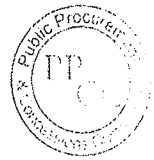




Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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

Ref. **PPCC/RL/CEO/166/'23**

July 6, 2023

Hon. James Lynch Monbo
PROJECT COORDINATOR
Universal Access Funds
Republic of Liberia

Dear Hon. Monbo:

Subject: **RECEIPT AND APPROVAL OF CORE AND SBA PROCUREMENT PLAN FOR UNIVERSAL ACCESS FUNDS - FISCAL YEAR 2023**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Universal Access Funds (UAF) Core and SBA Procurement Plan for Fiscal Year 2023 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

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 plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide with a copy of the updated procurement plan.

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.

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.

Best regards.

Yours sincerely,

Stevenson S. Yond
OFFICER IN CHARGE



UNIVERSAL ACCESS FUND
BRIDGING THE COMMUNICATION GAP

Administration



June 22, 2023

Hon. Stevenson S. Yond
Chief Executive Officer
Public Procurement & Concessions Commission (PPCC)
Executive Mansion Ground
Capitol Hill
Monrovia, Liberia

Dear Hon. Kowo:

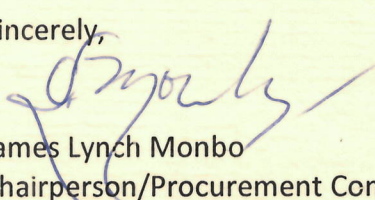
REF: **SUBMISSION OF PROCUREMENT PLAN FOR FY 2023**

At the behest of the Chairman of the Implementation Committee of the Universal Access Fund (UAF), I present my compliments and herewith submit Universal Access Fund's Project Implementation Unit (PIU) Procurement Plan for Fiscal Year 2023 for your approval.

The project Implementation Unit (PIU) is the operational arm of the Implementation Committee of the Universal Access Fund. It is responsible for the conduct and analysis of research, preparation of budget, development and implementation of projects and programs amongst others.

Thanks for your continued support, as we strive to maintain an efficient and effective government.

Sincerely,


James Lynch Monbo
Chairperson/Procurement Committee

Received:
Theophilus B. Kollie
June 28, 2023
Time: 2:03 pm

Cc: Universal Access Governing Board
LTA Procurement Committee

Attached: Procurement Plan for Goods, Works & Services (Non-Consultancy)
Procurement Plan for Goods & Services (Non-Consultancy) –SBA Budget
Procurement Plan for Consultancy Services-SBA
Cash Plan & Budget



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+231 880777788



info@universalaccessfund.com
www.universalaccessfund.com



Paynesville city, Liberia

Project Implementation Unit- Universal Access Fund
LIBERIA TELECOMMUNICATIONS
PROCUREMENT PLAN (SBA)

36

Fiscal Year: JANUARY -- DECEMBER 2023

BASIC DATA																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PCU BID OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
1	UAF/SBA/RB/00 1/2023	Petroleum Products	G4681	6,016.25 gallons @ \$6.0	36,097.50	RB	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23
UPDATE																	
ACTUAL																	
PLANNED	UAF/SBA/RB/00 2/2023	Vehicle Insurance	K6512	1 Firm	18,000.00	RB	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23
UPDATE																	
ACTUAL																	
PLANNED	UAF/SBA/RB/00 3/2023	Air Tickets	N7911	1 Firm	8,000.00	RB	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23
UPDATE																	
ACTUAL																	
PLANNED	UAF/SBA/RB/00 4/2023	Website & Maintenance	J6311	1 Firm	7,000.00	RFQ	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23
UPDATE																	
ACTUAL																	
PLANNED	UAF/SBA/RB/00 5/2023	Publicating & Media Coverage	J5813	1 Firm	2,500.00	RFQ	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23
UPDATE																	
ACTUAL																	
PLANNED	UAF/SBA/RB/00 6/2023	Medical Insurance	K6511	1 Firm	10,200.00	RFQ	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23
UPDATE																	
ACTUAL																	
PLANNED	UAF/SBA/RB/00 7/2023	Printing & Binding	C1812	1 Firm	2,500.00	RFQ	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23
UPDATE																	
ACTUAL																	
GRAND TOTAL					84,297.50												

Eighty Four Thousand, Two Hundred Ninety Seven United States Dollars And Fifty Cent

Prepared By: E. Nyagbor
Elvira Nyator
Procurement Office

Date: 06/23/2023

Approved By: James Lynch Monbo
Project Coordinator/ Chairman/Procurement Committee

Date: 06-23-2023



Project Implementation Unit- Universal Access Fund
LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for Goods & Services (Non-Consultancy) -SBA Budget
Source of Funding: Grants and Contributions
Fiscal Year: JANUARY -- DECEMBER 2023

BASIC DATA																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENT	PO APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/POU BID OPENING	SUBMISSION OF BID EVALUATION REPORT	PO APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
1	IFB No. LTAU/AF/SBA/Pr of/RB/001/2023	Band Width	G4651	Assorted	80,000.00	RB	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23	
PLANNED																		
UPDATE																		
ACTUAL																		
2	IFB No. LTAU/AF/SBA/Pr of/RB/002/2023	Renovation of Office Space	FA210	1 Firm	40,000.00	RB	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23	
PLANNED																		
UPDATE																		
ACTUAL																		
3	IFB No. LTAU/AF/SBA/Pr of/RB/003/2023	Maintenance	C3312	1 Firm	1,500.00	RFQ	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23	
PLANNED																		
UPDATE																		
ACTUAL																		
4	IFB No. LTAU/AF/SBA/Pr of/RB/004/2023	Base Station Maintenance	SS512	1 Firm	85,000.00	RB	04/29/2023	6/5/23	11/5/23	3/6/23	06/16/2023	06/20/2023	06/24/2023	11/7/23	N/A	07/20/2023	10/8/23	
PLANNED																		
UPDATE																		
ACTUAL																		
GRAND TOTAL					207,500.00	Two Hundred, Seven Thousand, Five Hundred United States Dollars												

Prepared By: E. Nyagba Date: 06/23/2023 Approved By: James Lynch Monbo Date: 06-23-2023
Elvira Nyator Procurement Office Project Coordinator/Chairman/Procurement Committee



James Lynch Monbo
July 3, 2023



James Lynch Monbo
July 6, 2023

Project Implementation Unit- Universal Access Fund
LIBERIA TELECOMMUNICATIONS AUTHORITY
Source of Funding: Grants & Contributions
Fiscal year: JANUARY-- DECEMBER 2023

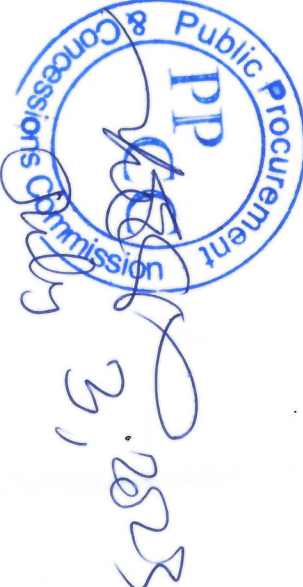
1	2	3	4	Basic Data			REQUEST FOR EXPRESSION OF INTEREST, If applicable														IMPLEMENTATION DATES						REQUEST FOR PROPOSALS AND APPROVAL OF AWARD					
ITEM NO.	PACKAGE NUMBER	CONTRACT PACKAGE	BUSINESS ACTIVITY	No. of firms/bids	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC	PUBLICATIO N OF REQ.	REOI CLOSING	SUBMISSIO N OF	PC APPROVAL	PREPARATION &	PC APPROVAL - INVITATION OF PROPOSALS	FINAL TOR/REP	PROPOSALS	SUBMISSION	08/14/2023	08/17/2023	PC APPROVAL	CONTRACT AWARD &	COMPLETION (FINAL)											
PLAN NED	1	Legal Consultancy	M6920	1 Firm	8,000.00	LCS	06/29/2023	3/7/23	6/7/23	07/14/2023	07/17/2023	07/20/2023	07/25/2023	7/28/2023	4/8/23	08/14/2023	08/17/2023	08/31/2023	12/9/23													
PLAN NED	2	Base Station Evaluation	M7020	11 station	90,000.00	QBS	06/29/2023	3/7/23	6/7/23	07/14/2023	07/17/2023	07/20/2023	07/25/2023	7/28/2023	4/8/23	08/14/2023	08/17/2023	08/31/2023	12/9/23													
PLAN NED	3	Strategic Plan	M7010	3	10,000.00	LCS	06/29/2023	3/7/23	6/7/23	07/14/2023	07/17/2023	07/20/2023	07/25/2023	7/28/2023	4/8/23	08/14/2023	08/17/2023	08/31/2023	12/9/23													
GRAND TOTAL					108,000.00															One Hundred And Eight Thousand, United States Dollars												

Prepared By: *E. Nyator*
Elvra Nyator
Procurement Officer

Date: *06/23/2023*

Approved By: *J. Lynch Monbo*
James Lynch Monbo
Project Coordinator/ Chairman/Procurement Committee

Date: *06-23-2023*

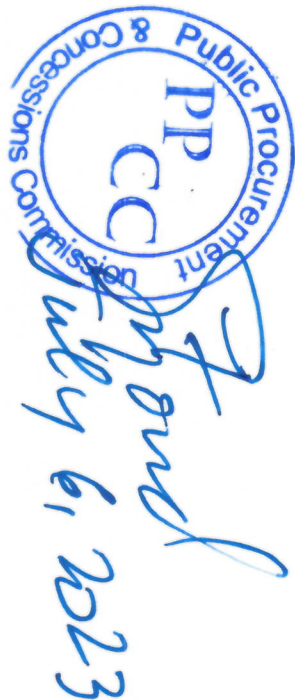


Handwritten signature
July 6, 2023

EXPLANATION NOTES:

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF CONTRACT PACKAGE (Consultancy)
1.	M6920	Law Consultancy	The cost of US \$ 8,000.00 is derived from the budget line item for "Consultancy (No. LTA/UAF/Proj/SBA/LCS/001/2023)" as indicated in UAF-Budget FY January-December 2023,
2.	M7020	Base Station Evaluation	The cost of US \$ 90,000 is derived from the budget line itemed to evaluate the 11 new Base Stations, for the Rural Telephony Project (IFB No. LTA/UAF/Proj/QBS/001/2023)"for the UAF/PIU
3.	M7010	Strategic Plan	The cost of US \$ 10, 00.00 is derived from the budget line item for a Three Years Developmental Strategic Plan Project (IFB No. LTA/UAF/Proj/RB/001/2023)" as indicated in the UAF/PIU budget for FY 2023.





Signed: 
Procurement Officer

Date: _____

Approved: 
Project Coordinator/Chairman Procurement Committee

Date: 06-22-20

Project Implementation Unit (CORE PROCUREMENT PLAN)
SOURCE OF FUND: Universal Asset Fund-BUL
FISCAL YEAR JANUARY -DECEMBER 2023

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF CONTRACT PACKAGE (Non-SBA)
4.	G4761	SUPPLY OF STATIONERY	The cost of US \$7,000.00 is derived from the budget line item "Stationery (IFB No. LTA/UAf/Proj/RFQ/001/2023)" as indicated in UAF- Budget FY January-December 2023, for the procurement of the contract package of Assorted Stationery items.
5.	I6120	Internet Connectivity	The cost of US \$6,700.00 is derived from the budget line item for "Internet Connectivity (IFB No. LTA/UAf/Proj/RFQ/002/2023)", as indicated in UAF-Budget FY 2020/2023, to procure internet devices for the office of the Universal Access Fund/Project Implementation Unit Staffs.
6.	G4520	Vehicles Maintenance	The cost of US \$30,000.00 is derived from the budget line item for "Vehicles Maintenance (IFB No. LTA/UAf/Proj/RB/001/2023)", as indicated in UAF-Budget FY January-December 2023,
7.	G4759	Office Equipment	The cost of US \$6,500.00 is derived from the budget line item "Office Equipment (IFB No. LTA/UAf/Proj/RFQ/003/2023)" as indicated in UAF- Budget FY January-December 2023, for the procurement of the contract package of Assorted Stationery items.
8.	G4659	Office Furniture & Fixture	The cost of US \$6,500.00 is derived from the budget line item "Office Furniture & Fixture (IFB No. LTA/UAf/Proj/RFQ/004/2023)" as indicated in UAF- Budget FY January-December 2023, for the procurement of the contract package of Assorted Stationery items.
9.	I6190	Scratch Cards & Communication	The cost of US \$8,000.00 is derived from the budget line item for "Scratch & Communication (IFB No. LTA/UAf/Proj/RFQ/005/2023)", as indicated in UAF-Budget FY January-December 2023, and \$5,400 for Orange Scratch Card and \$3,000 for MTN LoneStar Cell Scratch Card.
10.	G4510	Vehicles	The cost of US \$84,000.00 is derived from the budget line item for the Purchase of Two (2) "Vehicles (IFB No. LTA/UAf/Proj/RB/002/2023)", as indicated in UAF-Budget FY January-December 2023,

Signed: P. Nyagor
Procurement Officer



Date: 31/12/2023

Approved: [Signature]
Project Coordinator/Chairman Procurement Committee

Date: 06-22-2023



Project Implementation Unit (CORE PROCUREMENT PLAN)
SOURCE OF FUND: Universal Asset Fund-BUL
FISCAL YEAR JANUARY -DECEMBER 2023

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF CONTRACT PACKAGE (SBA)
11.	G4661	Purchase of gasoline, diesel and lubricants	The cost of US\$ 36,097.50 is derived from the budget line item for purchase of "Gasoline, Diesel and Lubricants (IFB No. UAF/Proj/SBA/RB/001/2023)" as indicated in UAF-Budget FY 2020/2023; for the purchase of 6,016.50 diesel gallons @ the rate of \$6.00 for gallons.
12.	K6512	Vehicles Insurance	The cost of US \$18,000.00 is derived from the budget line item for Vehicles Insurances (IFB No. UAF/Proj/SBA/RB/002/2023)", as indicated in UAF-Budget FY January-December 2023, to insured all Universal Access Fund vehicles the period of one year.
13.	N7911	Purchase of air tickets for foreign visit	The cost of US \$8,000.00 is derived from the budget line item for purchase of "Air Tickets (IFB No. LTA/UAF/Proj/SBA/RB/003/2023)", as indicated in UAF-Budget FY January-December 2023.
14.	J6311	Website Maintenance	The cost of US \$7,000.00 is derived from the budget line item for purchase of "Website Maintenance (IFB No. LTA/UAF/Proj/SBA/RFQ/001/2023)", as indicated in UAF-Budget FY January-December 2023.
15.	J5813	Publication & Media Coverage	The cost of US \$2,500.00 is derived from the budget line item for purchase of "Publication & Media Coverage (IFB No. LTA/UAF/Proj/SBA/RFQ/002/2023)", as indicated in UAF-Budget FY January-December 2023.
16.	K6511	Medical Insurance	The cost of US \$10,200.00 is derived from the budget line item for purchase of "Medical Insurance (IFB No. LTA/UAF/Proj/SBA/RFQ/006/2023)", as indicated in UAF-Budget FY January-December 2023.
17.	C1812	Printing & Binding	The cost of US \$2,500.00 is derived from the budget line item for purchase of "Printing & Binding (IFB No. LTA/UAF/Proj/SBA/RB/004/2023)", as indicated in UAF-Budget FY January-December 2023.

Signed: 
Procurement Officer



Date: _____

Approved: 
Project Coordinator/Chairman Procurement Committee

Date: 06-22-2023



Project Implementation Unit (CORE PROCUREMENT PLAN)
SOURCE OF FUND: Universal Asset Fund-BUL
FISCAL YEAR JANUARY –DECEMBER 2023

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF CONTRACT PACKAGE (Non- Consultancy SBA Budget)
18.	G4651	Band Width	The cost of US \$80,000.00 is derived from the budget line item for "Band Width (IFB No. LTA/UAF/Proj/RB/005/2023)", as indicated in UAF-Budget FY 2023, to procure Band Width for the Universal Access Fund/ Project Implementation United.
19.	G3312	Maintenance	The cost of US \$1,500.00 is derived from the budget line item for "Maintenance (IFB No. LTA/UAF/SBA/Proj/RFQ/006/2023)", as indicated in UAF-Budget FY 2023, to provide Maintenance for the UAF/PIU Base Station.
20.	F4210	Renovation of Office Space	The cost of US \$40,000.00 is derived from the budget line item for "Renovation Of Office Space (IFB No. LTA/UAF/Proj/RB/006/2023)", as indicated in UAF-Budget FY 2023, to constructed site for the UAF/PIU in the counties.
21.	S9512	Base Station Maintenance	The cost of US \$86,000.00 is derived from the budget line item for "Band Station Maintenance (IFB No. LTA/UAF/Proj/RB/007/2023)", as indicated in UAF-Budget FY 2023, to maintain all of Universal Access Fund/ Project Implementation United Base stations around the Liberia.

Signed: E. Nyakor
Procurement Officer

Date: _____

Approved: _____
Project Coordinator/Chairman Procurement Committee

Date: _____

