



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/OIC/067/'23

May 8, 2023

Hon. Edwina Crump-Zackpah
CHAIRPERSON
Liberia Telecommunications Authority
Republic of Liberia

Dear Hon. Zackpah:

Subject: **RECEIPT AND APPROVAL OF THE LIBERIA TELECOMMUNICATIONS
AUTHORITY ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Liberia Telecommunications Authority Annual Procurement Plan for Fiscal Year 2023 in accordance with **Section 40 (3)** of the PPCA, 2010, and Section 55(d).

The Commission conveys to the Liberia Telecommunications Authority that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan, upon conclusion of stipulated processes.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission."

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards.

Stevenson S. Yond
OFFICER-IN-CHARGE

Reviewed by Amie
05/8/2023

Liberia Telecommunications Authority
PROCUREMENT PLAN for Consultancy Services (SBA Budget)
Source of Funding: Internal Revenue
Fiscal year: 2023

Fiscal Year: 2023																					
Basic Data							REQUEST FOR EXPRESSION OF INTEREST, if applicable				IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	No. of firms/Persons	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REQUEST	RECI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL EVALUATION REPORTS	PREPARATION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/REP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF T&E EVALUATION REPORTS	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT & PAYMENT)		
PLAN NED	1	RFP No. LTA/ISBA/CS/001/202	ICT Technical Consultant	M7010	1 Firm	15,000.00	LCS	3/6/2023	3/13/2023	3/20/2023	3/27/2023	4/3/2023	4/17/2023	5/1/2023	5/3/2023	6/5/2023	6/12/2023	5/28/2023	7/10/2023	12/30/2023	
UPDA TE ACTU																					
PLAN NED	2	RFP No. LTA/ISBA/CS/002/202	Accountancy Services	P8449	1 Firm	30,000.00	LCS	3/6/2023	3/13/2023	3/20/2023	3/27/2023	4/3/2023	4/17/2023	5/1/2023	5/8/2023	6/5/2023	6/19/2023	7/3/2023	7/17/2023	12/30/2022	
UPDA TE ACTU																					
PLAN NED	3	RFP No. LTA/ISBA/CS/001/202	Legal Services	M8920	1 Firm	63,800.00	QCBS	3/6/2023	3/13/2023	3/20/2023	3/27/2023	4/3/2023	4/17/2023	5/1/2023	5/8/2023	6/5/2023	6/19/2023	7/3/2023	7/17/2023	12/30/2022	
UPDA TE ACTU																					
PLAN NED	4	RFP No. LTA/ISBA/CS/002/202	Public Relations Consultancy /Media	M7020	1 firm	17,200.00	QCBS	3/6/2023	3/13/2023	3/20/2023	3/27/2023	4/3/2023	4/17/2023	5/1/2023	5/8/2023	6/5/2023	6/19/2023	7/3/2023	7/17/2023	12/30/2022	
UPDA TE ACTU																					
PLAN NED	5	RFP No. LTA/OCBS/003/2023	Market Researchers	M7490	30 persons	11,800.00	QCBS	3/6/2023	3/13/2023	3/20/2023	3/27/2023	4/3/2023	4/17/2023	5/1/2023	5/8/2023	6/5/2023	6/19/2023	7/3/2023	7/17/2023	12/30/2022	
UPDA TE ACTU																					
AL																					
GRAND TOTAL						137,800.00	One Hundred Thirty Seven Thousand Eight Hundred United States Dollars														

Prepared By: *[Signature]*
 Prince G. Gyan, Jr.
 Acting Procurement & Logistics Manager

Date: 04-19-23

Approved By: *[Signature]*
 Edwin G. Jackpah
 Head of Entity/Chairperson, Procurement Committee

Date: 04-18-23

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 5/5/23

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 May 8, 2023

Liberia Telecommunications Authority
PROCUREMENT PLAN for Consultancy -Budget
Source of Funding: Internal Revenue
Fiscal year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Basic Data							IMPLEMENTATION DATES													
ITEM NO.	PACK AGE NUMB ER	CONTRACT PACKAGE	BUSIN ESS ACTI VITY CODE	No. of firms/Persons	ESTIMAT ED COST (USD)	SELECTION METHOD	REQUEST FOR EXPRESSION OF INTEREST, if applicable PREP. OF TOR & PC APPROVA L	PUBLICATI ON OF REOI CLOSING/ OPENING	SUBMISSI ON OF EVALUATI ON REPORT	PC APPROV AL- EVALUAT ION	PREPAR ATION & SUBMISS ION OF RFP	PC APPROVA L- FINAL TOR/RFP DOCUMENT	REQUEST FOR PROPOSALS AND APPROVAL OF AWARD INVITATI ON OF PROPOSA LS	PROPOSAL SUBMISSIO N & OPENING	SUBMISSI ON OF T & F BID EVALUATI ON	PC APPROVAL - BID EVALUATI ON	CONTRACT AWARD & SIGNING	COMPLETI ON (FINAL REPORT & PAYMENT)		
PLAN NED	1	No. LTRAQ CBS/D 01/202	Spectrum Management & Monitoring	N7490	1 Firm	15,250.00	Quality Cost Based Selection	3/6/2023	3/13/2023	3/20/2023	4/3/2023	4/10/2023	4/24/2023	5/8/2023	5/15/2023	6/12/2023	6/26/2023	7/10/2023	7/24/2023	12/30/2023
UPDA TE ACTU AL																				
GRAND TOTAL					15,250.00	Fifteen Thousand Two Hundred Fifty United States Dollars														
04-18-23																				

Prepared By: *[Signature]* Date: 04-17-23

Prince G. Soah, Jr.
Acting Procurement & Logistics Manager

Approved By: *[Signature]*
Edwina C. Zedlman
Head of Entity/Chairperson Procurement Committee

Date: 04-18-23

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5/5/23

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May 8, 2023

LIBERIA TELECOMMUNICATIONS AUTHORITY

PROCUREMENT PLAN (CONSULTANCY SERVICES)-SBA CORE BUDGET EXPLANATORY NOTES

FISCAL YEAR: 2023

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	RFP No. LTA/SBA/LCS/001/2023	ICT Technical Consultant	Refers to the cost of hiring a consultant to offer ICT infrastructural related services. An amount of US\$ 15,000.00 USD will be deducted from budget line item 5 001 which has a total amount of US\$86,250.00 for Consultancy.
2.	RFP No. LTA/SBA/LCS/002/2023	Accountancy Services	Refers to the cost of hiring a firm to provide accountancy services to the LTA. This service is expected to mainly include auditing, quick books customization and training etc...An amount of US\$ 10,000.00 will be deducted from budget line item 5-001 which has a total amount of US\$ 86,250.00 USD for Consultancy and the amount of US\$ 20,000.00 from the budget line 5005 will be use totaling the sum of US\$30,000.00.

US\$ 315/23

Stephens
May 8, 2023

LIBERIA TELECOMMUNICATIONS AUTHORITY

PROCUREMENT PLAN (CONSULTANCY SERVICES)-CORE BUDGET EXPLANATORY NOTES

FISCAL YEAR: 2023

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	RFP No. LTA/QCBS/001/2023	Spectrum Management & Monitoring	Refers to the cost of hiring a consultant to offer oversight responsibility of Spectrum Equipment. An amount of US\$15,250.00 will be deducted from budget line item 5-001 (Consultancy) which has a total amount of US\$ 86,250.00 for Consultancy.

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5/5/23

May 8, 2023

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for Goods & Services (Non-Consultancy) -SBA Budget
Source of Funding: Internal Revenue
Fiscal Year: 2023

Fiscal Year: 2023																					
1	2	3	4	5	BASIC DATA		6	7	8	IMPLEMENTATION DATES									17	18	19
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PG. APPROVAL - BID DOCTH	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION / OPENING	SUBMISSION / EVALUATION REPORT	PG. APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	INSPECTION / COMPLETION	ACCEPTANCE & FINAL PAYMENT				
PLANNED	1	LTASBANC80 Products (Diesel & Gasoline)	G4651	115,941 gallons @ \$5.50	637,680.00	RB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A		12/30/2023	12/30/2023			
UPDATE																					
ACTUAL																					
PLANNED	2	LTASBANC8 Event Catering	15621	1 Firm	44,000.00	RB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A		12/30/2023	12/30/2023			
UPDATE																					
ACTUAL																					
PLANNED	3	LTASBANC8 Furniture & Fixtures	G4759	1 Firm	10,055.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A		12/30/2023	12/30/2023			
UPDATE																					
ACTUAL																					
PLANNED	4	LTASBANC8 Repairs & Maintenance-Non Residential Building	F4100	1 Firm	25,000.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A		12/30/2023	12/30/2023			
UPDATE																					
ACTUAL																					
PLANNED	5	LTASBANC8 Vehicle Rental	N7710	1 Firm	27,100.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A		12/30/2023	12/30/2023			
UPDATE																					
ACTUAL																					
PLANNED	6	LTASBANC8 Security Guard Services	N8010	1 Firm	120,000.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A		12/30/2023	12/30/2023			
UPDATE																					
ACTUAL																					
PLANNED	7	LTASBANC80 Airlines Tickets	N7911	1 Firm	87,880.00	RB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A		12/30/2023	12/30/2023			
UPDATE																					
ACTUAL																					
SUB TOTAL					951,715.00																
Nine Hundred Fifty One Thousand Seven Hundred Fifteen United States Dollars																					

Nine Hundred Fifty One Thousand Seven Hundred Fifteen United States Dollars

Prepared By: *[Signature]* Date: 04-17-23
 Prince G. Gosh, Jr.
 Procurement & Logistics Manager

Approved By: *[Signature]* Date: 04-18-23
 Edwin O. Zaakpahn
 Head of Entity/Chairperson Procurement Committee

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 4/5/23

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 May 8, 2023

PROCUREMENT PLAN for Goods & Services (Non-Consultancy) -SPA Budget
Source of Funding: Internal Revenue

Fiscal Year: 2023

SOURCE OF FUNDING: General Revenue																		
Fiscal year: 2023																		
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 SPECIFICATIONS DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL, BID DOCUMENT SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT	
PLANNE D 8	IFB No. LTA/SPAV/ RFO/003/ 2023	Printing & Binding	C1812	1 Firm	9,000.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/31/2023	12/31/2023	
GRAND TOTAL					9,000.00	Nine Thousand United States Dollars												

Date: 626-18-22

Prepared By: *[Signature]*
Prince G. Gosh, Jr.
Procurement & Logistics Manager

Date: 04-17-23

Approved By: *[Signature]*
Ezra C. Jackson
Head of Entity/Chairperson Procurement Committee

Date: 04-18-23

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[Handwritten: May 8, 2023]

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN (GOODS & NON-CONSULTANCY SERVICES)-SBA CORE BUDGET EXPLANATORY NOTES
FISCAL YEAR: 2023

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. LTA/SBA/RB/001/2023	Petroleum Products	Refers to the cost of procuring petroleum products for the entire fiscal period 2023. The LTA intends on using the highest available petroleum product price i.e. either Gasoline or Diesel in conducting this procurement. The LTA intends on procuring approximately 115,941 gallons at the estimated rate of 5.50 USD per gallon. The budget line item 7-004 – US\$637,680.00 (Gasoline/Fuel/Lubricant -Vehicles, Generators & Staff) is expected to be utilized in implementing this procurement.
2.	IFB No. LTA/SBA/NCB/001/2023	Events Catering	Refers to the cost of contracting the services of a catering firm in providing catering services. The total of US\$26,500.00 will be drawn from the following budget lines: 3-001-\$500.00 3-002-\$14,000.00, 3-003-\$7,000, 3-004-\$18,000.00 which is equal to US\$39,500; see attached budget notes.
3.	IFB No. LTA/SBA/RFO/001/2023	Repair & Maintenance - Furniture	Refers to the total cost of hiring competent firms to conduct repairs on chairs, tables, doors and fixtures. The budget line item 6-003 (Repair & Maintenance-Furniture/Fixture-

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			US\$10,055.00) is expected to be utilized in implementing this procurement. This procurement is expected to be implemented in lots. Lot 1: Repairs of Furniture Lot 2 (chairs and desks); and Lot 2: Repairs of Fixtures (air conditioners, icebox, microwave, etc).
4.	IFB No. LTA/SBA/RFQ/002/2023	Repairs & Maintenance- Civil Works	Refers to the cost of conducting minor renovations, repairs within the interior and exterior spaces of the LTA's compound. This is taken from the budget line item 6-005 (Repairs & Maintenance - Office Building- US\$25,000.00); Masonry and carpentry (plastering, painting, facing, leakages, etc.)
5.	IFB No. LTA/SBA/NCB/002/2023	Vehicle Rental	This contract package refers to the total cost of procuring vehicle rental services as per below: This is taken from various budget lines: 2-002 - US\$ 5,500(Local Travel & Subsistence), 3001 -US\$6,000, 3003 -US\$6,000.00, 3004 - US\$ 10,000.00 Within Monrovia- 1. SUV @ US\$ 175.00 per day 2. Sedan @ US\$100.00 per day Outside Monrovia- 3. SUV @ US\$ 275.00 per day.
6	IFB No. LTA/SBA/NCB/003/2023	Security Guard Services	This contract package refers to the cost of hiring a competent private security firm in Liberia to provide security guard services at current Head Office and the residences of the Commissioners. The budget line 5-003 (US\$ 120,000.00 - Security Guard Services) is expected to be used in executing this procurement.

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Handwritten signature and date: Monrovia 8, 2023

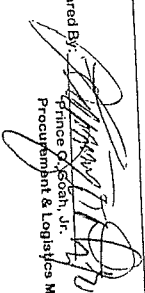
7	IFB No. LTA/SBA/RB/002/2023	Airlines Tickets	This contract package refers to the total cost of procuring Airline Tickets for the Fiscal Year 2023. The total Airline tickets to be procured are approximated 30 travels obtained from historical records. The amount of US\$41,400.00 was deducted from budget line 2-001 Foreign Travels & Daily Subsistence and US\$46, 480.00 was also deducted from budget line 7-006A (HR Development & Training) to sum up US\$87,880.00 for these travels. The balances from these budget line items will be used for daily subsistence allowance for Commissioners and employees local and foreign travels.
8	IFB No. LTA/SBA/NCB/005/2023	Printing & Binding Services	<p>This contract package refers to the total cost of procuring the following items:</p> <ol style="list-style-type: none"> 1. Letter Head-20 Reams 2. Envelopes-20 Packs 3. Vouchers-1,500 Pages 4. Annual Report- 500 Copies 5. Licensing Certificates-5 Reams 6. Call Cards:35,000 Pieces 7. Invoices: 5 Reams 8. Purchase Orders Booklet: 50 Pieces 9. Banners and posters <p>The total amount reflected under the budget for 4-001 (Printing & Publication) is US\$ 9,000.00. This will be utilized to conduct printing and publication.</p>

WTS
5/5/23


Shirley
May 8, 2023

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & SERVICES - NON SBA
 Source of Funding: Internal Revenue
 Fiscal Year: 2023

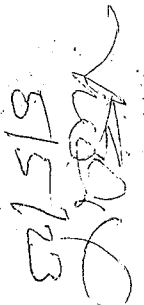
Source of Funding: Internal Revenue																		
Fiscal year: 2023																		
IMPLEMENTATION DATES																		
BASIC DATA																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	PACKAGE NUMBER (CODE)		BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL OF BID SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION & EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No. LT/ANCB/001	Vehicle Repairs	1 Firm	15,000.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023		12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. LT/ARFQ/001	Spare Parts - Vehicles	1 Firm	9,500.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/30/2023		12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. LT/ANCB/002	ICT System Maintenance Services	1 Firm	11,975.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023		12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. LT/ARFQ/002	Generator Repairs	1 Firm	3,000.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/30/2023		12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. LT/ARFQ/003	Spare Parts - Generators	1 Firm	6,600.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/30/2023		12/30/2023
UPDATE																		
ACTUAL																		
SUB TOTAL					46,075.00													
Forty Six Thousand Seventy Five United States Dollars																		

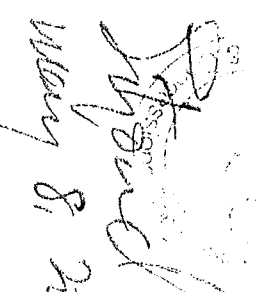
Prepared By: 
 Prince O. Soan, Jr.
 Procurement & Logistics Manager

Date: 04-17-23

Approved By: 
 Eufemia C. Zachariah
 Head of Entity/Benefit Person Procurement Committee

Date: 04-18-23


 5/5/23


 May 8, 2023

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & SERVICES - NON-SBA
 Source of Funding: Internal Revenue

PROCUREMENT PLAN for GOODS, WORK, & SERVICES																		
Source of Funding: Internal Revenue																		
Fiscal Year: 2023																		
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 SPECIFICATIONS/ DRAWINGS	PREP. OF BID DOCUMENT	PG APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PG APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	IFB No. LT/ANCB/003/2023	Stationery & Supplies	G4761	Assorted	35,600.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/6/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023	
UPDATE ACTUAL																		
PLANNED	IFB No. LT/ANCB/004/2023	Cleaning Materials	G4773	Assorted	10,000.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/6/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/30/2023	12/30/2023	
UPDATE ACTUAL																		
PLANNED	IFB No. LT/ANCB/001/2023	Scratch Cards	J6190	12000 pcs	60,670.80	RB	3/14/2023	3/22/2023	3/29/2023	4/6/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/31/2023	12/30/2023	
UPDATE ACTUAL																		
PLANNED	IFB No. LT/ANCB/002/2023	Internet Connectivity	J6120	1 Firm	40,447.20	RB	3/14/2023	3/22/2023	3/29/2023	4/6/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023	
UPDATE ACTUAL																		
PLANNED	IFB No. LT/ANCB/004/2023	Gifts	G4711	Assorted	25,000.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/6/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023	
UPDATE ACTUAL																		
SUB TOTAL					172,718.00													
One Hundred Seventy Two Thousand, Seven Hundred Eighteen United States Dollars																		

Date: 04-18-23

Prepared By: *[Signature]*
 Prince G. Goah, Jr.
 Procurement & Logistics Manager

Date: 6-17-23

Approved By: *[Signature]*
 Edwin A. Zackpah
 Head of Entity/Chairperson Procurement Committee

Date: 06-18-23

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[Handwritten: May 8, 2023]

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & SERVICES - NON-SBA
 Source of Funding: Internal Revenue

1	2	3	4	5	6	7	8	9											10	11	12	13	14	15	16	17	18	19
BASIC DATA								Fiscal year: 2023																				
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 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	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT											
PLANNED	11	IFB No. LTA/RFO/005/2023	Website Maintenance &	J6311	1 Firm	7,500.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/30/2023	12/30/2023										
UPDATE																												
ACTUAL																												
PLANNED	12	IFB No. LTA/RB/003/2023	Personnel Insurance Coverage	K6511	1 Firm	280,800.00	RB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023										
UPDATE																												
ACTUAL																												
PLANNED	13	IFB No. LTA/RFO/006/2023	Vehicle Insurance	K6512	1 Firm	10,000.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/30/2023	12/30/2023										
UPDATE																												
ACTUAL																												
PLANNED	14	IFB No. LTA/RB/004/2023	Vehicle	G4510	4 Pieces	180,000.00	RB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023										
UPDATE																												
ACTUAL																												
PLANNED	15	IFB No. LTA/NCB/005/2023	Office Furniture	G4759	Assorted	15,000.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023										
UPDATE																												
ACTUAL																												
PLANNED	16	IFB No. LTA/RFO/007/2023	Electrical Appliances	G4579	Assorted	10,000.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	4/19/2023	4/26/2023	5/3/2023	N/A	12/30/2023	12/30/2023										
UPDATE																												
ACTUAL																												
SUB TOTAL					473,300.00	Four Hundred Seventy Three Thousand Three Hundred United States Dollars																						

Prepared By: *[Signature]*
 Prince G. Goah, Jr.
 Procurement & Logistics Manager

Date: 4/17/23

Approved By: *[Signature]*
 Edwina C. Zackpah
 Head of Entity/ Chairperson Procurement Committee

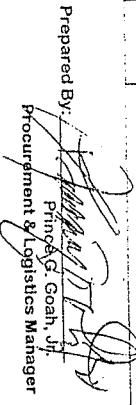
Date: 04-18-23

4/28/23
5/5/23

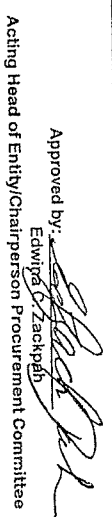
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May 8, 2023

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & SERVICES- NON-SBASET
Source of Funding: Internal Revenue


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Fiscal Year: 2023																		
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/RAWINGS	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	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	16	IFB No. LT/ANCB/006/2023	Office Equipment	G4659	Assorted	45,000.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023
UPDATE ACTUAL																		
PLANNED	17	IFB No. LT/ANCB/07/2023	Generators	G4659	3 Pieces	45,000.00	NCB	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023
UPDATE ACTUAL																		
PLANNED	18	IFB No. LT/ANCB/005/2023	Hall Rental	L6810	Assorted	10,000.00	RFQ	3/14/2023	3/22/2023	3/29/2023	4/5/2023	5/2/2023	5/16/2023	5/30/2023	6/7/2023	N/A	12/30/2023	12/30/2023
UPDATE ACTUAL																		
SUB-TOTAL						100,000.00	One Hundred Thousand United States Dollars											

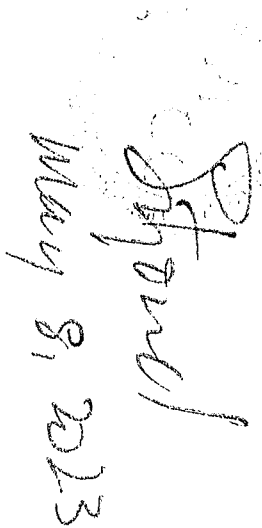
Prepared By: 
Prince G. Coah, Jr.
Procurement & Logistics Manager

Date: 04-12-23

Approved by: 
Edwiga O. Zackpah
Acting Head of Entity/Chairperson Procurement Committee

Date: 04-18-23


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May 8, 2023

LIBERIA TELECOMMUNICATIONS AUTHORITY

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

FISCAL YEAR: 2023

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LTA/NCB/001/2023	Vehicle Repairs	Refers to the total cost of conducting routine maintenance services (3,000 mileage), corrective and preventive maintenance as per occurrence. The LTA currently owns six (6) functional Vehicles with additional three (3) vehicles expected to be procured before the end of Fiscal Year 2023. The budget line item 6-001 (Repairs & Maintenance-Vehicle - US\$24,500.00) will be utilized. The amount of US\$ 15,000.00 will be used for this procurement while the balance US\$ 9,500.00 will be used for spare parts in the next note.
2	IFB No. LTA/RFO/001/2023	Spare Parts - Vehicles	The LTA intends to use US\$9,500.00 from the budget line item 6-001 (Repairs & Maintenance-Vehicles US\$24,500.00) for the procurement of assorted spare parts for five (5) utility vehicles that will be serviced by in-house mechanic, some of the vehicles are obsolete but are being used by the LTA because they still have economic values.
3	IFB No. LTA/NCB/002/2023	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 -US\$ 11,975.00) is expected to be utilized in implementing this procurement.
4	IFB No. LTA/RFO/002/2023	Repairs & Maintenance - Generators	The LTA intends to use US\$3,000.00 from the budget line item 6-002-Repairs & Maintenance-Generators (US\$9,600.00) for the cost of performing corrective and preventive maintenance

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6	IFB No. LTA/NCB/003/2023	Stationery & Supplies	<p>Refers to the total cost of procuring assorted stationery items. These items are expected to be divided into Lots as:</p> <p>Lot 1 – Stationery Supplies (Papers & Assorted Items A4, Legal, Notepad, Stick on Pad, etc.).</p> <p>Lot 2 - Ink & Cartridges (including toners).</p> <p>Note that under the budget line item 7-001-Office Supplies & Stationery/Cleaning Materials), there is US\$ 25,000.00 but US\$ 10,000.00 will be used for stationery & supply items and additionally, stationery costs from various budget line items to support programmatic activities include the following thereby increasing the total from US\$10,000.00:</p> <ol style="list-style-type: none"> 1. 3-002 Public Hearing/ Local Meetings ---\$ 600.00 2. 3-003 Staff Retreat/Strategic Planning ---\$ 3,000.00 3. 3-004 Stakeholders Sensitization ---\$ 18,000.00 <p>Total -----\$ 36,600.00</p> <p>whilst US\$15,000.00 from the budget line item 7-001 will be allotted for the procurement of office cleaning materials.</p>
7	IFB No. LTA/RFQ/004/2023	Cleaning Materials	<p>Refers to the total cost of procuring assorted office cleaning materials to be used by the LTA. The amount of US\$ 10,000.00 provided is a portion from the total in the budget line item 7-001 (Office & Stationery/Cleaning Materials)</p>
8	IFB No. LTA/RE/001/2023	Scratch Cards	<p>Represents the total cost of acquiring scratch cards for communication needs and operational purposes:</p> <p>MTN/Lonestar 404 pcs per month @ 5.00 USD</p> <p>Orange 606 pcs per month @ 5.00 USD</p> <p>The LTA is recommending the use of Sole Source due to PPC Act 55 1 (a) notable as MTN/Lonestar & Orange are the only manufacturers of the mentioned scratch cards. This amount is taken from the budget line items 7-007- Telecommunications</p>

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			<p>on four (4) generators currently being used by the LTA. The service includes rewinding of the following items.</p> <p>Lot I: Rewinding</p> <ol style="list-style-type: none"> Armature Exciter Main stator Engine overhaul, Transfer of generators, etc.
5	IFB No. LTA/RFQ/003/2023	Spare Parts - Generators	<p>The LTA intends also to use US\$6,600.00 from the budget line item 6-002 (Repairs & Maintenance-Generators US\$9,600.00) for the purchasing generator lubricants, engine oil, air filters, fuel filters, and coolants to be used to perform routine maintenance service on four (4) generators currently being used by the LTA. Considering that the LTA has in-house Generator Technicians, the following materials will be purchased and our in-house services will be provided by the LTA Technicians.</p> <ul style="list-style-type: none"> Lubricants (Servicing Materials) Engine Oil- 400 Gallons Air Filter -100 Pieces Fuel Filter -100 Pieces Coolant - 50 Pieces Automatic Voltage Regulator Key starter Injector pump Nozzles Fan belts Radiator Bearing Lift Pump

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May 8, 2023

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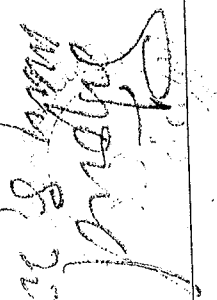
9	IFB No. LTA/RB/002/2023	Internet Services	(US\$ 101,118.00) of which US\$ 60,670.80 will be used for the procurement of scratch cards and the remaining used on internet subscription.
10	IFB No. LTA/NCB/004/2023	Christmas Baskets (Gifts)	Refers to the cost of continuing with the services of existing internet facilities currently in use at the LTA. The subscription and replacement cost of these Orange internet modems, netboxes and netspots for a year will be approximately \$44,447.20. This amount is taken from the budget line item (Telecommunications US\$101,118.00) These internet services have been sole sourced because LTA has existing internet dongles purchased from Orange Liberia in prior years.
11	IFB No. LTA/RFQ/005/2023	Website Hosting & Maintenance Services	Refers to the cost of procuring Christmas Baskets as gifts for selected Stakeholders. The total amount under this budget line 7-009 (End of Year Gift) is US\$25,000.00. Refers to the total cost of maintaining LTA's current website.
12	IFB No. LTA/RB/003/2023	Personnel Life Insurance Services	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 US\$7,500.00 is expected to be utilized in implementing this procurement. Refers to the total cost of providing medical and life insurance services for one hundred fifty (150) LTA employees and four thirteen (413) dependents. It should be noted that this amount is not constant as the number of insured may fluctuate based on an increase in the number of employees and their dependents. The budget line item 7-012 (Medical & Life Insurance-Employees-250,800.00) is expected to be utilized in implementing this procurement.

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13	IFB No. LTA/RFQ/006/2023	Vehicle Insurance	Refers to the total cost of insuring all of LTA's vehicles for the period of one year. This procurement will come from the Budget Line: 7007 (15,795.00).
14	IFB No. LTA/RB/004/2023	Vehicle (Purchase of new vehicles)	Refers to the total cost of procuring four (4) additional vehicles for LTA. The budget line item 9-001-Vehicle (180,000.00) is expected to be utilized in implementing this procurement.
15	IFB No. LTA/NCB/005/2023	Office Furniture	Refers to the total cost of procuring furniture for use by the LTA. These items include: executive chairs, semi-executive chairs, visitor chairs, desks and etc. The budget line item 9-003 (Office Furniture & Fixtures-US\$25,000.00) is expected to be utilized in implementing this procurement at the US\$15,000.00. The balance of US\$10,000.00 will be used to procurement electrical appliances, as indicated in the next package below.
16	IFB No. LTA/RFQ/007/2023	Electrical Appliances	Refers to the cost of procuring electrical appliances for the LTA. These items include: air-conditioners, iceboxes, water dispenser, percolators and etc. The budget line item 9-003 - Office Furniture & Fixtures-(US\$ 25,000.00) of which US\$ 10,000.00 will be used for this procurement.
17	IFB No. LTA/NCB/006/2023	Office Equipment	Refers to the total cost of procuring office equipment for use by the LTA. The items include: scanners, photocopiers, printers, shredders, computer and accessories, etc. The budget line item 9-004 (Office Equipment-US\$45,000.00) is expected to be utilized in implementing this procurement.
18	IFB No. LTA/NCB/007/2023	Generators	Refers to the total cost of procuring 3 generators. Due to the full depreciation of existing generators necessitates the procurement of these equipment.


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 May 8, 2023



			The budget line item 9-006 (Generators- US\$45,000.00) is expected to be utilized in implementing this procurement and installation of the generators.
19	IFB No. LTA/RB/005/2023	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\$13,800.00 USD was taken from four budget lines: 3-001-\$ 8,000, 3-003-\$3,000, 3-004- \$10,000 which total is US\$ 13,800 as indicated in the attached budget notes.

ADDITIONAL NOTES:

1. Recurrent cost to be paid each month during the fiscal year 2023 as electricity bills to LEC in the sum total of US\$18,000.00 This amount is to be utilized from budget line item 7-008 Utility Electricity – US\$ 24,000.00).
2. Recurrent cost to be paid each month during the fiscal year 2023 as water & sewage to LWSC in the amount of US\$ 4,000.00. This amount is to be utilized from budget line item 7-008 Utility (Water – US\$ 24,000). The total of US\$ 6,000 is allotted for this package.
3. The budget line 4-003 (Media & Public Affairs) - 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\$22,200.00.
4. Recurrent cost of \$60,000.00 to paid as office lease for 2024. This amount comes from Budget line 7-010.
5. The Budget line 9-008 in the amount \$2,000,000.00 represents allotment made in the Cash Plan for construction of LTA's Future Headquarters. A provision was made in the LTA Special Project Procurement Plan which PPCC approved in 2022.

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Handwritten signature and date: May 8, 2023