JUDICIAL BRANCH
SUPREME COURT OF LIBERIA

OFFICE OF THE COURT ADMINISTRATOR
TEMPLE OF JUSTICE
MONROVIA, LIBERIA

SCL/CA943/jln/'22

December 2, 2022

Atty. Jargbe Roseline Nagbe Kowo
Chief Executive Officer
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear Attorney Kowo:

The Procurement Committee of the Judiciary herewith submits to your office the 1st, 2nd and 3rd quarterly procurement reports for the fiscal year 2022.

This report summarizes the procurement activities implemented at the Judiciary for the period January 1, 2022 to March 31, 2022, April 1, 2022 to June 30, 2022 and July 1, 2022 to September 30, 2022.

We anticipate your usual kind understanding and corporation.

Kind regards

Sincerely,

E. J. Nelson

Cllr. Elizabeth J. Nelson
Court Administrator

Josephine Geleseia
Dec. 6, 2022
1:08pm

FOR COMPLIANCE REVIEW

REPUBLIC OF LIBERIA

JUDICIAL BRANCH OF GOVERNMENT

Quarterly Procurement Report

FFISCAL YEAR: 2022

For the *1st Quarter (JANUARY-MARCH 2022), 2nd Quarter (April-June 2022), and 3rd Quarter (July-September 2022)*

Date of Submission: December 2, 2022

FOR COMPLIANCE * REVIEW *
Date: 12/6/22

Table of Contents

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 (January-March 2022)*, for your review and consideration.

During the period under review, *the Judiciary* has completed the implementation of *17 procurement packages* out of the *21* of contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *the titles of the packages are:*

1st Quarter

NCB .... 5 Packages

a. Stationery

b. Vehicle repair/Maint & maintenance

c. Generator repairs & Maintenance

d. Cartridges

f. Cleaning Materials

RFQ .... 9 Packages

a. Printing Materials

b. Furniture repairs & Maintenance

c. Water Supply

d. Vehicle Insurance

e. Assorted Food

f. Building Materials

g. Electrical Materials

h. Air Conditioner

i. Spare parts of computer & photocopier

RB 3

a.Petroleum Products

b. Food & Catering Service

2nd Quarter

NCB …………….. 5 Packages

a. Stationery

b. Vehicle repair/Maint & maintenance

c. Generator repairs & Maintenance

d. Cartridges

f. Cleaning Materials

RFQ ……………… 10 Packages

a. Printing Materials

b. Furniture repairs & Maintenance

c. Water Supply

d. Vehicle Insurance

e. Assorted Food

f. Building Materials

g. Electrical Materials

h. Air Conditioner

i. Spare parts of computer & photocopier

j. Computer Supplies

RB ……………… 2

a.Petroleum Products

b. Scratch Cards

3rd Quarter

NCB .... 5 Packages

a. Stationery

b. Vehicle repair/Maint. & maintenance

c. Generator repairs & Maintenance

d. Cartridges

f. Cleaning Materials

RFQ .... 9 Packages

a. Printing Materials

b. Furniture repairs & Maintenance

c. Water Supply

d. Vehicle Insurance

e. Building Materials

f. Electrical Materials

g. Air Conditioner

h. Spare parts of computer & photocopier

i. Computer Supplies

RB 3

a. Petroleum Products

b. Scratch Cards

c. Food & Catering

2.0 Challenges

The delay in the passage of the national budget

Limited budgetary appropriation

The lack of interest by vendors to participate in the bidding process

The delay in vendors' payment due to the economic crisis in our country

3.0 Recommendations

That the Judiciary should be well funded to run the day to day activities of the courts.

That the budget be passed on time by the relevant authorities to enable us plan on time

The allotment be provided sooner to pay vendors on time

4.0 Annexes:

ANNEX A: Summary Table

General Information
Judiciary Branch, Temple of Justice
Quarterly Procurement Report
January – March 2022; First Quarter

SUMMARY OF PROCUREMENT IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/ Bids Submission	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 PPCC VR Status	Date Contract Signed	Date of Delivery/ Inspection	Proposed Contract Completion Date	Contract Progress Status (Amount)	Rs
1	IFB.NO.JUD/NCB/001/2022	Stationery	NCB	GOL	12/22/2021	1/18/2022	1	3/8/2022	107,896.00	Metro Stationery Store	3/11/2022	11/30/2022	12/30/2022	107,896.00	
2	IFB.NO.JUD/NCB/002/2022	Repair & Maint. Vehicles	NCB	GOL	12/15/2021	1/17/2022	4	3/8/2022	97,380.00	Evergreen Auto Service	3/11/2022	11/30/2022	12/30/2022	97,380.00	
3	IFB.NO.JUD/RB/003/2022	Vehicle Insurance	RB	GOL	12/17/2021	1/18/2022	4	3/8/2022	21,775.00	Mutual Benefit	3/11/2022	11/30/2022	12/30/2022	21,775.00	
4	IFB.NO.JUD/NCB/003/2022	Repairs & Maints. Generator	NCB	GOL	12/22/2021	1/21/2022	1	3/11/2022	56,900.00	Technotech	3/11/2022	11/30/2022	12/30/2022	58,500.00	
5	IFB.NO.JUD/NCB/004/2022	Food Stuff	RFQ	GOL	12/28/2021	1/27/2022	1	3/11/2022	10,000.00	N/A	3/11/2022	11/30/2022	12/30/2022	10,000.00	
6	IFB.NO.JUD/SS/001/2022	Repair Maint. of Elevator	SS	GOL	5/5/2022	6/6/2022	1	3/11/2022	30,040.00	N/A	3/11/2022	11/30/2022	12/31/2022	30,040.00	
7	IFB.NO.JUD/RFQ/002/2022	Computer Supplies	RFQ	GOL	5/4/2022	5/13/2022	2	3/11/2022	5,000.00	Office Express	3/11/2022	11/30/2022	12/31/2022	5,000.00	
8	IFB.NO.JUD/NCB/005/2022	Cartridges	NCB	GOL	4/29/2022	5/31/2022	3	3/11/2022	13,500.00	Office Express	3/11/2022	11/30/2022	12/31/2022	13,500.00	
9	IFB.NO.JUD/RB/02	Scratch Card	RB	GOL	5/4/202022	5/24/2022	2	3/11/2022	54,683.00	Aircom	3/11/2022	11/30/2022	12/31/2022	54,683.00	

	/2022														
10	IFB.NO.JUD/RFQ/003/2022	Newspaper	RFQ	GOL	5/4/2022	5/13/2022	1	3/8/2022	4,500.00	N/A	3/11/202	11/30/2022	12/31/2022	4,500.00	
11	IFB.NO.JUD/RFQ/005/2022	Building Materials	RFQ	GOL	5/2/2022	5/17/2022	3	3/8/2022	9,980.00	N/A	3/11/2022	11/30/2022	12/31/2022	9,980.00	
12	IFB.NO.JUD/RFQ/006/2022	Electrical Materials	RFQ	GOL	5/3/2022	5/18/2022	3	3/8/2022	9,980.00	N/A	3/11/2022	11/30/2022	12/31/2022	9,980.00	
13	IFB.NO.JUD/RFQ/007/2022	Air Condition	RFQ	GOL	4/29/2022	5/16/2022	3	3/8/2022	4,000.00	N/A	3/11/2022	11/30/2022	12/31/2022	4,000.00	
14	IFB.NO.JUD/RFQ/008/2022	Spare part of Computer, Photocopier	RFQ	GOL	5/4/2022	5/13/2022		3/8/2022	2,800.00	NIL	3/11/2022	11/30/2022	12/31/2022	2,800.00	
15	IFB.NO.JUD/SBA/RB/001/2022	Petroleum Products	RB	GOL	12/24/2021	1/21/2022	2	3/8/2022	1,102,960.00	Super Petroleum	3/11/2022	11/30/2022	12/30/2022	1,102,960.00	
16	IFB.NO.JUD/SBA/NCB/001/2022	Printing Material	RFQ	GOL	5/4/2022	5/11/2022	4	3/8/2022	6,200.00	N/A	3/11/2022	11/30/2022	12/31/2022	6,200.00	
17	IFB.NO.JUD/SBA/NCB/002/2022	Cleaning Materials	NCB	GOL	4/29/2022	5/31/2022	2	3/8/2022	14,000.00	Shop Rite Liberia	3/11/2022	11/30/2022	12/31/2022	14,000.00	
18	IFB.NO.JUD/SBA/RFQ/001/2022	Medical Drugs	RFQ	GOL	5/5/2022	5/12/2022		3/8/2022	500.00	NIL	3/11/2022	11/30/2022	12/31/2022	500.00	
19	IFB.NO.JUD/SBA/RB/002/2022	Food & Catering Service	RB	GOL	12/30/2021	1/28/2022		3/8/2022	20,000.00	NIL	3/11/2022	11/30/2022	12/30/2022	20,000.00	
20	IFB.NO.JUD/SBA/RFQ/005/2022	Water Supply	RFQ	GOL	4/29/2022	5/16/2022	1	3/8/2022	3,000.00	N/A	3/11/2022	11/30/2022	12/30/2022	3,000.00	
21	IFB.NO.JUD/SBA/RFQ/004/2022	Repairs Maint. Furniture	RFQ	GOL	5/18/2022	5/21/2022	3	3/8/2022	4,000.00	N/A	3/11/2022	11/30/2022	12/30/2022	4,000.00	
22															

Prepared by: ______________ Date: 12/2/2022

Joyce L. Ndowar
Procurement Director

Approved by: ______________ Date: Dec. 5, 2

Cllr. Elizabeth J. Nelson
Court Administrator

4.0 Annexes:

ANNEX A: Summary Table

General Information
Judiciary Branch, Temple of Justice
Quarterly Procurement Report
April –June 2022; Second Quarter

SUMMARY OF PROCUREMENT IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/ Bids Submission	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 PPCC VR Status	Date Contract Signed	Date of Delivery/ Inspection	Proposed Contract Completion Date	Contract Progress Status (Amount)
1	IFB.NO.JUD/NCB/ 001/2022	Stationery	NCB	GOL	12/22/2021	1/18/2022	1	3/8/2022	93,901.00	Metro Stationery Store	3/11/2022	11/30/2022	12/30/2022	93,901.00
2	IFB.NO.JUD/NCB/ 002/2022	Repair & Maint. Vehicles	NCB	GOL	12/15/2021	1/17/2022	4	3/8/2022	66,656.04	Evergreen Auto Service	3/11/2022	11/30/2022	12/30/2022	66,656.04
3	IFB.NO.JUD/RB/003/2022	Vehicle Insurance	RB	GOL	12/17/2021	1/18/2022	4	3/8/2022	11,904.28	Mutual Benefit	3/11/2022	11/30/2022	12/30/2022	11,904.28
4														
5	IFB.NO.JUD/NCB/ 003/2022	Repairs & Maints. Generator	NCB	GOL	12/22/2021	1/21/2022	1	3/8/2022	39,004.50	Technotech	3/11/2022	11/30/2022	12/30/2022	39,004.50
6	IFB.NO.JUD/NCB/ 004/2022	Food Stuff	RFQ	GOL	12/28/2021	1/27/2022	1	3/8/2022	(10,717.45)	N/A	3/11/2022	11/30/2022	12/30/2022	(10,717.45)
7	IFB.NO.JUD/SS/001/2022	Repair Maint. of Elevator	SS	GOL	5/5/2022	6/6/2022	1	3/8/2022	30,040.00	N/A	3/11/2022	11/30/2022	12/30/2022	30,040.00
8	IFB.NO.JUD/RFQ/ 002/2022	Computer Supplies	RFQ	GOL	5/4/2022	5/13/2022	2	3/8/2022	5,000.00	N/A	3/11/2022	11/30/2022	12/31/2022	5,000.00
9	IFB.NO.JUD/NCB/ 005/2022	Cartridges	NCB	GOL	4/29/2022	5/31/2022	3	3/8/2022	10,125.00	Office Express	3/11/2022	11/30/2022	12/31/2022	10,125.00
10	IFB.NO.JUD/RB/02	Scratch Card	RB	GOL	5/4/2022	5/24/2022	2	3/8/2022	54,683.00	Aircom	3/11/2022	11/30/2022	12/31/2022	54,683.00

	/2022													
11	IFB.NO.JUD/RFQ/003/2022	Newspaper	RFQ	GOL	5/4/2022	5/13/2022	1	3/8/2022	4,500.00	N/A	3/11/2022	11/30/2022	12/31/2022	4,500.00
12														
13	IFB.NO.JUD/RFQ/005/2022	Building Materials	RFQ	GOL	5/2/2022	5/17/2022	3	3/8/2022	4,528.00	N/A	3/11/2022	11/30/2022	12/31/2022	4,528.00
14	IFB.NO.JUD/RFQ/006/2022	Electrical Materials	RFQ	GOL	5/3/2022	5/18/2022	3	3/8/2022	802.00	N/A	3/11/2022	11/30/2022	12/31/2022	802.00
15	IFB.NO.JUD/RFQ/007/2022	Air Condition	RFQ	GOL	4/29/2022	5/16/2022	3	3/8/2022	3,675.00	N/A	3/11/2022	11/30/2022	12/31/2022	3,675.00
16	IFB.NO.JUD/RFQ/008/2022	Spare part of Computer, Photocopier	RFQ	GOL	5/4/2022	5/13/2022		3/8/2022	(12,450.00)	NIL	3/11/2022	11/30/2022	12/31/2022	(12,450.00)
17	IFB.NO.JUD/SBA/RB/001/2022	Petroleum Products	RB	GOL	12/24/2021	1/21/2022	2	3/8/2022	995,674.00	Super Petroleum	3/11/2022	11/30/2022	12/30/2022	995,674.00
18	IFB.NO.JUD/SBA/NCB/001/2022	Printing Material	NCB	GOL	5/4/2022	5/11/2022	4	3/8/2022	5,900.00	N/A	3/11/2022	11/30/2022	12/31/2022	5,900.00
19	IFB.NO.JUD/SBA/NCB/002/2022	Cleaning Materials	NCB	GOL	4/29/2022	5/31/2022	2	3/8/2022	3,411.65	Shop Rite Liberia	3/11/2022	11/30/2022	12/31/2022	3,411.65
20	IFB.NO.JUD/SBA/RFQ/001/2022	Medical Drugs	RFQ	GOL	5/5/2022	5/12/2022		3/8/2022	500.00	NIL	3/11/2022	11/30/2022	12/31/2022	500.00
21	IFB.NO.JUD/SBA/RB/002/2022	Food & Catering Service	RB	GOL	12/30/2021	1/28/2022		3/8/2022	(717.45)	NIL	3/11/2022	11/30/2022	12/30/2022	(717.45)
22	IFB.NO.JUD/SBA/RFQ/004/2022	Repairs Maint. Furniture	RFQ	GOL	5/3/2022	5/18/2022	3	3/8/2022	(6,230.00)	N/A	3/11/2022	11/30/2022	12/30/2022	(6,230.00)
23	IFB.NO.JUD/SBA/RFQ/005/2022	Water Supply	RFQ	GOL	4/29/2022	5/16/2022	1	3/8/2022	(7,000.00)	N/A	3/11/2022	11/30/2022	12/30/2022	(7,000.00)
24														

Prepared by: ______	**Date:** 12/2/2022	**Approved by:** ______	**Date:** Dec. 5, 2[illegible]
Joyce L. Ndowar **Procurement Director**		**Cllr. Elizabeth J. Nelson** **Court Administrator**	

4.0 Annexes:

ANNEX A: Summary Table

General Information
Judiciary Branch, Temple of Justice
Quarterly Procurement Report
July – September 2022; Third Quarter

SUMMARY OF PROCUREMENT IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/ Bids Submission	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 PPCC VR Status	Date Contract Signed	Date of Delivery/ Inspection	Proposed Contract Completion Date	Contract Progress Status (Amount)	Re
1	IFB.NO.JUD/NCB/001/2022	Stationery	NCB	GOL	12/22/2021	1/18/2022	1	3/8/2022	54,621.00	Metro Stationery Store	3/11/2022	11/30/2022	12/30/2022	54,621.00	
2	IFB.NO.JUD/NCB/002/2022	Repair & Maint. Vehicles	NCB	GOL	12/15/2021	1/17/2022	4	3/8/2022	(31,994.19)	Evergreen Service	3/11/2022	11/30/2022	12/30/2022	(31,994.19)	
3	IFB.NO.JUD/RB/003/2022	Vehicle Insurance	RB	GOL	12/17/2021	1/18/2022	4	3/8/2022	11,904.28	Mutual Benefit	3/11/2022	11/30/2022	12/30/2022	11,904.28	
4															
5	IFB.NO.JUD/NCB/003/2022	Repairs & Maints. Generator	NCB	GOL	12/22/2021	1/21/2022	1	3/8/2022	7,549.00	Technotech	3/11/2022	11/30/2022	12/30/2022	7,549.00	
6	IFB.NO.JUD/NCB/004/2022	Food Stuff	RFQ	GOL	12/28/2021	1/27/2022	1	3/8/2022	(14,687.45)	N/A	3/11/2022	11/30/2022	12/30/2022	(14,687.45)	
7	IFB.NO.JUD/SS/001/2022	Repair Maint. of Elevator	SS	GOL	5/5/2022	6/6/2022	1	3/8/2022	30,040.00	N/A	3/11/2022	11/30/2022	12/31/2022	30,040.00	
8	IFB.NO.JUD/RFQ/002/2022	Computer Supplies	RFQ	GOL	5/4/2022	5/13/2022	2	3/8/2022	(35,490.00)	N/A	3/11/2022	11/30/2022	12/31/2022	(35,490.00)	
9	IFB.NO.JUD/NCB/005/2022	Cartridges	NCB	GOL	4/29/2022	5/31/2022	3	3/8/2022	(7,835.00)	Office Express	3/11/2022	11/30/2022	12/31/2022	(7,835.00)	
10	IFB.NO.JUD/RB/02	Scratch Card	RB	GOL	5/4/2022	5/24/2022	2	3/8/2022	24,683.00	Aircom	3/11/2022	11/30/2022	12/31/2022	24,683.00	

	/2022													
11														
12														
13	IFB.NO.JUD/RFQ/005/2022	Building Materials	RFQ	GOL	5/2/2022	5/17/2022	3	3/8/2022	(14,020.00)	N/A	3/11/2022	11/30/2022	12/31/2022	(14,020.00)	
14	IFB.NO.JUD/RFQ/006/2022	Electrical Materials	RFQ	GOL	5/3/2022	5/18/2022	3	3/8/2022	(11,041.20)	N/A	3/11/2022	11/30/2022	12/31/2022	(11,041.20)	
15	IFB.NO.JUD/RFQ/007/2022	Air Condition	RFQ	GOL	4/29/2022	5/18/2022	3	3/8/2022	(19,144.00)	N/A	3/11/2022	11/30/2022	12/31/2022	(19,144.00)	
16	IFB.NO.JUD/RFQ/008/2022	Spare part of Computer, Photocopier	RFQ	GOL	5/4/2022	5/13/2022	3	3/8/2022	(12,450.00)	N/A	3/11/2022	11/30/2022	12/31/2022	(12,450.00)	
17	IFB.NO.JUD/SBA/RB/001/2022	Petroleum Products	RB	GOL	12/24/2021	1/21/2022	2	3/8/2022	692,307.00	Super Petroleum	3/11/2022	11/30/2022	12/30/2022	692,307.00	
18	IFB.NO.JUD/SBA/NCB/001/2022	Printing Material	RFQ	GOL	5/4/2022	5/11/2022	4	3/8/2022	5,000.00	N/A	3/11/2022	11/30/2022	12/31/2022	5,000.00	
19	IFB.NO.JUD/SBA/NCB/002/2022	Cleaning Materials	NCB	GOL	4/29/2022	5/31/2022	2	3/8/2022	(11,214.08)	Shop Rite Liberia	3/11/2022	11/30/2022	12/31/2022	(11,214.08)	
20	IFB.NO.JUD/SBA/RFQ/001/2022	Medical Drugs	RFQ	GOL	5/5/2022	5/12/2022	3	3/8/2022	500.00	NIL	3/11/2022	11/30/2022	12/31/2022	500.00	
21															
22	IFB.NO.JUD/SBA/RB/002/2022	Food & Catering Service	RB	GOL	12/30/2021	1/28/2022	1	3/8/2022	(717.45)	N/A	3/11/2022	11/30/2022	12/30/2022	(717.45)	
23	IFB.NO.JUD/SBA/RFQ/003/2022	Newspaper	RFQ	GOL	5/4/2022	5/13/2022	1	3/8/2022	4,500.00	N/A	3/11/2022	11/30/2022	12/31/2022	4,500.00	
24	IFB.NO.JUD/SBA/RFQ/004/2022	Repairs Maint. Furniture	RFQ	GOL	5/3/2022	5/18/2022	3	3/8/2022	(31,073.62)	N/A	3/11/2022	11/30/2022	12/30/2022	(31,073.62)	
25	IFB.NO.JUD/SBA/RFQ/005/2022	Water Supply	RFQ	GOL	4/29/2022	5/16/2022	1	3/8/2022	(17,000.00)	N/A	3/11/2022	11/30/2022	12/30/2022	(17,000.00)	
26															
27															

Prepared by: ____________	Date: 12/2/2022	Approved by: ____________	Date: Dec, 5, 20
Joyce L. Ndowar Procurement Director		Cllr. Elizabeth J. Nelson Court Administrator	