



REPUBLIC OF LIBERIA
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DEPARTMENT OF ADMINISTRATION

RL/MOA/PKT/AM/901-23

April 13, 2023

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

Dear Honorable Kowo:

The Procurement Committee of the Ministry of Agriculture (MOA) herewith submits to your office its 1st quarter procurement report for Fiscal Year 2023.
This report summarizes the procurement activities implemented at the Ministry of Agriculture (MOA) for the period, January 1 – March 31, 2023 (1st Quarter).

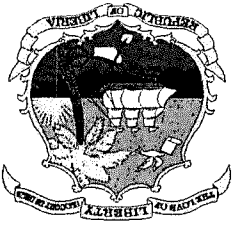
Kind Regards.



Received:
April 18, 2023

REPUBLIC OF LIBERIA

MINISTRY OF AGRICULTURE
MINISTERIAL COMPLEX, CONGO TOWN



Quarterly Procurement Report
FY – 2023 JANUARY 1 – DECEMBER 31

For the 1st QUARTER,
JANUARY 1 – MARCH 31, 2023

Date of Submission:
13/04/2023

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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 1ST QUARTER, JANUARY 1 – MARCH 31, 2023 for your review and consideration.

During the period under review, MINISTRY OF AGRICULTURE from its Draft Procurement Plan with contract packages (Computer parts and cablings, Petroleum Products, Stationery, Computer Supplies and ICT Services, Other office materials and consumable and Gender Responsive). Of these contract there has not been any allotment received. There are Six (6) PLANNED CONTRACT PACKAGES within our approved procurement plan for the period under review.

Out of the total procurement implemented thus far, RPO WAS USED FOR ACQUISITION OF FIVE (5) CONTRACT PACKAGES (AIR TICKET, SCRATCH CARDS, STATIONERY SUPPLIES, PRINTING BINDING AND PUBLICATION AND CLEANING MATERIALS) WHERE AS RB WAS USED FOR THE ACQUISITION OF ONE (1) CONTRACT PACKAGE (PETROLEUM PRODUCT).

2.0 Challenges

The challenges and constraints faced during the quarters are numerous but to mention a few key ones.

1. The issue of mobility, the Ministry of Agriculture (MOA) is constraint with movement in terms of getting document and other hard copy instruments to extended stakeholders in the execution of procurement activities.

2. The quarters were also challenged with stationeries and printing materials for the production of bid documents and other related documentation for procurement processes.

3. The interval between the delivery time and final payment is a major challenge which has also become a constraint to competitiveness.

3.0 Recommendations

1. That the Ministry of Finance and development Planning (MFDP) will consider budgetary appropriation for the purchase of at least one vehicle as utility, this will enable the fast mobility of the procurement unit and other relevant procuring stakeholders within the Ministry of Agriculture to expeditiously carry out its function for the purpose of achieving value for money.

2. There should also be consideration in the increment of stationery supplies and computer parts and cabling. This will create an environment of sufficient stationery supplies and computer parts for the speedy execution of procurement activities.

As we are aware, procurement processes required many and proper documentation for the acquisition for value for money.

3. That the Ministry of Finance and Development planning will consider the timely payment of vendors which will increase their credibility in the GOL procurement processes. This will lead to increase in the number of vendors participating in a bidding process, which will increase competitiveness.

General Information
Ministry of Agriculture
Quarterly Procurement Report
1st Quarter, 2023

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 Transmittion of Contract Award Notice by PC	Actual Value	Contract	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)	Remar
1	G4661	Petroleum Product	RB	GOL	12/12/2022	1/15/2023	2	-	17,760.46		Aminata& Sons Inc.	Compliance	-	01/12/2023	12/31/2022	22,341.00	Contr process
2	N7911	Air Ticket	RFQ	GOL	2/23/2023	2/25/2023	3	-	2,421.00		SN BRUSSELS AIRLINES	Compliance	-	01/17/2023	12/31/2022	7,500.00	Contr process
3	G4530	Stationery Supplies	RFQ	GOL	12/12/2022	12/27/2022	3	-	8,476.00		African Book Store	Compliance	-	10/6/22	12/31/2022	6,000.00	Contr process
4	J6190	Scratch Cards	RFQ	GOL	12/12/2022	12/27/2022	3	-	2,850.00		Harbel Supermarket	Compliance	-	10/22/2022	12/31/2022	6,000	Contr process
5	G4773	Cleaning Materials	RFQ	GOL	1/24/2022	12/27/2022	3	-	5,000.00		Office Equip	Compliance	-	Not Yet	12/31/2022	Not Yet	Contr process
6	G4773	Printing, Binding and publication	RFQ	GOL	12/12/2022	12/27/2022	3	-	994.00		Magnificent Group of Companies	Compliance	-	10/26/2022	12/31/2022	1,245.00	Contr process

4.0 Annexes:

Annex A: Summary Table

Prepared by: 
 Barbara Jacques-Menyongai
 Acting Procurement Director

Date: 4/18/23

Approved by:



Approved by: 
 Joseph Pateious K. Smith
 Acting Head of Entity/Procurement PC

Date: 4-18-23