



Office of the Director General

Republic of Liberia
NATIONAL COMMISSION ON HIGHER EDUCATION

S. D. Cooper Road, Paynesville
1000 Monrovia 10, Liberia



July 13, 2022

Att. Jargbe Roseline-Nagba-Kowo
Executive Director
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

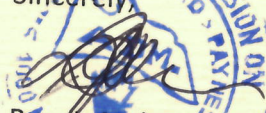
*Received:
Theophilus Kellie
July 14, 2022
Time: 12:01pm*

Dear Attorney Nagbe-Kowo,

With compliments, I wish to submit to your honorable office the Second Quarterly Report (April to June 2022). Please note that there was no allotment within the First Quarter for procurement processes.

Find attached the copies of Contract Awarded, Vouchers, LPOs, Cash Receipt Notes, and Delivery Notes from our Second Quarter's procurement transactions. Thank you for working with us to implement the concepts of transparency and accountability in our procurement processes.

Sincerely,


Rev. J. Andrew Lablah

Principal Deputy Director General for Administration

Cc: Professor Edward Lama Wonkeryor, PhD
DIRECTOR GENERAL

Motto: "Promoting Quality & Equal Higher Education Opportunities"

National Commission on Higher Education (NCHE)
S. D. Cooper Road, Paynesville City, Liberia

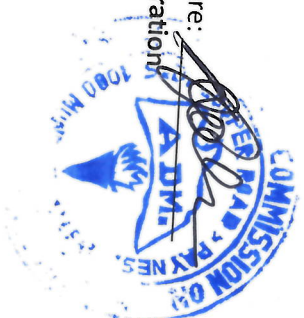
Fiscal Year: 2022

Procurement Contracts Awarded

No.	Package Code	Contract Package	Cost		Proc. Method		Name of Vendor	Vendor's activities code	Contract signature date	Payment Term	
			Planned	Actual	Planned	Actual				Planned	Actual
1.	IFBNo./NCH E/SBA/RB/001/2022	Petroleum Products	17,900USD	6,000USD	RB	RB	Super Petroleum Company	G4661	March 24, 2022	March 2022	December 2022
2.	IFBNo./NCH E/SBA/RFO/001/2022	Cleaning Materials	7,000USD	1,900USD	RFO	RFO	Welvin Enterprise Inc.	G4761	April 4, 2022	April 2022	December 2022

Prepared by: James G. Liayen Signature: [Signature]
Procurement Director

Prepared by: I. Andrew Lallal Signature: [Signature]
Principal Dep. Director General for Administration



REPUBLIC OF LIBERIA
National Commission On Higher Education

Local Purchase Order

Tuesday, April 05, 2022

Vendor: **WELVIN ENTERPRISE**

Vendor's Address: **NEWPORT STREET MONROVIA LIBERIA**

Currency: USD

Quantity	Item Name	Item Description	Unit Price	Total Price
2	Cleaning Material	Air Freshener --(3070100-1-01-001-000000-072100-0941-1103-221601)	75.00	150.00
2	Cleaning Material	Tissues --(3070100-1-01-001-000000-072100-0941-1103-221601)	55.00	110.00
2	cleaning Material	Broom --(3070100-1-01-001-000000-072100-0941-1103-221601)	60.00	120.00
1	Cleaning Material	Plunger --(3070100-1-01-001-000000-072100-0941-1103-221601)	65.00	65.00
4	Cleaning Material	Bathroom Gloves --(3070100-1-01-001-000000-072100-0941-1103-221601)	10.00	40.00
4	Cleaning Material	Chorax --(3070100-1-01-001-000000-072100-0941-1103-221601)	40.00	160.00
1	Cleaning Material	Hand Liquid Soap --(3070100-1-01-001-000000-072100-0941-1103-221601)	75.00	75.00
1	Cleaning Material	Plunger --(3070100-1-01-001-000000-072100-0941-1103-221601)	50.00	50.00
6	Cleaning Material	Floor Towel --(3070100-1-01-001-000000-072100-0941-1103-221601)	5.00	30.00
6	Cleaning Material	Commode Brush --(3070100-1-01-001-000000-072100-0941-1103-221601)	10.00	60.00
3	Cleaning Material	Hand Sanitizer --(3070100-1-01-001-000000-072100-0941-1103-221601)	70.00	210.00
3	Cleaning Material	Rexoguard --(3070100-1-01-001-000000-072100-0941-1103-221601)	70.00	210.00
1	Cleaning Material	Glass Cleaner --(3070100-1-01-001-000000-072100-0941-1103-221601)	65.00	65.00
1	Cleaning Material	Plunger --(3070100-1-01-001-000000-072100-0941-1103-221601)	65.00	65.00
4	Cleaning Material	Bathroom Gloves --(3070100-1-01-001-000000-072100-0941-1103-221601)	10.00	40.00
3	Cleaning Material	Napking Payment represent cleaning materials in favor of NCHED in the amount One Thousand Nine Hundred United States Dollars for the month of March 2022 as per the attached documents. --(3070100-1-01-001-000000-072100-0941-1103-221601)	70.00	210.00
3	Cleaning Material	Tide Soap --(3070100-1-01-001-000000-072100-0941-1103-221601)	30.00	90.00
1	Cleaning Material	Mop --(3070100-1-01-001-000000-072100-0941-1103-221601)	60.00	60.00
10	Cleaning Material	Trash Can --(3070100-1-01-001-000000-072100-0941-1103-221601)	5.00	50.00
4	Cleaning Material	Bathroom Gloves --(3070100-1-01-001-000000-072100-0941-1103-221601)	10.00	40.00
LPO Total:			USD1,900.00	

 PREPARED BY PROCUREMENT DIRECTOR	 REVIEWED BY HEAD OF ADMIN.	 APPROVED BY
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Reg# 421

422

PO# 312.
313

code

4/21/22

21-4-22



307-FY-2022-04-L-000175



WELVIN ENTERPRISE INC

Newport & UN Drive, Monrovia, Liberia

Cell#: 0775519911/0880666612

Email: welvinwillie52@gmail.com

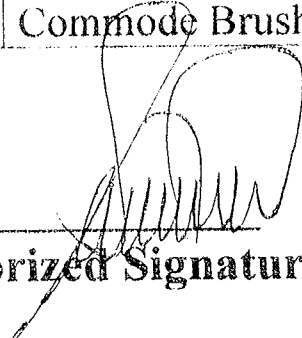
DELIVERY NOTE

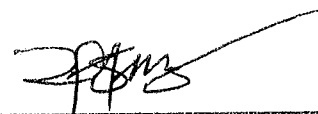
M. National Commission On Higher Education (NCHE)

Cleaning Materials

Date: April 28, 2022

Qty.	Description
3ctns	Hand Sanitizer
3ctns	Air Freshener
3ctns	Napkins
4ctns	Chloral
3ctns	Rexoguard
2sk	Tissues
5ctns	Tide Soap
1ctns	Hand Liquid Soap
1doz	Glass Cleaner
2doz	Broom
1doz	Mop
1doz	Plunger
10pcs	Trash Can
6pcs	Floor Towel
4pairs	Bathroom Gloves
6pcs	Commode Brush


Authorized Signature


Customer Signature



WELVIN ENTERPRISE INC.

Newport & UN Drive, Monrovia, Liberia

Cell#: 0775519911/088066612

Email: welvinwillie52@gmail.com

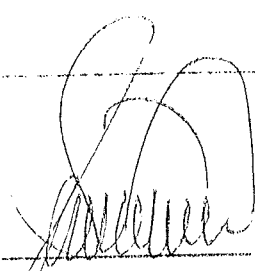
CASH INVOICE

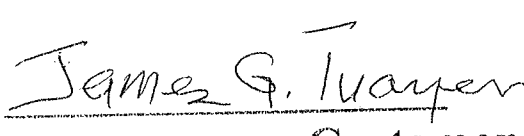
M. National Commission On Higher Education (NCHE)

Cleaning Materials

Date: April 28, 2022

Qty.	Description	U/Price	Amount
3ctns	Hand Sanitizer	70.00	210.00
3ctns	Air Freshener	75.00	225.00
3ctns	Napkins	70.00	210.00
4ctns	Chloral	40.00	160.00
3ctns	Rexoguard	70.00	210.00
2sk	Tissues	55.00	110.00
5ctns	Tide Soap	30.00	150.00
1ctns	Hand Liquid Soap	75.00	75.00
1doz	Glass Cleaner	65.00	65.00
2doz	Broom	60.00	180.00
1doz	Mop	60.00	60.00
1doz	Plunger	65.00	65.00
10pcs	Trash Can	5.00	50.00
6pcs	Floor Towel	5.00	30.00
4pairs	Bathroom Gloves	10.00	40.00
6pcs	Commode Brush	10.00	60.00
Total US\$			1,900.00


Authorized Signature


Customer Signature



Republic of Liberia
OFFICIAL PURCHASE AND SPECIAL SERVICE VOUCHER
National Commission On Higher Education

The hon. Minister of Finance

Friday, April 29, 2022

Please pay to AMINATA & SONS

Address MONROVIA, LIBERIA

DEPARTMENT OF			CHAPTER NO.	
Currency: USD				
Item Date	Item Description	Amount	DO NOT USE	
			ACCOUNT	AMOUNT
Apr 29, 2022	PAYMENT REPRESENTS PETROLEUM PRODUCTS AND LUBRICANT FOR VEHICLE IN FAVOR OF NCHC FOR THE MONTH OF MARCH 2022 IN THE AMOUNT OF SIX THOUSAND UNITED STATES DOLLARS AS PER THE ATTACHED DOCUMENTS -- (30/0100 1-01-001-000000-072100-0941-1103-221401)	6,000.00	DEBIT	
			Appro	
			Cash Advances	
			Requisition	
			Reappro. Req.	
			Prepaid Exp.	
			Non-Appro Exp.	
			Deferred Chag.	
			CREDIT	
			Memo Changes	
			Appro	
			Accounts	
Voucher Total: USD6,000.00				

RECEIVED	PRICE RATE AND EXTENSION	AUTHORIZED BY APPROPRIATION	RECORDED	WITHIN APPROVED RATIO	CALCULATIONS AND EXTENSION	RECORDED BUREAU OF AUDIT	PROPER MATERIAL
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I hereby certify that the articles or services listed above were purchased or performed for the Government of Liberia in accordance with the intent of the Appropriation Law above shown and has been delivered to or performed for department that the prices or rates and amount state are correct and in accordance with agreement and that the full amount shown above is justly due and payable to the best of my knowledge and belief.

[Signature]
FINANCIAL CONTROLLER

[Signature] Edward Luma Wankerya, PhD
HEAD OF ADMINISTRATION

[Signature]
APPROVED BY

April 29, 2022
DATE

APRIL 29, 2022
DATE

DIRECTOR GENERAL
OFFICIAL TITLE

I, the hon. Minister of Finance, R.L. I certify that the Budget has provided for the foregoing expenditures and that I have examined and verified the balance of the appropriation credit against which this voucher is to be applied and certified that the total authorized expenditures have not been exceeded; that the items have been checked as to extensions and calculations and found to be correct and that the voucher is properly approved.

DO NOT USE

WARRANT TO	TO NO.
CHECK NO.	DATE
AMOUNT	
BANK ACCT	

DEPUTY COMPTROLLER & ACCT.
GENERAL/ASU-RI



307 FRY 2022 11:46:000400

REPUBLIC OF LIBERIA
National Commission On Higher Education

Local Purchase Order

Boat
Thursday, March 31
4/11/22

Vendor: AMINATA & SONS INC

Vendor's Address: MONROVIA, LIBERIA

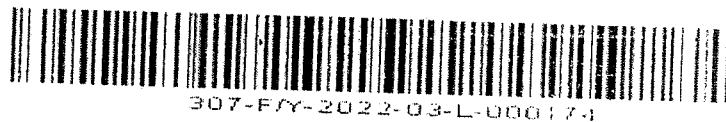
Currency: USD

Quantity	Item Name	Item Description	Unit Price	Total Price
1000	1	1,000 GALLONS OF FUEL & LUBRICANTS-VEHICLES IN FAVOR OF NCHE FOR THE MONTH OF MARCH 2022, IN THE AMOUNT OF SIX THOUSAND UNITED STATES DOLLARS. --(3070100-1-01-001-000000-072100-0941-1103-221401)	6.00	6,000
LPO Total:			USD 6,000	

[Signature]
PREPARED BY
PROCUREMENT DIRECTOR

[Signature]
REVIEWED BY
HEAD OF ADMIN.

[Signature] 04-04-
APPROVED BY



Req# 419
420

PO# 310
311

C.P. code
04/21/22

[Signature]
4/2/22

[Signature]
21-4-22

[Signature]
200-4-22

[Signature]
21/07/22

AMINATA LIBERIA INC.
Ashmun & Mecklin Streets

Email: marketing@aminataliberia.com

Web: www.aminataliberia.com

AMINATA & SONS INC.

DELIVERY NOTE

Date: May 12, 2

Reference No: CD65

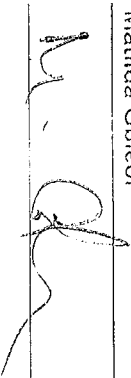
Customer: National Commission on Higher Education

Description	Serial(s)	Denomination	Pieces	Qty(gals)
Dollarized				
1. 20 - Dollarized	3827169 - 3827465	\$ 20.00	297	
Sub-Total :			297	
GRAND TOTAL :			297	

Coupons/Goodnotes served by:

Name : Matilda Gbieor

Sign :



Coupons/Goodnotes received in good order by:

Name :

James G. Tugayon

Sign :



Date :

May 12, 2022

Asst. J. F. Fennel



...Thank you for doing business with us....