brown	0886-514955	N/A
3	NAC/SBA/RFQ/008/2023	Vehicle Spare Parts	GOL	RFQ	SBA	N/A	USDS 1,312	USD 1,350	Blessed Bucas Auto Service	Emmanuel Zoegar	Emmanuel Zoegar	0777-690638	N/A
4	NAC/SBA/RFQ/011/2023	Office Furniture	GOL	RFQ	SBA	N/A	USD 400	USD 400	Lion Stationery Store	Deepak Gurnani	Deepak Gurnani	0776-446919	N/A
5	NAC/SBA/RFQ/012/2023	Office Equipment	GOL	RFQ	SBA	N/A	USD 350	USD 350	Ezone Electronics	Manzugi Raji	Manzugi Raji	0886-586886	N/A
6	NAC/SBA/RFQ/013/2023	Building Materials	GOL	RFQ	SBA	N/A	USD 278.50	USD 278.50	City Builders Inc.	Bliss M. Swaray	Bliss M. Swaray	0886-529929	N/A
7	NAC/SBA/RFQ/005/2023	Catering Services	GOL	RFQ	SBA	N/A	USD 500	USD 1,200	Silver Spoon Group of Companies	Lucy J. Bondo	Lucy J. Bondo	0886-521646	N/A
8	NAC/SBA/RFQ/014/2023	Building Materials	GOL	RFQ	SBA	N/A	USD 300	USD 300	OMEGA Supply Chain	Abdullah Mansoure	Abdullah Mansoure	0777-999902	N/A
9	NAC/SBA/RFQ/015/2023	Repair & Maintenance – Office Equipment	GOL	RFQ	SBA	N/A	USD 395	USD 395	Monrovia Service Center	William Varney	William Varney	0776-104363	N/A

Signed: \_\_\_\_\_



Mrs. Angeline Blama Jallah  
Procurement Director/NAC

Approved: \_\_\_\_\_



Hon. Theodosia S. Kollie  
Head of Entity/NAC

Date: \_\_\_\_\_

12/07



National AIDS Commission

Old Labor Ministry Building  
Adjacent General Services Agency (GSA)  
UN Drive, Monrovia, Liberia  
Website: [www.naclib.org](http://www.naclib.org)

### Monthly/Quarterly Reporting Template

Staff Name(s)	William J. Trueh
Department	Procurement
Reporting Period	July 1, 2023 to September 30, 2023 (3 <sup>rd</sup> Quarterly Report)
Date of Submission	September 30, 2023
Submitted to	Public Procurement & Concession Commission (PPCC)

No.	Themes
1	<b>Objective / Purpose</b> <i>Why was/were the activity(ies) conducted or what were the purpose of the activities for the period under review? Example: implementation of regular activities</i>  To conduct procurement activities for the Commission according to the PPCC standards and international best practices. To ensure that the procurement process aligned with the approved procurement plan.
2	<b>Activities implemented</b> <i>Please provide a brief narrative on the activities implemented.</i>  The Procurement Department has conducted procurement related activities for the third quarter. This quarter is basically from July 1, 2023 to September 30, 2023. The report presents a summary of all the activities done in the quarter.  The National AIDS Commission of Liberia on July 20, 2023 raised a Purchase Order for the purchase of vehicle spare parts for the Chairperson's vehicle. The vendor, <b><u>Blessed Bucas Auto Service</u></b> . The total cost of the procurement is <b><u>US\$ 635.00</u></b> .  The procurement department received a request from the administration for the purchase of two chairs, one Executive Chair for the Chairperson of the Commission and an Office chair for the Internal Audit department. The department conducted the process and <b><u>Lion Stationery</u></b> Store was selected. The Purchase Order was raised on July 21, 2023. The cost of the two chairs was <b><u>US\$ 400.00</u></b> .  The Procurement received request from the administration for the purchase of cleaning materials for the institution. The process was conducted and <b><u>TUS Business Center</u></b> was considered responsive. The Purchase Order was raised on July 24, 2023. The total cost of the procurement was <b><u>US\$ 348.00</u></b> .



The Procurement department initiated some activities when request was received from the administration for the purchase of petroleum products for the Commission. The procurement process was carried out and **Petro Trade Inc.** was responsive. The Purchase Order was raised on July 24, 2023. The total cost of the procurement is **US\$ 742.50.**

The Program department of the Commission planned to have a workshop to eradicate Stigma and Discrimination. The procurement Department received request from administration to hire the expertise of a catering services to provide food for the participants. The vendor **Silver Spoon Group of Companies Inc.** was selected to provide the service. The Purchase Order was raised on August 11, 2023. The total cost of the catering services was **US\$ 1,200.00.**

Another procurement process was conducted to procure items for the security of the Commission. The procurement process found the vendor **OMEGA Supply Chain** responsive to supply the materials. Some of these items include but not limited to the following:

- Rain boots
- Rain coats
- Heavy duty touch lights
- Etc.

The Purchase Order was raised on August 21, 2023. The cost of the procurement was **US\$ 185.00.**

On August 31, 2023, the Procurement Department raised a Purchase Order (P.O) for the purchase of some building materials intended to renovate the Legal Counsel's office. The vendor **City Builder Inc.** was selected to provide the materials to the Commission. The cost of the procurement is **US\$ 278.50.**

In the month of August, three procurement activities were carried out and the total cost of the procurement is **US\$ 1,663.50.**

The Procurement Department raised a Purchase Order (P.O) on September 8, 2023 in favor of **Petro Trade Inc.** The institution procured from the institution sixty – four point seven gallons of gasoline. The cost of the procurement is **US\$ 300.00.**

The Procurement department received request from the administration to procure one unit of 12000 BTU Air Conditioner for the Chairperson's office. The vendor, **Ezone Electronics** was responsive after the process. The Purchase Order was raised on September 11, 2023. The cost of the procurement is **US\$ 350.00.**

On September 13, 2023, the procurement department conducted a procurement process to hire the expertise of a vendor that specializes in the repair of Air Conditioners. The process was completed and **Monrovia Service Center** was responsive. The cost of the service was **US\$ 395.00.**

And lastly, the procurement raised a Purchase Order to procure addition vehicle spare parts for





<p>the Chairperson's vehicle. The PO was raised on September 18, 2023. The cost of the procurement was <u>US\$ 715</u>. The vendor, Blessed Bucas Auto Service provided the materials.</p>	
3	<p><b>Activities not implemented</b> <i>Please list activities from the work plan that were not implemented and provide a brief narrative on why they were not implemented.</i></p>
N/A	
4	<p><b>Key Achievements</b> <i>What did you achieve as a result of the activities conducted? Please do not repeat the activities under this section. Example: An achievement could be that the local and community leaders are aware of condom distribution sites. Do not comment if you did not achieve anything concerning a particular activity.</i></p>
<p>The basic achievement for the department was that individuals and departments requests were fully and duly provided if funding was available.</p>	
5	<p><b>Key challenges and how they were addressed</b> <i>Example: The team experienced vehicle breakdown and had to use commercial motorbikes to complete activities</i></p>
<p>One of the key challenges for the department is the issue of photo copier. All of the procurement documents are submitted to NAC finance department without being photo copy. The way that this can be addressed is when the Commission provides a photo copy to the department to enable it file its documents before the original are given to the NAC finance department.</p>	
6	<p><b>Recommendation(s)</b> <i>What needs to be done to improve activities undertaken during this week under review or field activities conducted. Example: Finance team to procure project items on time</i></p>
<p>We recommend that the Commission writes some partners for assistance to provide it with some office equipment like scanner and photo copier.</p>	
7	<p><b>Conclusion</b> <i>Please do not repeat activities here. You can also indicate if activities were successful and outline external individuals who supported the success.</i></p>
<p>For the period under review, the Procurement Department successfully completed its assigned tasks as required by the Commission. In conclusion, the total cost of the procurement process executed was US\$ 5,528.50 (Five Thousand Five Hundred Twenty Eight United States Dollars Fifty Cents). Some other processes were initiated but due lack of resources, the Commission requested the Procurement Department should suspend the process until the funding are available. These processes are therefore pending.</p>	

Signed by:

Angeline B. Jallah  
Procurement Director/NAC

Approved by:

Hon. Theodosia S. Kolee  
Chairperson/NAC

Date:

14/07/23