



MINISTRY OF COMMERCE & INDUSTRY
BUREAU OF SMALL BUSINESS ADMINISTRATION
 Customer Service Center/ Ashmun & Gurley St., Monrovia, Liberia
Procuring Entities 25% Monthly Procurement Reporting Form
 Website: www.sbaliberia.org Facebook: www.facebook.com/mociliberia
 Hotlines: 0888-820-787/6624(Cellcom)



Please fill this form using the latest information from your Institution concerning contract (s) awarded to Liberian-owned Micro, Small and Medium-sized Enterprises (MSMEs). This information will be used by the SBA to report on the 25% of your total procurement for goods and services allotted to Liberian-owned MSMEs. It is very important to verify ALL information before returning this form. If you have any question (s) or other inquiries about this form, please call or email us at sba_info@staff.moci.gov.lr.

MONTHLY PROCUREMENT REPORT

MM/YYYY

___/____

PART 1.0: PROCURING ENTITY BASIC DATA

1.01	NAME OF ENTITY:								
1.02	BUDGET CODE:								
1.03	TYPE OF INSTITUTION:	<input type="checkbox"/> MINISTRY <input type="checkbox"/> AGENCY <input type="checkbox"/> COMMISSION <input type="checkbox"/> SOE <input type="checkbox"/> OTHERS IF OTHERS, PLEASE SPECIFY: _____							
1.04	PHONE NUMBER:								
1.05	WEBSITE:								

PART 2.0: PROCUREMENT INFORMATION

2.01 ALL BUSINESSES		2.02 LIBERIAN-OWNED MSMEs	
a) TOTAL NUMBER OF CONTRACTS AWARDED DURING THIS PERIOD		a) TOTAL NUMBER OF CONTRACTS AWARDED DURING THIS PERIOD	
b) TOTAL VALUE OF CONTRACTS AWARDED DURING THIS PERIOD		b) TOTAL VALUE OF CONTRACTS AWARDED DURING THIS PERIOD	
2.03 LIBERIAN WOMEN -OWNED MSMEs			
a) TOTAL NUMBER OF CONTRACTS AWARDED DURING THIS PERIOD		b) TOTAL VALUE OF CONTRACTS AWARDED DURING THIS PERIOD	

PART 3.0: VALIDATION BY AUTHORITY

3.01 PREPARED AND SUBMITTED BY:			
3.02 POSITION:			
3.03 SIGNATURE:		DATE:	

4.0: Liberian-Owned MSMEs contracted during the period.						5.0: SATISFACTION GRADING					
Please provide information for all Liberian-owned MSMEs contracted by this procuring entity during the reporting period						Use this section to rate your satisfaction with the goods and services provided to you by each Liberian-owned MSME. Please fill in one of the following numbers for each section: 1-Poor, 2-Fair, 3-Good, 4-Very Good, 5-Excellent.					
#	Name of Business	Telephone Number	Enterprise Code	Address	Contract Amt. Pd.	Customer Service	Quality	Packaging	Professionalism	Delivery Time	Pricing
1											
2											
3											
4											
5											
6											

6.0: ANY OTHER COMMENTS
Please provide any other comments you wish to make concerning goods and services provided during this period.