



**REPUBLIC OF LIBERIA  
NATIONAL INVESTMENT COMMISSION**



Tel: +231 886-363 622

OFFICE OF THE CHAIRMAN

**Ref: RL/NIC-C-MBG/1137/'22**

December 13, 2022

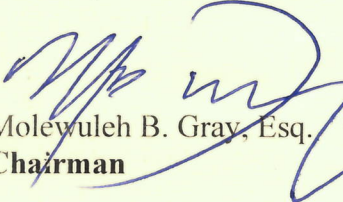
Mrs. Jargbe Roseline Nagbe Kowo (Atty)  
**Chief Executive Officer**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

Dear Hon. Kowo:

The Procurement Committee of National Investment Commission (NIC) herewith submits to your office its 3rd Quarter Procurement activities Report for Fiscal Year 2022.

This report summarizes the procurement activities implemented at the National Investment Commission (NIC) from July 1 – September 30, 2022.

Sincerely,

  
Molewuleh B. Gray, Esq.  
**Chairman**



**ATTACHMENT: 3<sup>rd</sup> QUARTER PROCUREMENT ACTIVITIES REPORT FOR FISCAL YEAR 2022**

**Republic Of Liberia**  
**National Investment Commission**  
**Monrovia, Liberia**

3<sup>rd</sup> Quarter Procurement Report

2022

For the period JULY 1 – SEPTEMBER 30, 2022.

OCTOBER 3, 2022.

---

## Table Of Contents

1.0 Introduction and Summary.....	1
2.0 Challenges.....	1
3.0 Recommendations.....	1
4.0 Annexes.....	2
Annex A: Summary Activities Table.....	2
Annex B: Copies of the quarterly actualized Procurement Plans.....	3
Annex C: Copies of notice of award.....	3
Annex D: Copies of signed Contracts.....	3
Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly Procurement Report .....	3

---

## 1.0 Introduction and Summary

In keeping with Section 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 <sup>3</sup><sup>rd</sup> Quarter of 2022 Fiscal Year, for your review and consideration.

During the period under review, the National Investment Commission had already completed the tender process of Nine (9) procurement packages, out of the eleven (11) planned Contract Packages) within the approved procurement plan for the period under review; while, two (2) are still outstanding for re-tendering.

Out of the eleven (11) procurement packages for implementation thus far, Five (5) packages were acquired through Request For Quotation (RFQ) method; namely, 1. Stationery 2. Repair & Maintenance of Furniture 3. Scratch Cards 4. Repair & Maintenance of Civil and 5. Repair & maintenance of Vehicles. One (1) package was acquired through Restricted Bidding (RB) method, namely, 1. Security Guard Services. Three (3) other packages are processed through Sole Source method namely, Vehicle Insurance, Repair & Maintenance of Generator and Petroleum Products by the approval of PPCC. And the remaining Two (2) packages were supposed to be scheduled for re-tendering.

## 2.0 Challenges

Budget allocation support is the major challenge we encountered during the course of the quarter while implementing the planned procurement activities.

## 3.0 Recommendations

To effectuate our work in improving future implementation of planned procurement activities, we recommend that Management prevails on Ministry of Finance and Development Planning for budget support in order for the Entity to fully implement the approved planned packages.

4.0 Annexes

A. Summary Activities Table for the 3<sup>rd</sup> Quarter:

<b>NO.</b>	<b>ACTIVITY</b>	<b>USD</b>	<b>LD</b>
1.	Petroleum Product	5,000.00	75,775.00
2.	Stationeries & Ink	169.25	151,550.00
3.	Furniture	175.00	-0-
4.	Telecommunication(Scratch)	-0-	-0-
5.	Repair & Maintenance of Vehicles(Spare Parts)	-0-	-0-
6.	Repair & Maintenance Civil (Plumbing & Elect. Mat.	1,051.00	75,775.00
7.	Printing, Binding & Publication	600.00	-0-
8.	Air Ticket	-0-	-0-
9.	Repair & Maintenance of Mach. Equipt.	415.00	-0-
10.	Food Stuff ( Provision & Toiletries )	3,024.00	30,310.00
11.	Vehicle Insurance	-0-	-0-
12.	Security Guard Services	2,610.00	-0-
13.	Office Equipt.	2,075.00	-0-
	<b>TOTAL</b>	<b>15,119.25.00</b>	<b>333,410.00</b>

Annex B: Copies of the quarterly actualized Procurement Plans.....

See attached provisional approved procurement plan for 2022.

Annex C: Copies of notice of award.....

No copy of notice of award for the period.

Annex D: Copies of signed Contracts.

No Copy of signed Contracts for the period


Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly Procurement Report


See attached:



National Investment Commission  
**PROCUREMENT PLAN Explanatory Note SBA**  
 Source of Funding: Government of Liberia  
 Fiscal Year: 2022

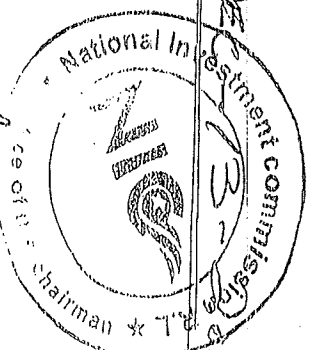
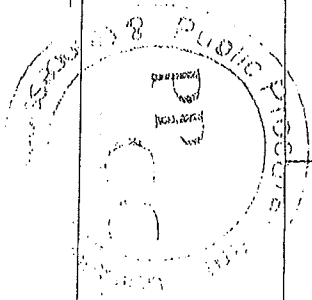
Item NO.	Contract Package Code	Contract Package	Content	Estimate Amount (USD)
1.	IFB No: NIC/SBA/RFQ/001/2022	Vehicle Insurance	Management will ensure that Vehicle insurance services be turned over to National Insurance Company of Liberia (NICOL) to provide Insurance services for the Commission's eight (8) vehicles per the amount indicated for this package. Attached is a communication received to serve as a reminder on their statutory mandate.	\$1,998.00
2.	IFB No: NIC/SBA/RB/001/2022	Security Guard Services	The amount indicated under this package is geared towards hiring a Security firm to provide security personnel to protect NIC Offices and Assets.	\$10,440.00
3.	IFB No: NIC/SBA/RFQ/002/2022	Scratch Cards	The amount allocated to this Budget Line item will be utilized towards the purchasing of scratch cards for the Commission use for official communication purposes.	\$1,960.00

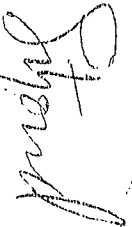
Prepared By:   
 Boimah K. Gibson  
 Head of Procurement/NIC

Approved By:   
 Molevuh B. Gray Esq.  
 Chairman/NIC

Date: 



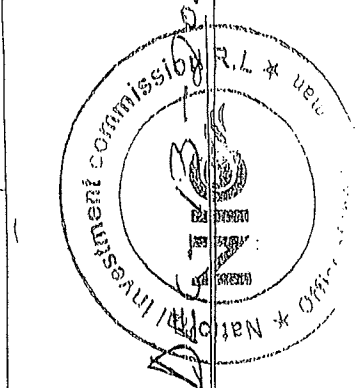
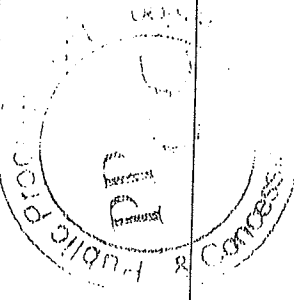


  
 Dec. 17, 2021



National Investment Commission  
**PROCUREMENT PLAN Explanatory Notes SBA**  
 Source of Funding: Government of Liberia  
 Fiscal Year: 2022

4.	IFB No: NIC/SBA/RFQ/003/2022	Refuse Collection	The amount indicated under this package is geared towards hiring a firm to collect and dispose garbage produced by the work force of NIC Offices.	\$2,400.00
5.	IFB No: NIC/SBA/RFQ/004/2022	Repair & Maint. Of Civil	The amount allocated to this Budget Line item will be utilized on repairing and maintaining the Commission's building.	\$3,000.00
6.	IFB No: NIC/SBA/RFQ/005/2022	Repair & Maint. Of vehicle	The amount allocated to this Budget line item is geared towards servicing of NIC'S VEHICLES. A Firm will be hired to do the servicing.	\$3,740.00
<b>Total</b>				<b>\$23,538.00</b>



Prepared By:   
 Boimah K. Gibson  
 Head of Procurement/NIC

Approved By:   
 Molewuleh B. Gray Esq.  
 Chairman/NIC


Date:

Dec 17, 2021

Dec 17, 2021

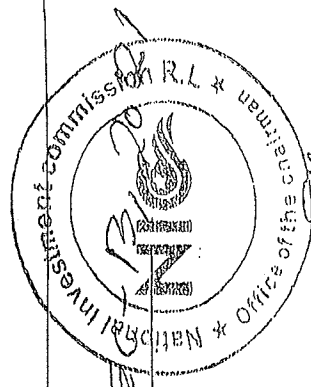
**National Investment Commission**  
**Explanatory Notes On Packages To Be Handled By Administration**  
**Source of Funding: Government of Liberia**  
**Fiscal Year 2022**

NO.	PACKAGE	COMMENT	Estimated Amount
1.	Non-Residential	The National Investment Commission has an existing contract processed by GSA with the Outland family for the use of their building to host the Commission's Office.	\$ 125,000.00 USD
2.	Local Staff Training	The National Investment Commission intends to undertake professional training at Liberia Institute of Public Administration (LIPA).	\$ 4,500.00 USD
3.	Electricity	Special arrangement is in placed to process payment through Ministry of Finance & Development Planning (MFDP)	\$ 5,840.00 USD
4.	Internet Provider Service	Special arrangement is in placed to process payment through Ministry of Finance & Development Planning (MFDP)	\$ 5,000.00 USD
5.	Foreign Travel-Means of Travel	Foreign travel is difficult to schedule all because travelling issues are arranged mostly by National Government. Also, the package amount for foreign travel is not encouraging to schedule for foreign Forum.	\$ 2,000.00 USD


Prepared by   
 Boimah K. Gibson  
 Procurement Officer

Approved by   
 Molewuleh B. Gray, Esq.  
 Chairman NIC

Date



  
 Dec. 17, 2021

  
 Dec. 17, 2021