

Sample

Name of Entity: _____

Quarterly Procurement Report
FY 2014/2015

For the 1st Quarter (July – September)

Comment [p1]: Indicate the specific quarter the report is being submitted: 1st, 2nd, 3rd and 4th

Date of Submission: MM/DD/YY

Sample

1.0 Introduction

In keeping with **Sections 27(g) and 43(9)**, of the Amended and Restated Public Procurement and Concession Act which requires each Procurement Entity to submit quarterly report to the Commission, I am pleased to submit the Procurement Report for **Indicate Quarter & Fiscal Year**, for your review and consideration.

During the period under review, **Insert Name of Procuring Entity** has completed the implementation of **X#** out of the total # of contract packages within our approved procurement for the period under review.

Out of the total procurement implemented thus far, the RFQ was used for the acquisition of three contract packages (XYZ), whereas the NCB method of procurement was used for the acquirement of two (2) contract packages (X&Y). Additionally, the LCS method was used to hire the consultant for the provision of Legal Consultant service.

Sample

Entity's **Letter head**

Comment [p2]: The heading of the letter, which will normally reflect the name and address of the Procuring entity.

Ref:

Comment [p3]: The reference number of the letter

Date:

Comment [p4]: Indicate the date on which the Quarterly report will be sent to the Commission

Executive Director

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

Dear Sir:

The Procurement Committee of the Public Procurement and Concessions Commission herewith submits to your office its 1st, 2nd, 3rd or 4th Quarter Procurement Report for Fiscal Year **2014/2015**.

Comment [p5]: Indicate the specific quarter for which the report is being submitted

Comment [p6]: The Fiscal Year under review

This report summarizes the procurement activities implemented at the PPCC for the period **July** 1, 2014 to September 30, 2014.

Comment [p7]: The Quarter for which the report is being submitted: 1st (July 1, 2014 to September 30, 2014), 2nd (October 1, 2014 to December 31, 2014), 3rd (January 1, 2015 to March 31, 2015) and 4th (April 1, 2015 to June 30, 2015).

Kind regards.

Sincerely your

Executive Director

Comment [p8]: Indicate the name and position of the head of procuring entity

