

MONTHLY PROCUREMENT REPORT

Name of Procuring Entity:
Report for Month of:

To be submitted by each Procurement Committee to the National Public Procurement Authority by the 15th of each month for the preceding month.

SECTION A: PROCUREMENT PROCESS IN PROGRESS WITHIN AND ABOVE THE RFQ THRESHOLD								
Procurement Number	Subject of Procurement	Category of Procurement 1. Goods 2. Works 3. Services	Procurement Method 1. ICB 2. NCB 3. RFQ 4. Sole Source 5. Restricted Bidding	Source of Funds 1. GoSL 2. Donor	Approval Given For: 1. Preparation of Bidding Document 2. Tender Stage 3. Bid Opening 4. Evaluation 5. Contract Award 6. Negotiation 7. Amendment	Date of Procurement Committee Clearance	Estimated Contract Value	Current Status of Procurement Process

Continue on additional pages if necessary.

MONTHLY PROCUREMENT REPORT

SECTION B: CONTRACTS SIGNED WITHIN AND ABOVE THE RFQ THRESHOLD										
Procurement No.	Subject of Procurement	Successful Supplier/Contractor/ Consultant	Source of Funds 1. GoSL 2. Donor	Date of Award	Date Contract Signed	Contract Start Date	Contract End Date	Awarded Contract Value	Initial Payment	Total Payment So far.

Also include any Contract Amendments signed during the month, and any procurement process cancelled before reaching signature of a contract. Reasons for such Amendments and cancellations should be given on this form or on a separate sheet.

Continue on additional pages if necessary.

MONTHLY PROCUREMENT REPORT

SECTION C: PROCUREMENTS CANCELLED WITHIN AND ABOVE RFQ THRESHOLD					
Procurement No.	Subject of Procurement	Source of Funds 1. GoSL 2. Donor	Procurement Cancellation Date	Reasons for Cancellation	Total Payment as at the time of Cancellation

Continue on additional pages if necessary.

MONTHLY PROCUREMENT REPORT

SECTION D: CONTRACTS COMPLETED WITHIN AND ABOVE THE RFQ THRESHOLD							
Procurement No.	Subject of Procurement	Successful Supplier/Contractor/ Consultant	Source of Funds 1. GoSL 2. Donor	Date of Contract Completion	Date of Release of Performance Security	Date of Final Payment	Total Amount Paid under the Contract

Also include details of any Contracts which are completed through formal termination or agreed cancellation.

Continue on additional pages if necessary.

MONTHLY PROCUREMENT REPORT

SECTION D: MINOR PROCUREMENTS BELOW NLe 1,000 (One thousand New Leones)

Note: Please report all procurements using Petty Cash

Procurement No.	Subject of Procurement	Name of Supplier/Contractor/Consultant	Procurement Method 1. ICB 2. NCB 3. RFQ 4. Sole Source 5. Restricted Bidding	Date of Procurement	Contract Cost

Continue on additional pages if necessary.

MONTHLY PROCUREMENT REPORT

SECTION F: PROCUREMENT ACTIVITIES IN THE PROCUREMENT PLAN NOT YET INITIATED/ COMMENCED, INDICATING DELAYS THAT IS WITHIN AND ABOVE THE RFQ THRESHOLD AS AT THE MONTH OF REPORTING

Procurement No.	Subject of Procurement	Proposed Method of Procurement	Estimated Contract Sum	Planned Date of Commencement	Source of funds	Reasons for Delay

I/we hereby certify that the above is a true and accurate record of procurement transactions under the authority of the Procurement Committee.

Signature: _____ Name: _____ Position: _____ Date: _____
Chairman of Procurement Committee

Signature: _____ Name: _____ Position: _____ Date: _____
Secretary of Procurement Committee

Continue on additional pages if necessary.

MONTHLY PROCUREMENT REPORT

Continue on additional pages if necessary.