



Republic of Liberia  
**NATIONAL DISASTER MANAGEMENT AGENCY**  
Gurley Street & UN Drive, Monrovia, Liberia



*Office of the Executive Director*

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

December 13, 2022

Dear Hon. Jargbe Roseline Nagbe Kowo (Atty.):

The Procurement Committee of National Disaster Management Agency herewith submits to your office its 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Quarters Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the National Disaster Management Agency for the period/quarters as being submitted 1<sup>st</sup> (January 1, 2022 to March 31, 2022), 2<sup>nd</sup> (April 1, 2022 to June 30, 2022) and 3<sup>rd</sup> (July 1, 2022 to September 30, 2022).

Kind Regards.

Sincerely yours

Hon. Henry O. Williams  
**Executive Director**  
National Disaster Management Agency

**REPUBLIC OF LIBERIA**

*NATIONAL DISASTER MANAGEMENT AGENCY*

*Gurley Street & UN Drive Intersection, Monrovia*



Quarterly Procurement Report

For

The Fiscal Year 2022

For three Quarters: 1<sup>st</sup> Quarter (January – March), 2<sup>nd</sup> Quarter (April – June) and 3<sup>rd</sup> Quarter (July – September) respectively.

Date of Submission: October 24, 2022

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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 *three quarters: January – March, April – June, & July – Septembe, Fiscal Year 2022.*, for your review and consideration.

During the period under review, *National Disaster Management Agency* has completed the implementation of seven procurement packages [*Guard & Security Services, Petroleum Products, Repairs & Maintenance – Civil, and Building Materials; Food Stuff, Capital Equipment – Vehicle and Household Materials*] out of the *ten planned* contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, the Request For Quotation was used for the acquisition of one (1) contract package, Petroleum Products (Fuel & Gasoline), whereas the National Competitive Bidding method of procurement was used for the acquisition of five (5) contract packages namely: Guard & Security Services, Repair & Maintenance – Civil, and Building Materials; Food Stuff and Househod Materials respectively. Moreover, the Restricted Bidding method was used for the procurement of Capital Equipment – vehicle (1 WD Cabin Pickup) as well.

Note, we want to inform you that the contract package Foreign Means of Travel with IFB No.: NDMA/Core/SS/001/2022 was channelled through the Single Source procurement based on the extreme time constraints few of staff who supposed to be in Jakarta, Indonesia. Unfortunately for the team, they could not make the trip after PPCC granted us approval to use said method.

## **2.0 Challenges**

*During the period under consideration – January to September Fiscal Year 2022, there were some challenges and constraints as had always being for other previous years. As you maybe aware, the delay in the passage of the National Budget for the fiscal year like others previous has mired procurement activities to certain extent. This of course is a national issue faced by most MACs if not all. But for the NDMA, the below listed are issues encountered as challenge and constraint during the Three Quarter under review. They are as follows:*

### **1. Lack of interest of vendors in responding to tenders offer**

*The aforesaid situation had hampered the principle of effective competition based on the fact that there are fewer number of bidders responding to invitation for bid. There were cases of procurement during the quarters under analysis for which either one or two bidders bided for. We have created the enabling environment by encouraging greater suppliers participation in our bidding process through advertising, sourcing reviews and transparent procedures in our procurement process but still fines it difficult in getting the anticipated competition.*

### **2. Lack of timely allotments**

*As you may aware, there has been delay in accessing budgetary allotments from the Ministry of Finance & Development Planning. This situation led to delay in responding to procurement needs promptly and appropriately, an issue that delays payments to vendors. This is one of the main reasons for which our bids have begun unattractive to bidders.*

### **3. Logistics constraint**

*The Procurement Unit has been challenged with mobility constraint as there is no assigned vehicle or motorbike for smooth and fast operations of the Unit. This challenge has thus limited us to dealings with vendors central Monrovia and its environ (Sinkor & Bushrod Island) mostly.*

### **4. Procurement Committee does not meeet more ofienly to deliberate upon procurement matters as required pragmatically by the PPCA.**

### **5. Uncooperativeness of most employees of the Agency to freely participate in procurement proceeding; like serving as panel member for bid evaluations.**

*It will interest you know that people deliberately refused to form part of a bid evaluation panel on grounds that they do not want to be involved in audits reports. There is a serious knowledge gape regarding procurement activities and the laws by most employees and this attributed to the fact that for the past four years now, there had never being a procurement workshop to educate employees.*

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6. *Some level of Interferences in procurement procedures by top management of the Agency*

*There had been cases where higher authority attempted to interfere with the professional workings of the Procurement Unit by mandating the unit to follow their directives despite the law says contrary. This again could be due to either insufficient knowledge of the Public Procurement & Concessions Act 2010 or inherent disregard for established laws and legislations.*

7. *Lack of access to internet*
8. *Lack of funding for adverts*

*There is no cash available for procuring bids advertisement services for National Competitive Bidding method as required by Section 48 (3) of the PPCA 2010. This constraint leave us with the only alternative available and which is to make use of the Public Procurement & Concessions Commission (PPCC) Website for advertisements of contract package that falls in the category of NCB.*

*As a result of the above constraints, we want to establish herein that there were necessary adjustments being made in our procurement activities in order to accommodate the corresponding challenges and constraints concomitantly.*

### **3.0 Recommendations**

*Having highlighted the abovementioned challenges and constraints, we would like to recommend what we considered relevant as follows:*

- *That senior management lobby with the Ministry of Finance Development Planning for timely budgetary allotments for the Agency.*
  - *The procurement committee meeting should be held when and where necessary to address significant and critical procurement spend issues.*
  - *There should be workshops conducted to educate management and end-users departments the nitty-gritty or better still intents of the Public Procurement & Concessions Laws of Liberia, i.e., the PPCA and its accompanying regulations. This will despair most of the misconceptions regarding procurement procedures.*
  - *We also recommend that management lobby with the National Legislature and the executive through the MFDP to procure a vehicle for the Procurement Unit smooth operations.*
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General Information  
National Disaster Management Agency  
Quarterly Procurement Report  
1st, 2nd & 3rd Quarters Report, 2022

### SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

[illegible]

Prepared by: Vivian G. Haddad

Date: Dec 8, 2022

Approved by: Harv Meers  
Date: 13/13/22