



## THE WEST AFRICAN EXAMINATIONS COUNCIL

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Ref: HNO/MON/14.002/2023

Date: September 20, 2023

Mr. Bodger Scott Johnson  
**Executive Director**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

Dear Hon. Executive Director:

The Procurement Committee of The West African Examinations Council herewith submits to your office its 1<sup>st</sup>, and 2<sup>nd</sup> Quarters Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities not implemented at the The West African Examinations Council for the period: 1<sup>st</sup> Quarter (January – March 31, 2023 ) and 2<sup>nd</sup> Quarter (April – June 30, 2023).

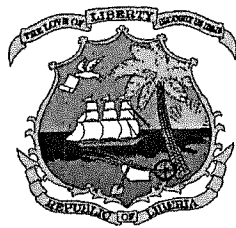
Kind Regards.

Sincerely yours

*Dale G. Gbotoe*  
**HEAD OF NATIONAL OFFICE**

# REPUBLIC OF LIBERIA

## *The West African Examinations Council*



Quarterly Procurement Report

FY 2023

For the 2023 1<sup>st</sup> Quarter (January - March), and 2<sup>nd</sup> Quarter (April – June)}

Date of Submission: 07/08/2023

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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 1<sup>st</sup> & 2<sup>nd</sup> Quarters & FY 2023, for your review and consideration.

During the period under review, The West African Examinations Council has not implemented any of the Five (5) procurement packages out of the Five (5) planned Contract Packages within our approved procurement plan for the period under review.

The total number of procurement activities approved, but not implemented thus far, along with the titles of packages are as follows: The RB was used for the acquisition of one contract package (Petroleum product IFB No. WAEC/SBA/RB/001/2023; the NCB was used for the acquisition of one contract package (Stationery IFB WAEC/SAB/NCB/001/2023; The RFQ was used for the acquisition of one contract package (Hall Rental IFB No. WAEC//RFQ/001/2023); The RFQ was used for the acquisition of one contract package (Vehicle Rental IFB No. WAEC/RFQ/002/2023); the RFQ was used for the acquisition of one contract package (Food and Beverages IFB No. WAEC/RFQ/003/2023).

## **2.0 Challenges**

During the course of the period under review, the following challenges and constraints were Encountered: NO budgetary allotment to implement all of the planned packages for the period under review.

## **3.0 Recommendations**

The West African Examinations Council (WAEC) wishes to recommend that the Commission kindly work with the MFD to timely allot monies for the implementation of procuring entity's planned activities. The Committee will ensure that the plan is approved on time before submission to the Commission.

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**Annex B:**

**Copies of the quarterly actualized procurement plans**

*[Attach copies of Approved Procurement Plans implemented during the quarter for which the report is being submitted]*

**Annex C: Copies of notice of award**

*[Attach copies of all notice of intent to award contracts submitted to the Commission in accordance with Section 31 of the PPCA during the quarter under consideration]*

**Annex D: Copies of signed contracts**

*[Attach copies of all contracts signed during the quarter]*

**Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report**

*[Attach a copy of the minutes of the Procurement Committee meeting during which the quarterly procurement report was approved]*

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## 4.0 Annexes:

### Annex A: Summary Table

<b>General Information</b>
<i>The West African Examinations Council</i>
Quarterly Procurement Report
1 <sup>st</sup> and 2 <sup>nd</sup> Quarters, 2023

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

[illegible]