



National Oil Company of Liberia

Episcopal Church Plaza 3rd Floor* Corner of Ashman & Randall Streets *1000 Monrovia 10, Liberia*

Ref: Quarterly Procurement Report

September 30, 2022

Jargbe Roseline Nagbe Kowo (Atty.)

Executive Director

Public Procurement & Concessions Commission

Executive Mansion Grounds

Capitol Hill

Monrovia, Liberia

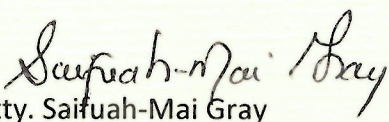
Dear Atty., Kowo:

The Procurement Committee of the **National Oil Company of Liberia (NOCAL)** herewith submits to your office its 1st and 2nd Quarter Procurement Report for the Fiscal Year 2022.

This report summarizes the procurement activities implemented at the National Oil Company of Liberia for the period of the 1st and 2nd Quarterly report submitted (January – March 2022 and April – June 2022).

Kind Regards.

Sincerely yours


Atty. Saifuah-Mai Gray

PRESIDENT/CEO

REPUBLIC OF LIBERIA

National Oil Company of Liberia
(NOCAL)



Quarterly Procurement Report
FY 2022

For the 1st & 2nd Quarter (Jan – Mar 2022 & Apr – Jun 2022)

Date of Submission: 9/30/2022

A handwritten signature in black ink, consisting of stylized initials and a long horizontal stroke.

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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 1st and 2nd Quarter of 2022, for your review and consideration.

During the period under review of the first quarter, NOCAL could not have commenced any procurement activities due to constraints in its revenue generation. During the first quarter, we submitted our procurement plan and spending plan for the Fiscal Year 2022. As the revenue base started to improve, five out of the nineteen (19) approved packages were identified for implementation within the 2nd quarter of the year.

Out of the total procurement activities implemented thus far during the 2nd quarter, Restricted Bidding (RB) was used for two contract packages (Motor Vehicle & Petroleum Products), whereas the National Competitive Bidding (NBC) method of procurement was used for the acquisition of three (3) contract packages (Office Supply, Machinery and other Office Equipment, and Security Guard Service).

2.0 Challenges

Due to constraints in our internally generated revenue, we could not roll up our procurement packages during the first quarter of the year 2022. Most of the packages were rolled up at the beginning of the second quarter.

We are face with budgetary constraints and printing of bid documents.

3.0 Recommendations

We recommend that the Enterprise Resource Planning (ERP) System be adopted to control the cost of procurement activities to enable institutions to be more efficient.



Procurement Committee Meeting

For
Endorsing the Quarterly Procurement Report

Meeting Minutes

Date : Thursday, September 29, 2022

Location : President/CEO's Conference Room

AGENDA

1. Opening Prayer
2. Report Summary
3. Procurement Plan for FY2022 Update
4. Review of Quarterly Procurement Report
5. Endorsement & Conclusion
6. Closing Prayer

In Attendance:

No.	Name	Position	Emails
1	Atty. Saifuah-Mai Gray	President/CEO	saifuahg@nocal.com.lr
2	Mr. Eric Daniels	VP Finance	edaniels@nocal.com.lr
3	Timothy K. Jarry	Director, Technical	tjarry@nocal.com.lr
4	Richmond E. Jallah	Financial Comptroller	rjallha@nocal.com.lr
5	Ernestine S. Massey	CSR Officer	emassey@nocal.com.lr
6	Yekeh Gayflor, Jr.	Procurement Officer(non-member)	ygayflor@nocal.com.lr

The President/CEO asked Yekeh Gayflor, Jr., Procurement Officer to offer a prayer. Yekeh Gayflor, Jr., did the opening prayer.

Report Summary

This report is a routine quarterly procurement update report, following the 1st and 2nd Quarterly Procurement Report of the National Oil Company of Liberia.

It seeks to gain endorsement for submission. The report provides sight of contracting activity early in the process and identifies where the decision to either commence a Procurement or award a contract should reside.

1. Opening Statement

The President/CEO called the meeting to order by about 11:00 A.M. and offered that the purpose and objective of the meeting is to review and endorse the Annual Procurement Report for the Fiscal Year 2022. She asked every



member to review all the documents containing the packages that were rolled up and comment if there were any observations.

2. Procurement Plan for FY2022 Update

Procurement Plan updated and certified by Procurement Committee Members.

3. Review of Quarterly Procurement Report

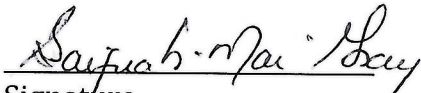
The committee did a cross-reference check on all the procurement packages rolled up and compared them with what was stipulated in the Quarterly Procurement Report for authentication. After a thorough verification exercise, several procurement activities were identified and corresponded with the approved procurement plan and evaluation report.

4. Endorsement and Conclusion

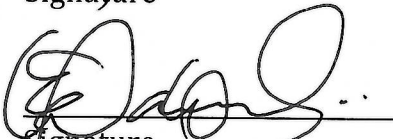
Members agreed on September 29, 2022, in principle and in good faith to endorse the Quarterly Procurement Report for FY2022.

Signature affixed

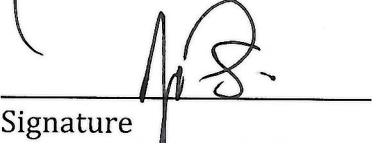
Atty. Saifuah-Mai Gray
Chair


Signature


Eric Daniels
Co-Chair


Signature

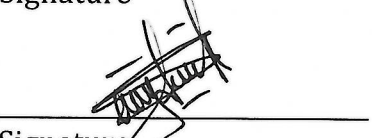
Timothy K. Jarry
Member


Signature

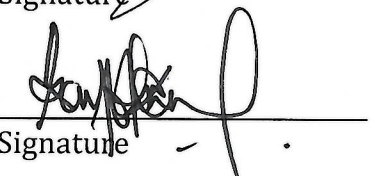
Richmond E. Jallah
Member


Signature

Ernestine S. Massey
Member


Signature

Yekeh Gayflor
Non-Member (Secretary)


Signature

4.0 Annexes:

Annex A: Summary Table

General Information
NATIONAL OIL COMPANY OF LIBERIA
Quarterly Procurement Report
1 st & 2 nd Quarter, 2022

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 Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks	
1	NOCAL/SB A/NCB/002/2022	Security Guard	NCB	Internal Generated Revenue	06/10/2022	07/13/2022	2	08/01/2022	18,000.00	Metropolitan Security Guard Service	Yes	Aloysius S. Tikio	Aloysius S. Tikio	8/15/2022	NA	08/15/2023	Active		
2	NOCAL/RB /005/2022	Purchase of Motor Vehicle	RB	Internal Generated Revenue	05/30/2022	06/15/2022	4	07/4/2022	59,000.00	CICA MOTORS LIBERIA INC.	Yes	CICA LIBERIA	CICA LIBERIA	07/7/2022	07/28/2022	01/7/2023	Active		
3	NOCAL/NCB/005/2022	Machine, Computer and other office	NCB	Internal Generated Revenue	06/10/2022	07/8/2022	2	08/1/2022	27,960.00	Sky Tech International (Lib) Inc.	Yes	Manish Parlani	Manish Parlani	08/9/2022	08/15/2023	08/9/2023	Active		

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