Republic of Liberia
NATIONAL COMMISSION ON HIGHER EDUCATION
S. D. Cooper Road, Paynesville
1000 Monrovia 10, Liberia

Office of the Director General

July 13, 2022

Received:
Theophilus Kollie
July 14/2022
Time: 12:01pm

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

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./NCHE/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./NCHE/SBA/RFQ/001/2022	Cleaning Materials	7,000USD	1,900USD	RFQ	RFQ	Welvin Enterprise Inc.	G4761	April 4, 2022	April 2022	December 2022

Prepared by: James G. Tuayen Signature: ____________
Procurement Director

Prepared by: I. Andrew Lablah Signature: ____________
Principal Dep. Director General for Administration

COMMISSION ON ... ADM. ... PAYNES...

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 WELVIN ENTERPRISE

Address NEWPORT STREET, MONROVIA, LIBERIA

DEPARTMENT OF

CHAPTER NO.

Currency: USD

Item Date	Item Description	Amount
Apr 29, 2022	PAYMENT REPRESENTS ASSORTED CLEARNING MATERIALS IN FAVOR OF NCHE FOR THE MONTH OF MARCH 2022 IN THE AMOUNT OF ONE THOUSAND NINE HUNDRED UNITED STATES DOLLARS AS PER THE ATTACHED DOCUMENTS -- (3070100-1-01-001-000000-072100-0941-1103-221601)	1,900.00
	Voucher Total:	**USD1,900.00**

DO NOT USE

ACCOUNT	AMOUNT
DEBIT	
Appro	
Cash Advances	
Requisition	
Reappro. Req.	
Prepaid Exp.	
Non-Appro Exp.	
Deferred Chag.	
CREDIT	
Memo Changes	
Appro	
Accounts	

MATERIAL RECEIVED	PRICE RATE AND EXTENSION	AUTHORIZED BY APPROPRIATION	RECORDED	WITHIN APPROVED RATIO	CALCULATIONS AND EXTENSION	RECORDED BUREAU OF AUDIT	PROFF MATERIAL

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 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]	Edward Lama Wonkeryor, PhD	[signature]
FINANCIAL COMPTROLLER	HEAD OF ADMINISTRATION	APPROVED BY
April 29, 2022	APRIL 29, 2022	DIRECTOR GENER.
DATE	DATE	OFFICIAL TITLE

To 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 state of the appropriation account against which this voucher is to be applied and certified that the total authorized expenditures have not been exceeded; that 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 ______

AUDITOR GE

DATE

DEPUTY COMPTROLLER & ACCT. GENERAL/ASU-RL

000479

REPUBLIC OF LIBERIA

National Commission On Higher Education

Beatrice

Local Purchase Order

Tuesday, April 05, 2022

4/11/22

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	Ceaning Meterial	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 NCHE 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 04/11/22

Req# 421
422

PO# 312.
313

cpcde 21/04/22

307-FY-2022-04-L-000175

4/21/22

21-4-22

WELVIN ENTERPRISE INC

Newoport & 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
2sks	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

Newoport & UN Drive, Monrovia, Liberia
Cell#: 0775519911/0880666612
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
2sks	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**

James G. Tuayen

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

Currency: USD

CHAPTER NO.

Item Date	Item Description	Amount
Apr 29, 2022	PAYMENT REPRESENTS PETROLEUM PRODUCTS AND LUBRICANT FOR VEHICLE IN FAVOR OF NCHE FOR THE MONTH OF MARCH 2022 IN THE AMOUNT OF SIX THOUSAND UNITED STATES DOLLARS AS PER THE ATTACHED DOCUMENTS -- (3070100 1-01-001-000000-072100-0941-1103-221401)	6,000.00
	Voucher Total:	USD6,000.00

DO NOT USE	
ACCOUNT	AMOUNT
DEBIT	
Appro	
Cash Advances	
Requisition	
Reappro. Req.	
Prepaid Exp.	
Non-Appro Exp.	
Deferred Chag.	
CREDIT	
Memo Changes	
Appro	
Accounts	

MATERIAL RECEIVED	PRICE RATE AND EXTENSION	AUTHORIZED BY APPROPRIATION	RECORDED	WITHIN APPROVED RATIO	CALCULATIONS AND EXTENSION	RECORDED BUREAU OF AUDIT	PROPER MATERIAL

I hereby certify that the articles or services listed above were purchased or performed for the Government of Liberia in accordance with the intend 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 COMPTROLLER — April 29, 2022 DATE

Edward Lama Wonkeryor, PhD HEAD OF ADMINISTRATION — APRIL 29, 2022 DATE

[signature] APPROVED BY — DIRECTOR GENERAL OFFICIAL TITLE

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

AUDITOR RL

DATE

WARRANT TO ________ TO NO. ________

CHECK NO. ________ DATE ________

AMOUNT ________

BANK ACCT ________

DEPUTY COMPTROLLER & ACCT. GENERAL/ASU-RL

307-FY-2022-04-V-000400

REPULIC OF LIBERIA

National Commission On Higher Education

Local Purchase Order

Boatric

Thursday, March 31

4/11/22

Vendor: AMINATA & SONS INC

Vendor's Address: MONROVIA, LIBERIA

Currency: USD

Quantity	Item Name	Item Description	Unit Price	To Pr
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	6,0
		27-04-22 LPO Total:		USD6,0

PREPARED BY
PROCUREMENT DIRECTOR

REVIEWED BY
HEAD OF ADMIN.

04-04-

APPROVED BY

307-F/Y-2022-03-L-000174

Req# 419
420

PO # 810
811

CP cycle 04/21/22

4/21/22

21-4-22

Scott 20-4-22

21st/04/22

Ashmun & Mechlin Streets
Email: marketing@aminataliberia.com
Web: www.aminataliberia.com

INVOICE

Date: May 1_, 20_
Reference No: CS6547

Customer: National Commission on Higher Educatio

Description	Serial(s)	Denomination	Pieces	Qty (gals.)	Price (US$)	Amt(US$)	Total(US$)
Dollarized							
1. 20 - Dollarized	3827169 - 3827465	$ 20.00	297		1.00	5,940.00	5,940.00
Sub-Total :			297				
		TOTAL PIECES :	297			GRAND TOTAL :	5,940.00

Coupons served by:

Name : Matilda Gbieor

Sign : M. G

Asafu J. Kenneh

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

Ashmun & Mechlin 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 Educatio

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 : M. Gb

Asatu. J. Kennel

Coupons/Goodnotes received in good order by:

Name : James G. Tucyan

Sign :

Date : May 12, 2022

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