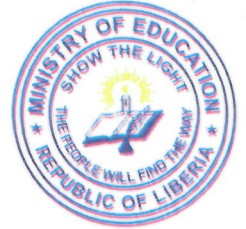




REPUBLIC OF LIBERIA
MINISTRY OF EDUCATION

P. O. BOX 10 - 9012
1000 MONROVIA 10, LIBERIA
WEST AFRICA



Office of the Deputy Minister
For Administration

Ref: RL-MOE-0110/LD/PPCC/2022

September 19, 2022

Jargbe Roseline Nagbe Kowo (Atty)
Executive Director/Chief Executive Officer
Public Procurement & Concessions Commission (PPCC)
Capitol Hill, Monrovia

Dear Jargbe Roseline Nagbe Kowo (Atty):

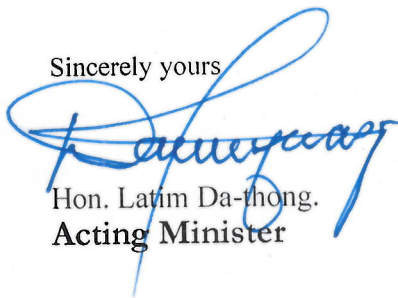
The Procurement Committee of *the Ministry of Education* herewith submits to your office its 1st Quarter Procurement Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the *Ministry of Education* for the period of (*July 1, 2022 to September 30, 2022*).

Please see attached the copies of the quarterly actualized procurement plans, copies of notice of award, copies of signed contract and copies of PC Quarterly meeting endorsing the quarterly procurement report

We look forward to your timely consideration as the commission strives to ensure the economic and efficient use of public funds in the procurement process.

Sincerely yours



Hon. Latim Da-thong.
Acting Minister



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



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref: PPCC/RL/CEO/116/P'22

February 28, 2022

Prof. Ansu D. Sonii, Sr.
MINISTER
Ministry of Education
Republic of Liberia

Dear Prof. Sonii:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2022**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Education (MOE) SBA and Non-SBA Procurement Plans for FY 2022 in accordance with **Section 40** (3) of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

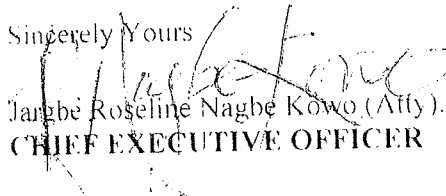
Upon passage of the Fiscal Year 2022 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MOE's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Fiscal Year 2022 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended Special Budget Year 2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for Fiscal Year 2022.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards.

Sincerely Yours


Jangbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

MEMBERS OF PROCUREMENT COMMITTEE

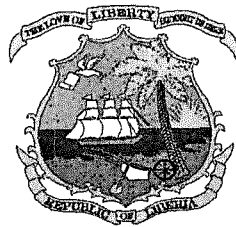
NO.	NAME	POSITION	POSITION ON THE COMMITTEE
1	Prof. Ansu D. Sonii, Sr.	Minister	Chairman
2	Latim Da-thong	Deputy Minister for Administration	Co-Chairman
3	Alexander Doupo	Deputy Minister for Instruction	Member
4	Alton V. Kesselly	Deputy Minister for Planning & Research	Member
5	James Armah Massaquoi	Assistant Minister for Fiscal & Human Resources	Member

STAFF OF THE PROCUREMENT DIVISION

NO.	NAME	POSITION
1	Julay S. Jargbah	Procurement Director
2	Lawson Cummings	Procurement Supervisor
3	Morris F. Manobah	Procurement Officer
4	James Kamara	Procurement Officer
5	Miatta Freeman	Procurement Officer
7	Alpha Marshall	Procurement Clerk

REPUBLIC OF LIBERIA

Ministry of Education



Quarterly Procurement Report

Fiscal Year 2022

For the 1st Quarter (July-September)

Date of Submission: SEPTEMBER/18/ 2022

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

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 1st Quarter]*, for your review and consideration.

During the period under review, the Ministry of Education has completed the implementation of *Twelve (12) procurement* of the contract packages within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, **one (1) package** was done under the **RFQ method** for the Procurement of Scratch Cards, whereas **Seven (7) packages** was done under the **NCB Method**, including Stationery Supply, Educational Materials, Printing & Binding Services, Vehicle Repairs & Maintenance Services, Vehicle Rental Service, Petroleum Products, the Procurement for the Technical Equipment for the Smart Classroom installation and Air-tickets and **Two (2) contract package using the SS Method** (National Primary Learning Assessment and the of 9600 recording of Lesson from Grade 3-6.

2.0 Challenges

Procurement challenges is with the one (1) month lead time under NCB, followed by other steps that constitute the entire process up to contract level. Another challenge procurement is faced with is the minimum threshold under goods. And lastly, the commission takes over 10-11 days before reviewing t documents which can usually caused the 14days period to elapse without the commission sending its NO-Objection.

3.0 Recommendations

My recommendation will be for the commission to increase the threshold for goods to at least not above 30,000. For the commission to start reviewing document earlier before 10-11 of submission of documents in order to provide feedback and No-Objection within the fourteen (14) days timeframe. Lastly, the Commission to give some level of flexibility on the lead-time of the regular procurement packages such as, **Stationery Supply, Educational Materials, Printing & Binding Services, Vehicle Repairs & Maintenance Services, Vehicle Rental Service, Petroleum Products**. I believed when this is taken into consideration, implementation will be improved.

MINISTRY OF EDUCATION
 PROCUREMENT PLAN (CORE BUDGET)
 SOURCE OF FUNDING: NATIONAL BUDGET
 Fiscal Year: January 1, 2022 - December 31, 2022

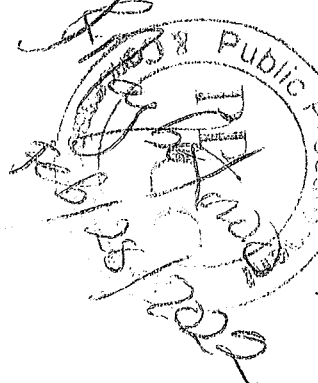
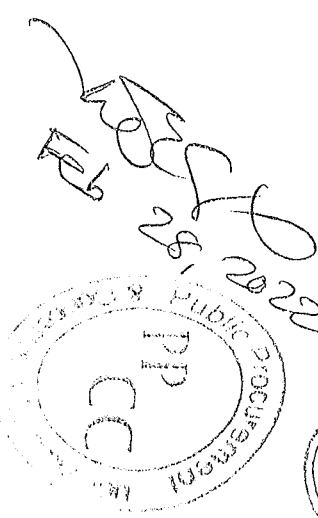
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Item No	Package Number Code	Contract Package	Business Activity Code	QTY	Est. Cost (USD)	Procurement Method	Technical Specs/BOQ Drawing	Prepare Bid Document	Approval & Release of Bid Doc	Initiation of Bid Opening	Submission of Bid Evaluation Report	PC Approach Bid Award & Signing	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection & Substantiation	Acceptance & Final Payment		
Planned	1	Stationery	G-4761	Assorted	335,910.00	NCB	2/14/2022	2/21/2022	2/28/2022	3/7/2022	4/4/2022	4/11/2022	4/18/2022	4/25/2022		N/A	10/31/2022	12/30/2022
Update																		
Planned	2	Teaching Materials	G-4761	Assorted	3,084,381.00	NCB	2/14/2022	2/21/2022	2/28/2022	3/7/2022	4/4/2022	4/11/2022	4/18/2022	4/25/2022		N/A	10/31/2022	12/30/2022
Update																		
Planned	3	Vehicle Spare Parts	G-4530	Assorted	143,620.00	NCB	2/14/2022	2/21/2022	2/28/2022	3/7/2022	4/4/2022	4/11/2022	4/18/2022	4/25/2022		N/A	10/31/2022	12/30/2022
Update																		
Planned	4	Food Stuffs	G-4711	Assorted	63,900	NCB	2/14/2022	2/21/2022	2/28/2022	3/7/2022	4/4/2022	4/11/2022	4/18/2022	4/25/2022		N/A	10/31/2022	12/30/2022
Update																		
Planned	5	Scratch Cards	J-6190	800psc @5pc	34,000.00	RB	2/16/2022	2/23/2022	3/2/2022	3/10/2022	4/7/2022	4/14/2022	4/21/2022	4/29/2022		N/A	10/31/2022	12/30/2022
Update																		
Planned	6	Repairs & Maint. Machinery Equipment	C-3312	Assorted	12,600.00	NCB	2/16/2022	2/23/2022	3/2/2022	3/9/2022	4/6/2022	4/13/2022	4/20/2022	4/29/2022		N/A	10/30/2022	12/30/2022
Update																		
Planned	7	Equipment & Household Materials	G-4659	1 Firm	3,500.00	NCB	2/16/2022	2/23/2022	3/2/2022	3/9/2022	4/6/2022	4/13/2022	4/20/2022	4/29/2022		N/A	12/30/2022	12/30/2022
Update																		
Planned	8	Laboratory Equipment	G-4659	Assorted	3,800.00	NCB	2/16/2022	2/23/2022	3/2/2022	3/9/2022	4/6/2022	4/13/2022	4/20/2022	4/29/2022		N/A	12/30/2022	12/30/2022
Update																		
Actual					3,799.00													
GRAND TOTAL					3,799.00													

Prepared By: *[Signature]*
 Jeffrey S. Jarboak
 Procurement Director

Reviewed By: *[Signature]*
 Hon. Laphin S. Biong
 Deputy Minister, Administration

Approved: *[Signature]*
 Hon. D. M. M. M. M.
 Head of Procurement Committee

Date: *January 28/22*



MINISTRY OF EDUCATION

PROCUREMENT PLAN (SBA CORE BUDGET)

SERVICE OF FUNDING: NATIONAL BUDGET

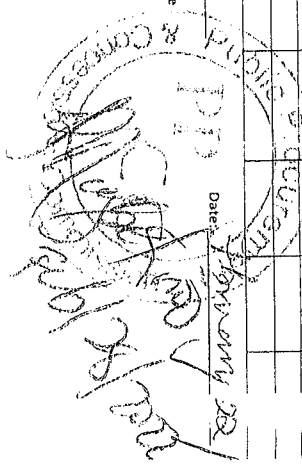
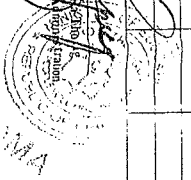
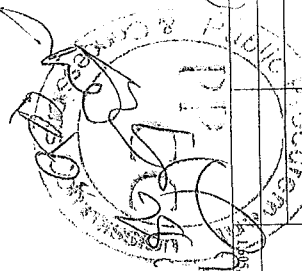
Fiscal Year: January 1, 2022 - December 30, 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Item No	Item Name	Business Activity Code	Qty	Est. Cost (USD)	Procurement Method	Technical Specification	Prepare Bid Document	Approval Bid Doc/Tech	Bid Invitation & Release of Bid Doc	Bid Sub/Public Opening	Submission of Bid Evaluation Report	Approval Bid Evaluation	Contract Award & Signing	Payment (Mobilization)	Inspection (Substantial Completion)	Actual Date of Payment		
1	Contract Package	G-661	247.210kg@3.8	939,401.00	RB	02/14/22	02/21/22	02/28/22	03/07/22	04/04/22	04/11/22	04/18/22	04/25/22	N/A	10/30/22	12/30/22		
2	Cleaning Materials	G-473	Assorted	63,000.00	NCB	02/14/22	02/21/22	02/28/22	03/07/22	04/04/22	04/11/22	04/18/22	04/25/22	N/A	10/30/22	12/30/22		
3	Vehicle Rental Services	H-492	1 Firm	78,700	NCB	02/14/22	02/21/22	02/28/22	03/07/22	04/04/22	04/11/22	04/18/22	04/25/22	N/A	10/30/22	12/30/22		
4	Printing & Binding Services	C-1812	1 Firm	75,600.00	NCB	02/14/22	02/21/22	02/28/22	03/07/22	04/04/22	04/11/22	04/18/22	04/25/22	N/A	10/30/22	12/30/22		
5	Repairs & Maintenance of Non-Residential Buildings	F-438	1 Firm	135,000.00	NCB	02/14/22	02/21/22	02/28/22	03/07/22	04/04/22	04/11/22	04/18/22	04/25/22	N/A	10/30/22	12/30/22		
6	Vehicle Insurance Coverage	K-6312	1 Firm	37,800	NCB	02/14/22	02/21/22	02/28/22	03/07/22	04/04/22	04/11/22	04/18/22	04/25/22	N/A	10/30/22	12/30/22		
7	Air Ticket	N-7911	1 Firm	22,050	4B	2/14/2022	2/21/2022	2/28/2022	3/7/2022	4/4/2022	4/11/2022	4/18/2022	4/25/2022	N/A	10/30/2022	12/30/2022		
8	Internet Connectivity	J-6120	1 Firm	153,000	NCB	2/14/2022	2/21/2022	2/28/2022	3/7/2022	4/4/2022	4/11/2022	4/18/2022	4/25/2022	N/A	10/30/2022	12/30/2022		
9	Catering Services	H-501	1 Firm	189,000	NCB	2/14/2022	2/21/2022	2/28/2022	3/8/2022	4/5/2022	4/11/2022	4/18/2022	4/25/2022	N/A	10/30/2022	12/30/2022		
GRAND TOTAL																		

Prepared By: *[Signature]*
 Jibson Singh
 Procurement Director

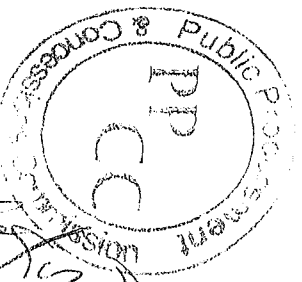
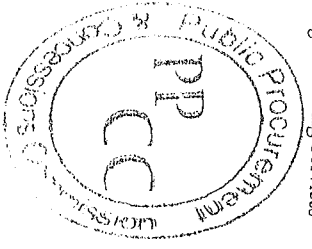
Reviewed By: *[Signature]*
 Tom Jam Satho
 Deputy Minister

Approved By: *[Signature]*
 Prof. Anwar Sultani
 Head of Procurement Committee



PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR 2022/2022

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. MOE/SBA/RB/001/2022	Petroleum Products	This contract package is funded from the budget line Fuel and Lubricants for vehicles and generators and it is intended to procure Petroleum Products as stated below: Diesel..... 247,210 gals
2	IFB No. MOE/SBA/NCB/001/2022	Cleaning Materials	This contract package is funded from the budget line Cleaning Materials and it is intended to procure the following materials : A. Dettol 60 Cartons B. Soap 35 Cartons C. Clora 40 cartons D. Liquid hand soap 30 cartons
3	IFB No. MOE/SBA/NCB/002/2022	Vehicle Rental	This contract package is funded from the budget lines Domestic Means of Travel and it is intended to procure Vehicle Rental Services as follow: A. Number of Vehicles 20 vehicles B. Number of trucks (to distribute materials) 10 vehicles
4	IFB No. MOE/SBA/NCB/003/2022	Printing & Binding Services	This contract package is funded from the budget lines Printing, Binding & Publication and Advertising & Public Relations and it is intended to procure the below listed materials and services: A. Public School Report Cards 900pieces B. Annual Report 20copies C. Letter Head and other materials 15 reams D. Printing of training manuals 8 copies* E. Business Cards 50 packs F. Other Public Relations & Advertisements
5	IFB No. MOE/SBA/NCB/004/2022	Repair and Maintenance of Non Residential Building	This contract package is funded from the budget line Repair & Maintenance - CM1 and it is intended to hire company(s) to conduct civil works on the below listed buildings: A. MoE Central Office - Monrovia B. Zorzor Central High Public Schools - Lofa C. Kolahun Central High Public School - Lofa D. Kolahun Central High Public School - Lofa E. Bombodu Elementary School - Lofa



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6	IFB No.MOE/SBAN/CB/005/2022	Vehicle Insurance Coverage	This contract package is funded from the budget line Vehicle Insurance and it is intended to procure insurance service for the following Transport Equipment: A. Vehicle -----32 units B. Motorbike -----80 units
7	IFB No.MOE/SBA/RB/002/2022	Air Ticket	This contract package is funded from the budget line Foreign Travel - means of travel and it is intended to procure plane tickets for personnel traveling to do business on behalf of the MOE.
8	IFB No.MOE/SBAN/CB/006/2022	Internet Connectivity	Internet will be provided by the LIBTELCO . The provision of internet connectivity will be funded from the budget line Internet Provider Services through budgetary allotment of US\$ 153,000, Invoices will be sent to the Ministry of Finance & Development Planning from where payment will be processed.
9	IFB No.MOE/SBAN/CB/007/2022	Catering Services	This contract package is funded from the budget line workshops, conference seminar, and symposium . Is intended to provide Catering Services for participants during various workshops through out the year

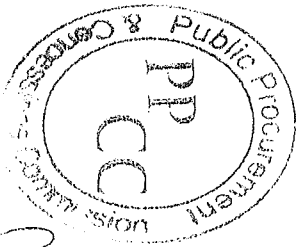
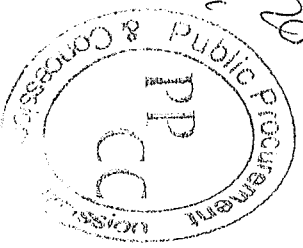
[Signature]
Julay S. Jarqbah
Procurement Director

[Signature]
Hon. Latih Da-Thong
Deputy Minister/Administration

[Signature]
Prof. Ansu B. Somji, Sr.
Head of Procurement Committee



[Handwritten signature]
28, 2022



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2022