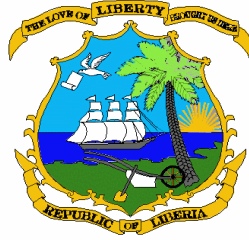


REPUBLIC OF LIBERIA

[Insert name of Procuring Entity]



Quarterly Procurement Report

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

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

Date of Submission: MM/DD/YY

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 *[Indicate Quarter & Fiscal Year]*, for your review and consideration.

During the period under review, *[Insert Name of Procuring Entity]* has completed the implementation of *[indicate number of procurement packages implemented]* out of the *[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 total number of contract packages acquired through each method of procurement along with the titles of the packages, e.g. 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].*

2.0 Challenges

[Identify and outline challenges and constraints encountered during the course of the quarter while implementing planned procurement activities]

3.0 Recommendations

[Indicate relevant recommendations taking into consideration the challenges outlined above for improving future implementation of planned procurement activities]

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]* 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].*

This report summarizes the procurement activities implemented at the *[Insert name of procuring entity]* for the period *[Indicate the specific Quarter for which the report is being submitted: 1st (July 1, 20XX to September 30, 20XX), 2nd (October 1, 20XX to December 31, 20XX), 3rd (January 1, 20XX to March 31, 20XX) and 4th (April 1, 20XX to June 30, 20XX)].*

Kind Regards.

Sincerely yours

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

4.0 Annexes:

Annex A: Summary Table

General Information
<i>[Insert name of procuring entity]</i>
Quarterly Procurement Report
<i>[Indicate Quarter & Fiscal Year]</i>

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	Date Contract Signed	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks

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

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