



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/379/P21**

September 21, 2021

Hon. Edwina C. Zackpah
ACTING CHAIRPERSON
Liberia Telecommunications Authority
Republic of Liberia

Dear Hon. Zackpah:

Subject: **PROVISIONAL APPROVAL OF LTA's PROCUREMENT PLANS FOR THE SPECIAL FISCAL YEAR 2021.**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the **(LTA)** Core Budget Procurement Plan for Goods, Works, and Non Consulting Services for FY 2020/2021 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 culminated in **framework agreements** for 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 National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **LTA's** allocation in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year.

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 Rovelene Nigbe Koywo (Atty.)
CHIEF EXECUTIVE OFFICER

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

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & NON CONSULTING SERVICES - CORE BUDGET

Source of Funding: Internal Revenue
Fiscal Year: July 1-December 31, 2021

BASIC DATA																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	PACKAGE NUMBER (CODE)		BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROC UREM ENT METH OD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N/OPENING	SUBMISSIO N OF BID EVALUATI ON REPORT	PC APPROVAL - BID EVALUATI ON REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATIO N)	DELIVERY, INSPECTIO N (SUBSTANTIAL COMPLETI ON)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB No. LTA/RFQ/001	Vehicle Repairs	1 Firm	10,000.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021	
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. LTA/NCB/001	Spare Parts - Vehicles	1 Firm	13,500.00	NCB	7/15/2021	7/22/2021	7/29/2021	9/6/2021	10/4/2021	10/11/2021	10/18/2021	10/25/2021	N/A	12/31/2021	12/31/2021	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. LTA/RFQ/002	ICT System Maintenance Services	1 Firm	10,000.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021	
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. LTA/RFQ/003	Generator Repairs	1 Firm	4,400.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021	
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. LTA/RFQ/004	Spare Parts - Generators	1 Firm	6,600.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021	
UPDATE																		
ACTUAL																		
SUB TOTAL					44,500.00													
Forty Four Thousand Five Hundred United States Dollars																		

Prepared By: Prince G. Goah, Jr.
Procurement & Logistics Manager

Date: 09-02-2021

Approved By: Zolawon D. Titus
Acting Head of Entity/Chairperson Procurement Committee

Date: 09-02-2021



LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & NON CONSULTING SERVICES - CORE BUDGET
Source of Funding: Internal Revenue
Fiscal year: July 1-December 31, 2021

	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/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING
PLANNED	6	IFB No. LTA/RFQ/005 /2021	Stationery & Supplies	G4761	Assorted	6,800.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. LTA/RFQ/006 /2021	Cleaning Materials	G4773	Assorted	5,000.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	NA	12/31/2021	12/31/2021	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No. LTA/SS/001/ 2021	Scratch Cards	J6190	5,560 Pieces	27,801.00	SS	7/15/2021	7/22/2021	7/29/2021	9/6/2021	10/4/2021	10/11/2021	10/18/2021	10/25/2021	NA	12/31/2021	12/31/2021	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No. LTA/SS/002/ 2021	Internet Connectivity	J6120	1 Firm	22,575.00	SS	7/15/2021	7/22/2021	7/29/2021	9/6/2021	10/4/2021	10/11/2021	10/18/2021	10/25/2021	N/A	12/31/2021	12/31/2021	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB No. LTA/RFQ/ 007/2021	Gifts	G4711	Assorted	5,000.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021	
UPDATE																			
ACTUAL																			
SUB TOTAL						67,176.00													
Sixty-Seven Thousand One Hundred Seventy-Six United States Dollars																			

Prepared By: *Prince G. Goah, Jr.* Date: 09-02-21
Procurement & Logistics Manager
Approved By: *Zotawon D. Titus*
Acting Head of Entity/Chairperson Procurement Committee

Date: 09-02-2021



LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & NON CONSULTING SERVICES - CORE BUDGET

Source of Funding: Internal Revenue
Fiscal year: July 1-December 31, 2021

BASIC DATA																			IMPLEMENTATION DATES									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCS/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	11	IFB No. LTA/RFQ/008/2021	Website Hosting & Maintenance	J6311	1 Firm	3,500.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021										
UPDATE																												
ACTUAL																												
PLANNED	12	IFB No. LTA/RFB/001/2021	Personnel Insurance Coverage	K6511	1 Firm	111,375.00	RB	7/15/2021	7/22/2021	7/29/2021	9/6/2021	10/4/2021	10/11/2021	10/18/2021	10/25/2021	N/A	12/31/2021	12/31/2021										
UPDATE																												
ACTUAL																												
PLANNED	13	IFB No. LTA/RFB/002/2021	Vehicle Insurance	K6512	1 Firm	22,500.00	RB	7/15/2021	7/22/2021	7/29/2021	9/6/2021	10/4/2021	10/11/2021	10/18/2021	10/25/2021	N/A	12/31/2021	12/31/2021										
UPDATE																												
ACTUAL																												
PLANNED	14	IFB No. LTA/RFB/003/2021	Vehicle	G4510	1 Piece	35,000.00	RB	7/15/2021	7/22/2021	7/29/2021	9/6/2021	10/4/2021	10/11/2021	10/18/2021	10/25/2021	N/A	12/31/2021	12/31/2021										
UPDATE																												
ACTUAL																												
PLANNED	15	IFB No. LTA/RFQ/009/2021	Hall Rental	L6810	Assorted	7,000.00	RFQ	7/15/2021	7/22/2021	7/29/2021	9/6/2021	9/20/2021	9/27/2021	10/4/2021	10/11/2021	N/A	12/31/2021	12/31/2021										
UPDATE																												
ACTUAL																												
SUB TOTAL						179,375.00	TWO HUNDRED NINETY ONE THOUSAND FIFTY ONE UNITED STATES DOLLARS																					
GRAND TOTAL						291,051.00																						

Prepared By:  Date: 09-02-21
Prince G. Goah Jr.
Procurement & Logistics Manager

Approved By:  Zotawon D. Titus
Acting Head of Entity/ Chairperson Procurement Committee

Date: 09-02-2021




9/21/2020



LIBERIA TELECOMMUNICATIONS AUTHORITY

PROCUREMENT PLAN (GOODS, WORKS & NON-CONSULTANCY SERVICES) EXPLANATORY NOTES

FISCAL YEAR: JULY 1-DECEMBER 31, 2021

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LTA/RFQ/001/2021	Vehicle Repairs & Maintenance Services	<p>Refers to the total cost of conducting routine maintenance services (3,000 mileage) and corrective and preventive maintenance as per occurrence. The LTA currently owns 11 functional Vehicles with additional one expected to be procured before the end of Fiscal Year 2021. The one vehicle is expected to be purchased and will be serviced by the most responsive bidder(s) due to warranty conditions. Warranty on these vehicles has expired; therefore, the LTA will hire a professional garage to services/repair these vehicles</p> <p>The vehicles expected to be serviced are:</p> <ul style="list-style-type: none">2 Nissan Hardbody Pickups1 Toyota Rav41 Toyota Fortuner2 Nissan Patrols1 Toyota Hilux <p>The LTA intends to use US\$10,000.00 from budget line item 6-001 (Repairs & Maintenance-Vehicles) for this procurement. The balance \$13,500.00 will be used to procured vehicle spare parts.</p>
2	IFB No. LTA/NCB/001/2021	Vehicle Spare Parts	<p>The amount of \$13,500.00 from the budget line 6-001 (Repairs & Maintenance-Vehicle \$23,500.00) will be used to procure</p>



9/12/1/2021

			spare parts for one Toyota Hilux and two Nissan Patrols which have lived their useful lives but still have economic values. These vehicles will be serviced and maintained but LTA's in-house mechanics.
3	IFB No. LTA/RFQ/002/2021	ICT System Maintenance	Refers to the total cost of maintaining existing ICT infrastructure at the LTA. These items include Cisco networks and repairing, maintenance and servicing of printers, computers and other hardware. The budget line item 6-004 (ICT System Maintenance) is expected to be utilized in implementing this procurement.
4	IFB No. LTA/RFQ/003/2021	Generator Repair & Maintenance Services	Refers to the total cost of performing routine and corrective and preventive maintenance on 7 generators currently being used by the LTA. The amount to be used comes from budget line 6-002 (Repairs & Maintenance-Generator -\$11,000.00). \$4,400.00 will be used for repairs and maintenance while the balance \$6,600.00 will be used to procure spare parts for these generators.
5	IFB No. LTA/RFQ/004/2021	Generator Spare Parts	<p>Considering that the LTA has in-house Generator Technicians, the following materials will be purchased and in-house services will be provided by the LTA Technicians. This will be done in lots:</p> <p>Lot I: Spare Parts</p> <ol style="list-style-type: none"> 1. Automatic Voltage Regulator 2. Key starter 3. Injector pump 4. Nozzles 5. Fan belts 6. Radiator 7. Bearing, etc <p>Lot II: Repairs</p> <ol style="list-style-type: none"> 1. Rewinding of: <ol style="list-style-type: none"> a. Armature b. Exciter



			<p>c. Main stator Engine overhaul, d. Transfer of generators, etc.</p>
6	IFB No. LTA/RFQ/005/2021	Stationery & Supplies	<p>Refers to the total cost of procuring assorted stationery items. These items are expected to be divided into Lots as: Lot 1 – Stationery Supplies (Papers & Assorted Items (A4, Legal, Notepad, Stick on Pad, etc). Lot 2 - Ink & Cartridges (including toners).</p> <p>Note that under budget line 7-001 (Office Supplies & Stationery/Cleaning Materials) in the Cash Plan, there is US\$ 10,000.00 but US\$5,000.00 will be used for Stationery items whilst US\$ 5,000.00 will be allotted for the procurement of office Cleaning Materials.</p> <p>Additional stationery costs from various budget line items to support programmatic activities Include:</p> <p>1. 7-001 (Office Supplies & Stationery)-----\$5,000.00 1. 3-002 Public Hearing/Local Meetings-----\$ 500.00 2. 3-003 Staff Retreat/Strategic Planning-----\$ 500.00 3. 3-004 Stakeholders Sensitization-----\$500.00 4. 4-002 Consumer Parliament-----300.00 \$6,800.00</p>
7	IFB No. LTA/RFQ/006/2021	Cleaning Materials	<p>Refers to the total cost of procuring assorted office cleaning materials to be used by the LTA. The amount of US\$5,000.00 provided is a portion from the total in the budget line item 7-001 (Office Supplies & Stationery/Cleaning Materials-\$10,000.00).</p>
8	IFB No. LTA/SS/001/2021	Scratch Cards	<p>Represents the total cost of acquiring scratch cards for communication needs and operational purposes at discounted prices from MTN/Lonestar and Orange Liberia</p>

			<p>The LTA is recommending the use of Sole Source (SS) due to PPC Act 55 1 (a) notable as MTN/Lonestar & Orange are the only manufacturers of the mentioned scratch cards. For Instance, these are the current discounts being offered to the LTA by these manufacturers as compared to their respective dealers:</p> <p>MTN/Lonestar – 4.75, a 0.25 discount, whilst all other Authorized Dealers sell to the LTA for 5.00</p> <p>Orange- 4.50, a 0.50 discount, whilst all other Authorized Dealers sell to the LTA for 5.00.</p> <p>Please note that procurement of these items will be deducted from budget line item 7-007 (Telecommunications) which has a total of USD 50,376.00 The remaining amount in appropriation is to be used for Internet Subscriptions.</p>
9	IFB No. LTA/SS/002/2021	Internet Connectivity	<p>Refers to the cost of continuing the services of existing internet devices currently in use at the LTA. The subscription and replacement cost of these Orange internet modems, netboxes and netspots for six months will be approximately \$22,575.00.</p> <p>These internet services have been sole sourced because LTA has existing internet dongles purchased from Orange Liberia in prior years.</p>
10	IFB No. LTA/RFQ/007/2021	Gifts	<p>Refers to the cost of procuring approximately 20 Christmas Baskets as gifts for selected Stakeholders. The total amount under this budget line 7-009 (End of Year Gift) is US\$5,000.00.</p>
11	IFB No. LTA/RFQ/008/2021	Website Hosting & Maintenance Services	<p>Refers to the total cost of maintaining LTA's current website.</p> <p>The LTA has developed, designed and launched a new website and it seeks to hire a qualified firm to maintain and provide technical services to the site. The budget line item 7-011 (Website Maintenance/Management) in the amount of</p>



9/17/21

9/21/2021

			US\$3,500.00 is expected to be utilized in implementing this procurement.
12	IFB No. LTA/RB/001/2021	Personnel Life Insurance Services	Refers to the total cost of providing medical and life insurance services for one hundred sixteen (116) LTA employees and two hundred forty-two (242) dependents. It should be noted that this amount is not constant as the number of insured may fluctuate based on an increase in the numbers of employees and their dependents. The budget line item 7-012 (Medical & Life Insurance-Employees) is expected to be utilized in implementing this procurement.
13	IFB No. LTA/RB/002/2021	Vehicle & Fixed Assets Insurance	Refers to the total cost of insuring all of LTA's vehicles and fixed assets for the period of six months. This procurement package is expected to be implemented as follows: Vehicle Insurance - 11 Vehicles plus 1 vehicle expected to be purchased summing the total to 12 vehicles, which will be insured at the estimated cost of US\$22,500. Kindly note that this amount comes from a combined budget lines of (US 24,261) - (7-002 Vehicle Registration & Insurance and budget line -7-014 (Physical Assets Insurance). The balance amount of US\$1,761.00 from the two (2) Budget line 7-002&7-014 will be used for Vehicle Registration.
14	IFB No. LTA/RB/003/2021	Vehicle	Refers to the total cost of procuring one (1) vehicle for LTA. The budget line item 9-001 (Vehicle) is expected to be utilized in implementing this procurement.
15	IFB No. LTA/RFQ/009/2021	Hall Rental	Refers to the total cost of renting halls, chairs, canopies, and tables, etc. for meetings, seminars, and staff retreats to be held either at the LTA's Head Office or locations to be identified. Please note that the total of US\$7,000.00 USD was taken from four budget lines: 3-001, 3-003, 3-004 & 4-002 as indicated in the attached budget notes.



9/7/21

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9/7/21

ADDITIONAL NOTES:

1. Recurrent cost to be paid each month during the fiscal year 2021 as electricity bills to LEC in the sum total of US\$23,000.00. This amount is to be utilized from budget line item 7-008 Utility Electricity).
2. Recurrent cost to be paid each month during the fiscal year 2021 as water & sewage to LWSC in the amount of US\$ 2,000.00. This amount is to be utilized from budget line item 7-008 Utility (Water).
3. The budget line 4-003 (Media & Public Affairs/Networking) - Is intended to be used for media activities including public service announcements, advertisements media coverage at LTA's functions, etc. This service is usually provided by Ministry of Information Culture & Tourism and the amount is US\$10,000.00.

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