



Republic of Liberia

Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref. **PPCC/RL/CEO/0721/'19**

October 11, 2019

Hon. Richmond N. Tobii

MANAGING DIRECTOR

Liberia Telecommunications Corporation

Republic of Liberia

Dear Hon. Tobii:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Telecommunications Corporation SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you **ascertain the availability of funding**. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LTC's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards,

Sincerely, Yours

Jargbe Rosefwe Nargbe Kowo (Atty)

CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

LIBERIA TELECOMMUNICATIONS CORPORATION (LIBTELCO)

PROCUREMENT PLAN SBA CORE BUDGET

Source of Funding: Internal Revenue Generation

Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL-BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINANCIAL PAYMENT	
PLANNED	1	IFB NO/LIBTELCO/SBA/NCB/001/019/020	Adv. & Public Relations	M7310	3 Firms	29,578.00	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/21/19	08/28/19	09/04/19	09/11/19	N/A	05/28/20	06/15/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO/LIBTELCO/SBA/RFQ/001/019/020	Water Supply	E3600	11,710 gal	4,684.00	RFQ	07/01/19	07/03/19	07/05/19	07/07/19	07/14/19	07/17/19	07/19/19	07/21/19	N/A	06/14/20	07/02/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO/LIBTELCO/SBA/NCB/002/019/020	Vehicle Spare Parts	G4520	Assorted	115,000.00	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/21/19	09/04/19	09/18/19	09/25/19	N/A	06/11/20	06/29/20
UPDATE																		
ACTUAL																		
SUB TOTAL						149,262.00												

Prepared by:


Date:
17/09/19

Approved by:


Date:
21/12/19

Al Josephus Taybior
PROCUREMENT MANAGER

Richmond N. Tobii
MANAGING DIRECTOR


9/24/19


24, 2019


21/12/19

LIBERIA TELECOMMUNICATIONS CORPORATION (LIBTELCO)
PROCUREMENT PLAN SBA CORE BUDGET
Source of Funding: Internal Revenue Generation

Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL-BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	4	IFB NO/LIBTELCO/SBA/RFO/02/019/020	Refuse/Garbage Collection	E3811	1 Firm	6,364.00	RFO	07/01/19	07/03/19	07/05/19	07/07/19	07/14/19	07/17/19	07/19/19	07/21/19	N/A	06/14/20	07/02/20
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO/LIBTELCO/SBA/NCB/003/019/020	Generator Spare Parts	G4659	Assorted	27,580.00	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/21/19	09/04/19	09/18/19	09/25/19	N/A	06/11/20	06/29/20
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO/LIBTELCO/SBA/NCB/004/019/020	Vehicle Rentals Service	H4922	1 Firm	47,000.00	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/21/19	09/04/19	09/18/19	09/25/19	N/A	06/11/20	06/29/20
UPDATE																		
ACTUAL																		
SUB TOTAL						80,944.00												

Prepared by:  Al Josephus Taybior
PROCUREMENT MANAGER

Date: 17/09/19

Approved by:  Richmond N. Tobii
MANAGING DIRECTOR

Date: 9/11/19

Submitted: 24, 2019

9/24/19



LIBERIA TELECOMMUNICATIONS CORPORATION (LIBTELCO)
PROCUREMENT PLAN SBA CORE BUDGET
Source of Funding: Internal Revenue Generation

Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BO Q/DRAWING	PREP. OF BID DOCUMENT T	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATIO N REPORT	PC APPROVAL- BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPTA CE & FINA PAYMENT	
PLANNED	7	IFB NO/LIBTELCO/SBA/RB/00 1/019/020	Vehicle Insurance Coverage	K6512	1 Firm	17,108.00	RB	07/08/19	07/15/19	07/22/19	07/29/19	08/26/19	09/02/19	09/09/19	09/16/19	N/A	06/12/20	06/26/20
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO/LIBTELCO/SBA/RB/00 2/019/020	Scratch Cards	J6190	5000 pcs	25,000.00	RB	07/08/19	07/15/19	07/22/19	07/29/19	08/26/19	09/02/19	09/09/19	09/16/19	N/A	06/12/20	06/26/20
UPDATE																		
ACTUAL																		
PLANNED	9	IFB NO/LIBTELCO/SBA/NCB/005/019/020	Events Catering	I5621	1 firm	23,942.00	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/21/19	09/04/19	09/18/19	09/25/19	N/A	06/11/20	06/29/20
UPDATE																		
ACTUAL																		
SUB TOTAL						66,050.00												

Prepared by: 
Al Josephus Taybior
PROCUREMENT MANAGER

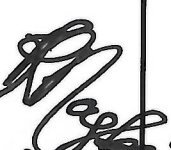
Date: 17/09/19

Approved by: 
Richmond N. Tobin
MANAGING DIRECTOR

Date: 9/11/17

 9/11/19

 24/2019




LIBERIA TELECOMMUNICATIONS CORPORATION (LIBTELCO)
PROCUREMENT PLAN SBA CORE BUDGET
Source of Funding: Internal Revenue Generation

Fiscal Year: 2019/2020

Provisioned

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	IMPLEMENTATION DATES											
							PROCU REMEN T METHO D	TECHNICAL SPECS/BO Q/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATIO N REPORT	PC APPROVAL- BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPTAT CE & FINA PAYMENT
PLANNED	12	IFB NO/LIBTELCO/SBA/RB/00 3/019/020	Petroleum Products (Diesel & Gasoline)	G4661	99,686 gal	364,235.00	RB	07/01/19	07/08/19	07/15/19	07/22/19	08/05/19	08/19/19	09/02/19	09/30/19	N/A	06/16/20	07/04/20
UPDATE																		
ACTUAL																		
PLANNED	13	IFB NO/LIBTELCO/SBA/NCB/ 006/019/020	Personnel Non Life Insurance Coverage	K6512	1 Firm	54,000.00	NCB	07/08/19	07/15/19	07/22/19	07/29/19	08/26/19	09/02/19	09/09/19	09/16/19	N/A	06/12/20	06/26/20
UPDATE																		
ACTUAL																		
SUB TOTAL						418,235.00												

Prepared by: 
Al Josephus Taybior
PROCUREMENT MANAGER


Date: 7/29/19

Approved by: 
Richmond N. Tobii
MANAGING DIRECTOR

Date: 9/17/19


9/24/19


September 24, 2019


9/24/19

LIBERIA TELECOMMUNICATIONS CORPORATION (LIBTELCO)


PROCUREMENT PLAN SBA CORE BUDGET

Source of Funding: Internal Revenue Generation

Fiscal Year: 2019/2020

Provisional

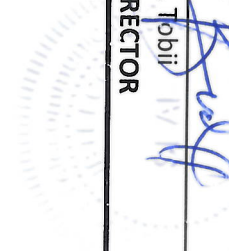
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA					IMPLEMENTATION DATES												
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BO Q/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATIO N REPORT	PC APPROVAL- BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPTAN CE & FINA L PAYMENT	
PLANNED	14	IFB NO/LIBTELCO/SBA/NCB/ 007/019/020	Food Stuff	G4711	Assorted	13,648.00	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/19/19	08/26/19	08/30/19	09/04/19	N/A	06/15/20	06/30/20
UPDATE																		
ACTUAL																		
PLANNED	15	IFB NO/LIBTELCO/SBA/NCB/ 008/019/020	Janitorial Supplies	G4773	Assorted	21,000.00	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/21/19	09/04/19	09/18/19	09/25/19	N/A	06/11/20	06/29/20
UPDATE																		
ACTUAL																		
PLANNED	16	IFB NO/LIBTELCO/SBA/FRQ/0 05/019/020	Security Guard Services	N8010	1 Firm	7,715.00	RFQ	07/01/19	07/03/19	07/05/19	07/08/19	07/15/19	07/18/19	07/22/19	07/24/19	N/A	06/25/28	06/30/28
UPDATE																		
ACTUAL																		
GRAND TOTAL						768,366.00												

Prepared by:  Date: 7/09/19

Approved by:  Date: 9/17/19

Al Josephus Taybior
PROCUREMENT MANAGER

Richmond N. Tobii
MANAGING DIRECTOR

7/10/199/17/19

LIBERIA TELECOMMUNICATIONS CORPORATION
SBA Core Budget Procurement Plan For Goods, Work, and Services Explanatory Notes
Fiscal Year: 2019/2020

Approved
9/24/19

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No/LIBTELCO/SBA/NCB/001/019/020	Advertisement & Public Relations	This contract package is intended to procure the following types of advertisement which will take effect as the need arouses. It is disaggregated into three (3) lots, namely: (1) Billboards Ad (Electronic & Local) ----- 10,000.00 (2) Newspaper Ad ----- 7,000.00 (3) Radio & TV Ad ----- 12,578.00
2	IFB No/LIBTELCO/SBA/RFO/001/019/020	Water Supply	This contract package is intended to procure 11,710 gal of water from local water vendors @ \$0.40 for water dispenser and bathroom use.
3	IFB No/LIBTELCO/SBA/NCB/002/019/020	Vehicle Spare Parts	It is charged to the budget line Repairs & Maintenance (Vehicle). This Contract package procures spare parts and lubricant routine maintenance of libtelco vehicles which involves changing of lubricants and servicing. Spare parts materials include: fuel filters, air filters, tires, headlights, horns, pressure plates, clutch dish, etc.
4	IFB No/LIBTELCO/SBA/RFO/002/019/020	Refuse/Garbage Collection	This contract package is charged to the budget line Item Garbage Collection & Sanitation. This contract package procures the of a garbage collection organization.
5	IFB No. LIBTELCO/SBA/NCB/003/019/020	Generator Spare Parts	It is a charged to the budget line Repairs & Maintenance (Generators). This contract package procures spare parts and lubricants for routine maintenance of libtelco generators which involves changing of oil and servicing. Materials involves the following: (1) Oil Filter (2) Fuel Filter (3) Air filter (4) Spare Parts
6	IFB NO/LIBTELCO/SBA/NCB/004/019/020	Vehicle Rentals Service	This contract package procures rental services of vehicles to enhance the smooth operations of Libtelco. This contract pack drawn from the budget lines: 1. Local Transportation and 2. Vehicle/Equipment Rental.
7	IFB No/LIBTELCO/SBA/RB/001/019/020	Vehicle Insurance Coverage	This contract package is intended to insure twenty (20) vehicles: 7 sedans, 2 buses, 6 pickups, 4 trucks & 1 SUV. It is drawn budget line Vehicle Insurance.
8	IFB No/LIBTELCO/SBA/RB/002/019/020	Scratch Cards	This contract package is intended to procure scratch cards (2500 pcs Lonestar & 2500 pcs Cellcom) for senior management. charged to the budget line Telephone Expense.

Prepared by: *[Signature]*
Al Josephus Taybior
Head of Procurement Unit

9/24/19

Date *17/09/19*

Approved by: *[Signature]*
Richmond N. Tobii
Head of Entity/Chairman Proc. Cmtee

Date *9/17/19*

[Signature]
9/24/19

LIBERIA TELECOMMUNICATIONS CORPORATION
SBA CORE Budget Procurement Plan For Goods, Work, and Services Explanatory Notes
Fiscal Year: 2019/2020

[Signature]
01/27/19

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
9	IFB No/LIBTELCO/SBA/NCB/005/019/020	Event Catering	This contract package is charged to the budget line Entertainment. This package hires the services of a catering firm during workshops, staff meetings, conferences, seminars, symposiums, etc. It is also a disaggregate of the budget line item Trainir the amount of 10,000.00.
10	IFB No/LIBTELCO/SBA/RFO/003/019/020	Uniforms	This contract package is intended to procure 30 pieces of uniforms for staff Libtelco Sales & Marketing Department and 50 uniforms for staff of Security Department.
11	IFB No/LIBTELCO/SBA/RFO/004/019/020	Air Ticket	This Contract Package will be used to procure Air Tickets (Assorted) and it is charged to Foreign Training.
12	IFB No/LIBTELCO/SBA/RB/003/019/020	Petroleum Product (Diesel & Gasoline)	This contract package is drawn from the following budget lines: (1) Fuel (Generators & Vehicles) ----- \$274,235.00 for the q 74,118 gal @ \$3.70/gal, (2) Gasoline Slip (Employees) ----- 90,000.00 for the quantity of 25,568 gal @ & \$3.52/gal
13	IFB No/LIBTELCO/SBA/NCB/006/019/020	Personnel Non Life Insurance Coverage	This contract package is intended to procure medical insurance service for 240 Libtelco employees. It is charged to the buc Medical Benefit.
14	IFB No/LIBTELCO/SBA/NCB/007/019/020	Food Stuff	This contract package is intended to procure coffee, non-cooked food items, beverages, etc for the upkeep of senior manaj is charged to the contract package Senior Management Office Maintenance. It is a disaggregate of the budget line Office Maintenance by \$4,000.00.
15	IFB No/LIBTELCO/SBA/NCB/008/019/020	Janitorial Supplies	Janitorial Supplies is a disaggregate of the budget line Office Supplies. It is intended for the procurement of the following: Tide Soap, Napkins, Hand Liquid Soap, Glass Cleaner, clora, Towel, Clora, Brooms, etc. It is also a disaggregate of the budge Office Maintenance by \$10,000.00
16	IFB No/LIBTELCO/SBA/RFO/005/019/020	Security Guard Service	This contract package procures the services of a security firm to protect and guard facilities of the entity. It is charged to thi line Hired Security.
		Vehicles License Fee & Registration	This contract package is intended to register and obtain licenses for twenty (20) vehicles: 7 sedans, 2 buses, 6 pickups, 4 tr SUV from the Ministry of Transport. It is charged to the budget line item License Fees & Registration.
		Electricity	This contract package procures electricity from LEC. It is charged to the budget line Utilities-Electricity.
		Life Insurance	This contract package is intended to procure life insurance from only one supplier which is National Social Security (NASSCC 240 LIBTELCO Employees. It is charged to the budget line item Social Security Contribution.

Prepared by: *[Signature]*
Al Josephus Taybior
Head of Procurement Unit

Date: 17/09/19

Approved by: *[Signature]*
Richmond N. Tobii
Head of Entity/Chairman Proc. Cmtee

Date: 9/12/19

[Signature]
19/12/19

[Signature]
24/12/19

[Signature]
24/12/19