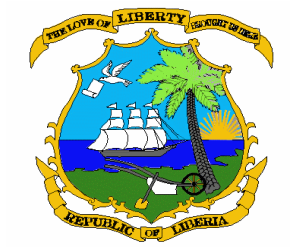


SAMPLE FORM

REPUBLIC OF LIBERIA

[Public Procurement and Concessions Commissions]



Quarterly Procurement Report

FY **2023** *[Indicate the Fiscal Year in which the report is being submitted]*

For the **1st Quarter** *[Indicate the specific Quarter for which the report is being submitted:] 1st Quarter (January – March), or 2nd Quarter (April – June), 3rd (July – September), 4th Quarter (October – December]*

Date of Submission: **04/07/2023**

Table of Contents

1.0 Introduction and Summary	
2.0 Challenges.....	
3.0 Recommendations.....	
4.0 Annexes.....	
Annex A: Summary Table	
Annex B: Copies of the quarterly actualized procurement plans.....	
Annex C: Copies of notice of award.....	
Annex D: Copies of signed contracts.....	
Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report.....	

SAMPLE FORM

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 *[Indicate Quarter & Fiscal Year (1st Quarter, 2023)]*, for your review and consideration.

During the period under review, *[(Public Procurement and Concessions Commission) Insert Name of Procuring Entity]* has completed the implementation of *[(Six (6) procurement packages) indicate the number of procurement packages implemented]* out of the *[(Seven (7) approved planned procurement packages) Insert total number of planned Contract Packages]* of contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, *[Indicate the total number of contract packages acquired through each method of procurement along with the titles of the packages, e.g., the RB was used for the acquisition of one contract package (Petroleum Product IFB No. PPCC/SBA/RB/001/23), the NCB was used for the acquisition of one contract package (Medical Insurance IFB No. PPCC/SBA/NCB/001/23), the LCS method was used to hire a consultant firm for the procurement of a contract package (Audit Services IFB No. PPCC//LCS/001/23), the RFQ was used for the acquisition of one contract package (Stationery IFB No. PPCC/SBA/RFQ/001/23) whereas the SS method of procurement was used for the acquirement of one (1) contract package (Internet Connectivity IFB No. PPCC/SBA/SS/001/23). The ICB method was also used to acquire a construction firm for the pavement of 500km Road [Construction of Road IFB No. PPCC/SBA/ICB/001/23].*

2.0 Challenges

[Identify and outline challenges and constraints encountered during the course of the quarter while implementing planned procurement activities, e.g. During the course of the period under review the following challenges and constraints were encountered: Late budgetary allotment, delay in plan endorsement by the Procurement Committee, and no budgetary allotment to implement all of the planned packages.

3.0 Recommendations

[Indicate relevant recommendations taking into consideration the challenges outlined above for improving future implementation of planned procurement activities, e.g. Recommend that the Commission work with MFDP to timely allot monies for the implementation of Procuring entity's planned activities. Also, the Procurement Committee should ensure that the plan is approved on time before submission to the Commission.

SAMPLE FORM

Transmittal Letter

[Insert Entity's Letter head, which will normally reflect the name and address of the procuring entity]

Ref: *[Insert reference number of the letter]*

Date: *[Indicate 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 *[Indicate name of PPCC's Executive Director]*:

The Procurement Committee of *[Insert name of procuring entity, e.g. Public Procurement and Concessions Commission]* herewith submits to your office its *[Indicate the specific Quarter for which the report is being submitted: 1st, 2nd, 3rd, or 4th] Quarter* Procurement Report for Fiscal Year *[Indicate the Fiscal Year under review (2023)]*.

This report summarizes the procurement activities implemented at the *[Insert name of procuring entity, e.g. Public Procurement and Concessions Commission]* for the period *[Indicate the specific Quarter for which the report is being submitted: 1st Quarter (January – March)]*

Kind Regards.

Sincerely yours

[Indicate the name and position of the head of the procuring entity].

SAMPLE FORM

SAMPLE FORM

4.0 Annexes:

Annex A: Summary Table

General Information
<i>Public Procurement & Concessions Commission</i>
Quarterly Procurement Report
1 st Quarter (Jan-March) 2023

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 PPCC VR 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	<i>IFB No. PPCC/SBA/RB/001/23</i>	<i>Petroleum Product</i>	<i>RB</i>	<i>GoL</i>	<i>12/15/22</i>	<i>12/29/22</i>	<i>4</i>	<i>1/12/23</i>	<i>50,000.00</i>	<i>LIB Petro</i>	<i>Active</i>	<i>Sam Jones</i>	<i>Alex King</i>	<i>1/19/23</i>	<i>1/26/23</i>	<i>11/30/23</i>	<i>15,000.00</i>	
2	<i>IFB No. PPCC/SBA/NCB/001/23</i>	<i>Medical Insurance</i>	<i>NCB</i>	<i>GoL</i>	<i>12/15/22</i>	<i>1/12/23</i>	<i>5</i>	<i>1/19/23</i>	<i>20,000.00</i>	<i>Shoma Insurance</i>	<i>Active</i>	<i>Gladys Blackie</i>	<i>Gladys Blackie</i>	<i>1/26/23</i>	<i>2/2/23</i>	<i>11/30/23</i>	<i>5,000.00</i>	
3	<i>IFB No. PPCC/LCS/001/23</i>	<i>Audit Services</i>	<i>LCS</i>	<i>GoL</i>	<i>12/15/22</i>	<i>12/29/22</i>	<i>3</i>	<i>1/12/23</i>	<i>21,000.00</i>	<i>PACO Audit Firm</i>	<i>Active</i>	<i>Tim Collins</i>	<i>Ann Tamba</i>	<i>1/19/23</i>	<i>1/26/23</i>	<i>11/30/23</i>	<i>7,000.00</i>	
4	<i>IFB No. PPCC/SBA/RFQ/001/23</i>	<i>Stationery</i>	<i>RFQ</i>	<i>GoL</i>	<i>12/15/22</i>	<i>12/29/22</i>	<i>5</i>	<i>1/12/23</i>	<i>10,000.00</i>	<i>Office Suite</i>	<i>Active</i>	<i>Solo Jah</i>	<i>Ali Pitman & Jack Dee</i>	<i>1/19/23</i>	<i>1/26/23</i>	<i>11/30/23</i>	<i>5,000.00</i>	

SAMPLE FORM

5	IFB No. PPCC/SBA /SS/001/23	Intern et Conne ctivity	SS	GoL	12/15/22	12/29/2 2	1	1/12/23	20,000.00	LIBTELC O	Active	GoL	GoL	1/19/2 3	1/26/23	11/30/2 3	5,000.0 0	
6	IFB No. PPCC/SBA /ICB/001/2 3	Constr uction of 500K m Road	ICB	GoL	12/15/22	1/26/23	8	2/9/23	1,000,000. 00	Continent al Reconstru ction Ltd	N/A	George Bimba	Ralph Jones, Joe Clarke & Philip Randa	2/23/2 3	6/2/23	11/30/2 3	250,000 .00	

Prepared by: _____
[Insert name]
 Procurement Director

Date: _____

Approved by: _____
[Insert name]
 Head of Entity/ Chairman PC

Date: _____

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

SAMPLE FORM

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