



National AIDS Commission of Liberia



OFFICE OF THE CHAIRPERSON

Ref. No. NAC/086/AUG/19/2022

Atty. Jargbe Nagbe Kowo
Chief Execution Officer (CEO)
Public Procurement & Concession Commission (PPCC)
Capitol Hill, Monrovia, Liberia

Dear Atty. Kowo:

The above named entity extends her sincere compliments and is pleased to submit to you its 2nd Quarterly Report of its procurement related activities.

Kindly accept, Atty. Kowo, the assurances of the Commission's highest esteem.

Sincerely,

Hon. Theodosia S. Kolee ASc, BSN, BSc-Biology, MPH-Epidemiologist
Chairperson (NAC)

Josephine Gelascio
August 23, 2022
2:15 PM

Date: (April 1, 2022 – June 30, 2022)

Subject: Procurement Activities Quarterly Report

Submitted By: Procurement Department
1st Floor, Ministry of Labour Old Building
UN Drive, Adjacent General Services Agency
Monrovia, Liberia

Submitted To: Atty. Jargbe Nagbe Kowo
Chief Executive Officer (CEO)
Public Procurement & Concession Commission
(PPCC)
Capitol Hill, Monrovia, Liberia

Procurement Department
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Introduction

The National AIDS Commission of Liberia (NAC) is pleased to present to the Public Procurement and Concession Commission (PPCC) its second Quarterly Procurement Report for the calendar year 2022. This report covers procurement activities from April 1, 2022 to June 30, 2022.

The National AIDS Commission of Liberia is an autonomous agency of Government established by an Act of National Legislature to coordinate and manage the national response of HIV/AIDS activities in Liberia.

Under the laws of the Republic of Liberia, every Public Entity is referred to as a Procuring Entity for which the National AIDS Commission of Liberia is under obligation to subscribe to the rules and regulations outlined in the Public Procurement and Concession Act of 2010.

Mrs. Massa P. Johnson who served as procurement Assistant in the Procurement Department resigned her position to further her studies abroad; and therefore, her name will not be mentioned in this quarterly report.

The National AIDS Commission submitted to the PPCC its Project Procurement Plan in the amount of One Hundred Thousand United States Dollars (\$US 100,00.00) but the procurable materials amounted to Fifty Nine Thousand Nine Hundred sixty Five United States Dollars (\$US 59,965.00).

Due to financial constraints, the total budget of the project was reduced from One Hundred Thousand United States Dollars to Seventy Five Thousand United States Dollars by the Government of Liberia through the Ministry of Finance and Development Planning. With this substantial reduction in the project cost, the Commission has reprogrammed, reducing some of the activities and other procurable items to commensurate with the Seventy Five Thousand United States Dollars (\$US75,000.00). The Procurement Department is currently updating its project procurement plan.

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.	Mr. Sandei A. Cooper	Program & Policy Director/Member
5.	Mr. Daniel O. Brown	Procurement Director/Secretary

Procurement Unit

No.	Names	Position
1.	Mr. Daniel O. Brown	Procurement Director/Head of the Procurement Department
2.	Mr. William J. Trueh	Senior Procurement Officer/ Member

The Commission has advertised the vacancy of the Procurement Assistant internally and has requested that interested individuals apply to fill the vacancy.

Procurement Activities second Quarter Report (April 30, 2022 – June 30, 2022)

On June 8, 2022, the Internal Auditor received the documents for printing and binding for the project "Stigma and Discrimination" from the procurement department for review and clearing. Upon receiving the documents, the Internal Auditor outlined some points during the procurement process which include but not limited to the following:

1. That comparatively, the variance of \$US 8,402.50 between the price of the selected vendor, King Sign and Design \$US 37,812.50 and the lowest price loser, Magnificent Group of Companies \$US 29,410.00 is very high and alarming. Inquiry revealed that the winner was selected over the lowest price loser because the loser did not meet one of procurement requirements, that is "provision of 6 references and contact details".
2. That the Framework Agreement has expired.
3. That in compliance with the PFM regulations and coupled with the valued of procurement proceeding, \$US 17,086, the contract should be signed by the Chairperson of the NAC and not the Executive Director.

The internal auditor recommended that the Commission negotiate with the winner for further price reduction or considered the lowest price loser.

A team of NAC staff headed by the Executive Director, met with the winner, King Sign and Design to negotiate price reduction as recommended by the IAD. The head of the institution refused to negotiate with the team in that his prices are high because he along produces quality services and materials in Liberia.

Since the negotiation failed and the vendor contract was already expired, the Commission entered into contract with the lowest bidder, **Magnificent Group of Companies.**

On April 4, 2022, **Silver Spoon Group of Companies** provided refreshment for 20 participants for the National AIDS Commission Board of Directors' Meeting in the Conference Room of the Ministry of Health. The Commission has an outstanding contract with the vendor. The cost of the procurement is **\$US 210.00**

The April 26, 2022, the procurement department again raised a Purchase order for the vendor **Aminata and Sons** to provide 39 gallons of fuel for the Commission generator and vehicles. The cost of the procurement is **\$US 574.35**

The Procurement Department received a formal request from administration on April 21, 2022 to obtain electrical materials for the re- electrification of the NAC building. The process began from April 21, 2022 to April 26, 2022. The evaluation panel and the procurement Committee found the vendor **City Builder Inc.** responsive during the entire process.. The cost of the procurement is **\$US 63.00**. The Commission has paid for the procurement.

The Procurement Department initiated a procurement process for the travel of the NAC Chairperson, Hon. Theodosia S. Kolee travel to Kampala, Uganda in the month of March 2022. During the process, Jos Travel & Tour Inc. was originally selected to provide the service. When the actual time arrived, the route and time that the Chairperson was expected to travel could not be provided by Jos Travel & Tour Inc. and only **Sahara International Inc.** provided the convenient time and route for the Chairperson. And so, Sahara International Inc. was selected to provide the travel service for the travel of Hon. Theodosia S. Kolee to Kampala, Uganda. The total cost of the procurement was **\$US 1,285.00**. The Commission has already paid for the services.

On April 29, 2022, a Purchase Order was raised for **African Books and Stationery Store** when administration submitted a formal request to procurement to purchase assorted stationery. The value of the procurement is **\$US 365.00**.

In the month of May 2022, the Procurement department raised a Purchase Order in favor of **Aminata & Sons** to provide fuel to the NAC. The Commission has a Framework Contract with the vendor which was signed on February 7, 2022 and will expired December 31, 2022.

The cost of the procurement was **\$US 192.00**. The Commission has paid for the petroleum products.

The Procurement Department received a formal request from administration for the purchase of building materials for the Executive Director's office. The request was sent out to vendors that engaged in the sale of building materials. The vendors tendered in the documents for their participation in the procurement process. The process was completed and the panel recommended **Building Materials Center (BMC)** as the most responsive vendor. The cost of the procurement is **\$US 100.00**.

The Procurement department received a formal request from administration for the purchase of a 9000 BTU Air Conditioner for the Finance Department. The request was sent out from April 20, 2022 to April 25, 2022. The process ended in May with four (4) institutions participating. These institutions include:

1. Ezone Electronics
2. RAJ Enterprise Inc.
3. L.R. & Sons
4. Electro World Inc.

The panel found **Ezone Electronics** responsive during the process. The cost of the procurement is **\$US 270.00.**

May 24, 2022, the procurement received a formal request from administration to hire an institution or individual that will drill and install an Air Conditioner bracket which was damaged and belongs to the office of Commissioner Lewis Wrights; Commissioner for Program and Policy. Mr. Cyrus Mulbah, a side walk contractor who has no business registration and tax clearance was contacted to do the work. This is due to the fact that registered institutions and individuals refused to tender in their quotations because of the cost of the procurement which is Fifty United States Dollars **(\$US 50.00).** **Mr. Cyrus Mulbah** was therefore considered to perform the job for the Commission. The full amount has been paid to the vendor.

May 30, 2022, the Procurement Department received a formal request from administration to hire the expertise of institution or individual engaged in construction works; basically for the changing of the Executive Director and the Logistic Directors' offices roof. Institutions and individuals with valid tax clearance and business registration declined to participate due to the cost associated with the procurement. Due to the circumstances, a Note to File was prepared to hire **Mr. Boimah Golafalie**, a side walk contractor who has no tax clearance and business registration agreed to change the two offices roof for the cost of One Hundred Fifty United States Dollars **(\$US 150.00).** The job was completed and the vendor was paid.

On May 18, 2022, the Procurement department received a formal request from administration

For the purchase of three (3) laptop computers for the Stigma and Discrimination project. The department solicited the participation of institutions engaged in the supply of office equipment and supplies. On the May 25, 2022, three institutions submitted their quotations.

- City Stationery Center
- Hedearst Computer Store
- M & Y Enterprise Stationery Store

The panel selected **City Stationery Center** as the most responsive vendor. The value of the computers is **\$US 3,750.00.**

On June 6, 2022, the procurement Department raised a Purchase Order (P.O.) for the vendor **Silver Spoon Group of Companies** to provide lunch for 20 participants; a one day Steering Committee Meeting held in Montserrado County. The total value of the procurement is **\$US 200.00.**

On June 8, 2022, the Procurement Department received a formal request from warehouse through administration request the vendor African Books and Stationery Store to provide the Commission with three printers and four cartridges. **African Books and Stationery Store** won a competitive procurement process in January 2022 and was awarded a contract from January 25, 2022 to December 31, 2022 to provide stationery to the Commission for the Calendar Year. The department raised a Purchase Order in the amount of **\$US 1,200.00.** This procurement has been paid for by the Commission.

On June 9, 2022, a purchase Order (P.O.) was raised in favor of Magnificent Group of Companies to purchase and print assorted materials for the NAC project "Sigma & Discrimination".

- T – Shirt (cotton) 850 pcs
- T – Shirt (polyester) 850 pcs
- Cap (cotton) 850 pcs
- Cap (polyester) 850 pcs
- Flyers (A4) 1,250 pcs
- Flyers (A3) 1,250 pcs
- Flyers (A5) 1,250 pcs

The total value of the printing is \$US 17,050.00.

Conclusion

In conclusion, the first vendor that was selected for Printing and Binding King Sign and Design has been replaced by Magnificent Group of Companies due to Auditing Division (IAD) recommendation.

The cost of the project (Stigma and Discrimination) has been reduced from \$US 100,000.00 to \$US 75,000.00; therefore, the Commission has reprogrammed to commensurate with the reduced budget. The Procurement Department is working on the updated Procurement Plan for submission to the PPCC.

The total value of services provided by the vendor, Silver Spoon Group of Companies between April 1, 2022 to June 30, 2022 is \$US 410.00.

The total value of petroleum products supplied to the Commission by Aminata and Sons between April 1, 2022 to June 30, 2022 is \$US 766.35.

The total value of stationery supplied to the NAC by African Books and Stationery Store is \$US 1,565.00.

Activities that were not in the Procurement Plan but initiated between April 1, 2022 to June 30, 2022 include:


- Electrical Materials (City Builders Inc.) \$US 63.00
- International Travel (Sahara International Inc.) \$US 1,285.00
- Air Conditioner 9000 BTU (Ezone Electronics) \$US 270.00
- Repaired and installation of A/C bracket (Mr. Cyrus Mulbah (\$US 50)
- Changing of offices roof (Mr. Boimah Golafalie (\$US 150.00)

Recommendations

- We recommend that the commission (NAC) provides printer, photocopier and two (2) laptops to the Procurement department for effectiveness and efficiency.
- We recommend procurement staff capacity building locally to LIPA.
- We recommend to the PPCC that Procurement Practitioners be license to attach more relevance to the profession as it is done with nurses in Liberia.
- We recommend that the Public Procurement & Concession Commission (PPCC) revisits the threshold for Request for Quotation (RFQ) basically goods and services from \$10,000 to 25,000 and reduce the three quotations for relatively small amount to at least one quotation.
- We also recommend a timely payment to vendors (NAC).

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

Date: June 30, 2022

Approved: 
Hon. Theodosia S. Kolee
Chairperson/NAC

Date: June 30, 2022

Cc: Chairperson/NAC

Cc: Executive Director/NAC


Cc: File

National AIDS Commission of Liberia
Procurement Department 2nd Quarterly Report (April 1, 2022 – June 30, 2022)

National AIDS Commission of Liberia											
Procurement Department 2 nd Quarterly Report											
April 1, 2022 – June 30, 2022											
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Item No.	BASIC DATA					SPECIFIC CONTRACT INFORMATION					
	Package code	Description of contract	Procurement Method	Date of Publication of IFB	Deadline for submission of Bids	No. of Bids/RFQ submitted	Selected supplier	Contract Value	Date of Signing of Contract	Proposed contract completion Date	Contract progress status/Amount paid against contract value
1	IFB. No. NAC/SBA/RFQ/002/2022	Stationery	RFQ	Dec., 28, 2021	Jan. 12, 2022	9	African Books & Stationery Store	\$US 1,565	Jan. 25, 2022	Dec. 31, 2022	\$US 1,565
12	IFB. No. /NAC/SBA/RFQ/001/2022	Petroleum products	RFQ	Dec. 28, 2021	Jan. 12, 2022	2	Aminata & Sons Inc.		Feb. 7, 2022	Dec. 31, 2022	\$US 766.35
3	IFB. No./NAC/SBA/RFQ/006/2022	Event Catering	RFQ	Jan. 10, 2022	Jan. 24, 2022	2	Silver Spoon Group of Companies		Jan. 25, 2022	Dec. 31, 2022	\$US 410.00
4	IFB. No./NAC/SBA/RFQ/011/2022	Air Ticket	RFQ	March 18, 2022	March 24, 2022	4	Sahara International Inc.	\$US 1,285.00	N/A	N/A	\$US 1,285.00
5	IFB. No./NAC/SBA/RFQ/010/2022	Electrical Materials	RFQ	April 13, 2022	April 19, 2022	3	City Builders Inc.	\$US 63.00	N/A	N/A	\$US 63.00
6.	IFB. No./NAC/SBA/RFQ/012/2022	Ezone Electronics	RFQ	April 20, 2022	April 26, 2022	4	Ezone Electronics	\$US 270	N/A	N/A	\$US 270
7.	IFB.	Laptops	RFQ	May 19,	May 25,	3	City	\$US	N/A	N/A	\$US 3,750

	No./NAC/proj/RFQ/004/2022			2022	2022		Stationery Center	3,750.00			
8.	IFB. No./NAC/proj/NCB/001/2022	Printing & Binding	NCB	Jan. 7, 2022	Feb. 3, 2022	3	Magnificent Group of Companies	\$US 17,050.00	June 7, 2022	Sept. 7, 2022	\$US 17,050

Prepared & Signed by: 
Mr. Daniel O. Brown/Procurement Director/NAC

Approved: 
Hon. Theodosia S. Koley/Chairperson/NAC



Date: June 30, 2022
Date: June 30, 2022