



Republic of Liberia
National Social Security and Welfare Corporation
NASSCORP



August 25, 2023

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill, Monrovia
Liberia

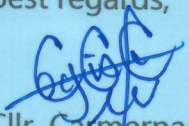
Dear Hon. Johnson:

Subject: Submission of Quarterly Reports (January to March and April to June 2023)

I wish to extend my sincere compliments and herewith submit the quarterly reports for the quarters January to March and April to June of the National Social Security & Welfare Corporation (NASSCORP) for the fiscal year 2023.

If you should require additional information or clarification on issues arising from the reports, please do not hesitate to contact my office.

Best regards,


Cllr. Carmerna Cephas Yeke
Acting Director General

Received:
Theophilus Kollie
August 28, 2023
Time: 12:08 pm

We secure your financial future.



nasscorp | www.nasscorp.org.lr

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(+231) 77 010 2020 / 88 010 2020

REPUBLIC OF LIBERIA

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION



QUARTERLY PROCUREMENT REPORT

FISCAL YEAR 2023

FIRST QUARTER (JANUARY, FEBRUARY, MARCH 2023)

Table of Contents

1.0 Introduction and Summary.....

2.0 Challenges.....

3.0 Recommendations.....

4.0 Annexes.....

Annex A: Summary Table.....

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

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 **the first quarter fiscal year 2023** for your review and consideration.

During the period under review, the National Social Security and Welfare Corporation (*NASSCORP*) implemented and/or commenced five (5) out of the total of six (6) contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far the National Competitive Bidding (NCB) method of procurement was used for the acquisition of three (3) packages for Security Guard Service, Janitorial Service and Stationery/Ink Supplies (IFB.NO.NASSCORP/SBA/NCB/001/2023, IFB.NO.NASSCORP/SBA/NCB/002/2023 and IFB.NO.NASSCORP/SBA/NCB/004/2023) respectively.

The Restricted Bidding method was used to implement two (2) packages for I D Cards Machine and Accessories, and Petroleum Products (IFB.NO.NASSCORP/SBA/RB/002/2023 and IFB.NO.NASSCORP/SBA/RB/003/2023) respectively.

2.0 Challenges

The duration of time it takes for the Ministers of Finance and Justice to attest contracts that are above the tune of US \$250,000.00.

3.0 Recommendations

We at NASSCORP would like to recommend that PPCC helps facilitate the process of having the Ministries of Finance & Development Planning and Justice attest required contracts in a more timely manner. Owing to the apparent busy schedules of these ministers, the presentation / submission and/or specific referral of such contracts by PPCC to these Ministries as part of the comprehensive approval process will in no doubt mitigate the delays.

NATIONAL SOCIAL SECURITY AND WELFARE CORPORATION
24TH STREET SINKOR
MONROVIA, LIBERIA

Date: March 30, 2023

Executive Director

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

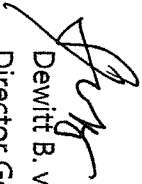
Dear Hon. Kowo

The Procurement Committee of the National Social Security and Welfare Corporation herewith submits to your office its first quarter (January, February, and March) Quarterly Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities implemented at the National Social Security and Welfare Corporation for the period (January 1, 2023 to March 31, 2023).

Kind Regards.

Sincerely yours


Dewitt B. vonBallmoos
Director General

4.0 Annexes:

Annex A: Summary Table

General Information
NASSCORP
Quarterly Procurement Report
[First Quarter 2023] (Jan – Mar)

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

Item No.	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 PPCC VR Status	Date Contract Signed	Date of Delivery/Inspection
1	IFB.NO.NASSCORP/SBA/NCB/001/2023	Security Guard Service	NCB	Budget	2/20/233	3/20/23	4	24/04/23	169,600.00	SEGAL& WILSCOM	REGISTERED	June 1, 2022	N/A
2	IFB.NO.NASSCORP/SBA/NCB/002/2023	Janitorial Service	NCB	Budget	2/20/23	3/20/23	3	4/24/23	84,000.00	CONQUEST& LIBVENCO	REGISTERED	JUNE 1, 2022	N/A
3	IFB.NO.NASSCORP/SBA/NCB/004/2023	Stationery & Ink Supplies	NCB	Budget	2/17/23	3/17/23	2	4/24/23	74,982.20	METRO TECH	REGISTERED	JUNE 1, 2022	N/A

REPUBLIC OF LIBERIA

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION



QUARTERLY PROCUREMENT REPORT

FISCAL YEAR 2023

SECOND QUARTER (APRIL, MAY, JUNE 2023)

Table of Contents

1.0 Introduction and Summary.....

2.0 Challenges.....

3.0 Recommendations.....

4.0 Annexes.....

Annex A: Summary Table.....

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

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 **the second quarter fiscal year 2023** for your review and consideration.

During the period under review, the National Social Security and Welfare Corporation (*NASSCORP*) implemented and/or commenced five (5) out of the total of six (6) contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far the National Competitive Bidding (NCB) method of procurement was used for the acquisition of three (3) packages for Security Guard Service, Janitorial Service and Stationery/Ink Supplies (IFB.NO.NASSCORP/SBA/NCB/001/2023, IFB.NO.NASSCORP/SBA/NCB/002/2023 and IFB.NO.NASSCORP/SBA/NCB/004/2023) respectively.

The Restricted Bidding method was used to implement two (2) packages for I D Cards Machine and Accessories, and Petroleum Products (IFB.NO.NASSCORP/SBA/RB/002/2023 and IFB.NO.NASSCORP/SBA/RB/003/2023) respectively.

2.0 Challenges

The duration of time it takes for the Ministers of Finance and Justice to attest contracts that are above the tune of US \$250,000.00.

3.0 Recommendations

We at NASSCORP would like to recommend that PPCC helps facilitate the process of having the Ministries of Finance & Development Planning and Justice attest required contracts in a more timely manner. Owing to the apparent busy schedules of these ministers, the presentation / submission and/or specific referral of such contracts by PPCC to these Ministries as part of the comprehensive approval process will in no doubt mitigate the delays.

**NATIONAL SOCIAL SECURITY AND WELFARE CORPORATION
24TH STREET SINKOR
MONROVIA, LIBERIA**

Date: June 30, 2023

Officer -in -Charge
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear Hon. Yond

The Procurement Committee of the National Social Security and Welfare Corporation herewith submits to your office its second quarter (April, May, June) Quarterly Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities implemented at the National Social Security and Welfare Corporation for the period (April 1, 2023 to June 30, 2023).

Kind Regards.

Sincerely yours


Dewitt B. vonBallmoos
Director General

4.0 Annexes:

Annex A: Summary Table

General Information
NASSCORP
Quarterly Procurement Report
[Second Quarter 2023] (April –June)

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

Item No.	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/Service Provider PPCC VR Status	Date Contract Signed	Date of Delivery/Inspection
1	IFB.NO.NASSCORP/SBA/NCB/001/2023	Security Guard Service	NCB	Budget	2/20/233	3/20/23	4	24/04/23	169,600.00	SEGAL& WILSCOM	REGISTERED	June 1, 2022	N/A
2	IFB.NO.NASSCORP/SBA/NCB/002/2023	Janitorial Service	NCB	Budget	2/20/23	3/20/23	3	4/24/23	84,000.00	CONQUEST& LIBVENCO	REGISTERED	JUNE 1, 2022	N/A
3	IFB.NO.NASSCORP/SBA/NCB/004/2023	Stationery & Ink Supplies	NCB	Budget	2/17/23	3/17/23	2	4/24/23	74,982.20	METRO TECH	REGISTERED	JUNE 1, 2022	N/A

O.NASSCORP/SBA/RB/002/2023	I D Card Machines & Accessories	RB	Budget	2/20/23	3/21/23	1	4/24/23	51,928.00	MWETENA	REGISTERED	JUNE 1, 2022	NOT YET DELIVERED D	12/31/23
O.NASSCORP/SBA/RB/003/2023	Petroleum Products	RB	Budget	2/17/23	3/17/23	5	Award Letter not presented as contract taken to MFDP and MOJ has not been received	1,367,630.10	PETRO TRADE & CONEX	REGISTERED	June 1, 2022	ONGOING G	12/31/23

Prepared by:

Gartoun C. George

Procurement Director

Date:

6/30/23

Approved by:

Carmelina Cephas Yeke

Deputy Director General -Chairman PC

Date:

08/23/23

**MINUTES OF THE PROCUREMENT COMMITTEE MEETING FOR THE APPROVAL OF FIRST
QUARTERLY REPORT (JANUARY – MARCH 2023) HELD ON MONDAY, APRIL 3, 2023 IN THE
CONFERENCE ROOM AT THE NASSCORP HEADQUARTERS ON 24th STREET, SINKOR,
MONROVIA**

Attendance

Cllr Carmerna Cephas Yeke
George B. Bright
Evon Sainworla
Michael Itoka
Jenneh Adighibe
Gartoun C. George

Deputy Director General
Chief Financial Officer
Assistant Director General/Admin, Member
Head Legal Department, Member
Assistant Director General / Risk Management, Member
Coordinator, General Services

Opening

The meeting commenced at 3:25 p.m. The purpose of the meeting was to review and subsequently approve the quarterly report for January to March 2023 that is slated for submission to the Public Procurement and Concession Commission.

Development


The Procurement Committee reviewed the contents of the report and further deliberated on the veracity of the report.

Approval of the Quarterly Report

In view of the Procurement Committee's review and analysis of the Report, the following decision was made:

1. That the Evaluation Committee approves the contents of the first quarter (January to March 2023) Procurement report and acquiesce to its submission to the PPCC as required.


Prepared and submitted by:

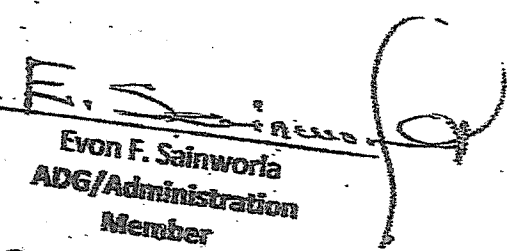



Gartoun C. George
Coordinator General Services / Secretary

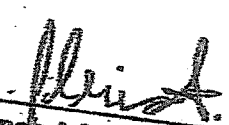
Approved by:


Cllr. Camilla Cephas Yeke
Deputy Director General
Chair


George B. Bright
Chief Financial Officer
Member


Evon F. Sainworia
ADG/Administration
Member


Cllr. Michael Cyril Itoka
Head / Legal Department
Member


Jannah Adighibe
ADG / Risk Management
Member

**MINUTES OF THE PROCUREMENT COMMITTEE MEETING FOR THE APPROVAL OF SECOND
QUARTERLY REPORT (APRIL – JUNE 2023) HELD ON MONDAY, JULY 5, 2023 IN THE
CONFERENCE ROOM AT THE NASSCORP HEADQUARTERS ON 24th STREET, SINKOR,
MONROVIA**

Cllr Carmerna Cephas Yeke
George B. Bright
Evon Sainworla
Michael Itoka
Jenneh Adighibe
Gartoun C. George

Deputy Director General
Chief Financial Officer
Assistant Director General/Admin, Member
Head Legal Department, Member
Assistant Director General / Risk Management, Member
Coordinator, General Services

Opening

The meeting commenced at 1:30 p.m. The purpose of the meeting was to review and subsequently approve the quarterly report for April to June 2023 that is slated for submission to the Public Procurement and Concession Commission.

Development

The Procurement Committee reviewed the contents of the report and further deliberated on the veracity of the report.

Approval of the Quarterly Report

In view of the Procurement Committee's review and analysis of the Report, the following decision was made:

1. That the Evaluation Committee approves the contents of the first quarter (April to June 2023) Procurement report and acquiesce to its submission to the PPCC as required.


Prepared and submitted by:

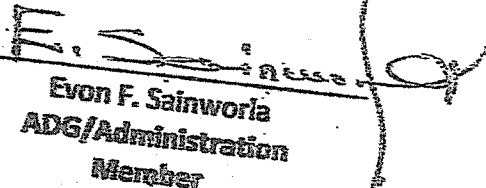



Gartoun C. George
Coordinator General Services / Secretary


Approved by:


Clr. Carmelina Cephas Yeke
Deputy Director General
Chair


George B. Bright
Chief Financial Officer
Member


Evon F. Sainworia
ADG/Administration
Member


Clr. Michael Cyril Itoka
Head / Legal Department
Member


Jannet Adighibe
ADG / Risk Management
Member