

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

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

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

BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRA WINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH	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	1	IFB No. LTA/SBA/RB/0 01/2023	Petroleum Products (Diesel & Gasoline)	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	IFB No. LTA/SBA/NCB /001/2023	Event Catering	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	IFB No. LTA/SBA/RFQ/ 001/2023	Furniture & Fixtures	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	IFB No. LTA/SBA/RFQ/ 002/2023	Repairs & Maintenance-Non Residential Building	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																		
UPDATE	5	IFB No. LTA/SBA/NCB /002/2022	Vehicle Rental	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	IFB No. LTA/SBA/NCB /003/2023	Security Guard Services	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	IFB No. LTA/SBA/RB/0 02/2023	Airlines Tickets	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																		

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

Date: 04-17-23

Approved By: 
Rawina G. Zackpah
Head of Entity/Chairperson Procurement Committee

Date: 04-18-23



PROCUREMENT PLAN for Goods & Services (Non-Consultancy) -SBA 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
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/ TECH SPECS	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 (SUBSTANTIATION)	ACCEPTANCE & FINAL PAYMENT	
PLANNE D 8	LTAS/BA/ RFQ/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												

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

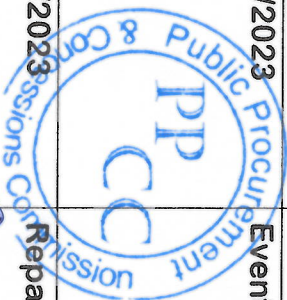
Approved By: [Signature]
Edwina C. Zerkpah
Head of Entity/Chairperson Procurement Committee

Date: 07-18-23



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

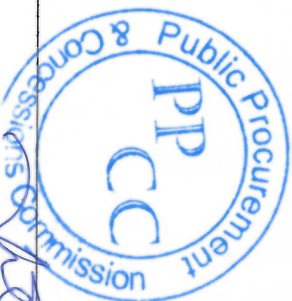
Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. LTA/SBA/RB/001/2023	Petroleum Products	Refers to the cost of procuring petroleum products for entire fiscal period 2023. The LTA intends on using highest available petroleum product price i.e. Gasoline or Diesel in conducting this procurement. The intends on procuring approximately 115,941 gallons at estimated rate of 5.50 USD per gallon. The budget line 7-004 – US\$637,680.00 (Gasoline/Fuel/Lubricant -Vehi Generators & Staff) is expected to be utilized implementing this procurement.
2.	IFB No. LTA/SBA/NCB/001/2023	Events Catering	Refers to the cost of contracting the services of a caterer firm in providing catering services. The total US\$26,500.00 will be drawn from the following budget items: 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/RFQ/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 item 6-003 (Repair & Maintenance-Furniture/Fixtures) is expected to be utilized.



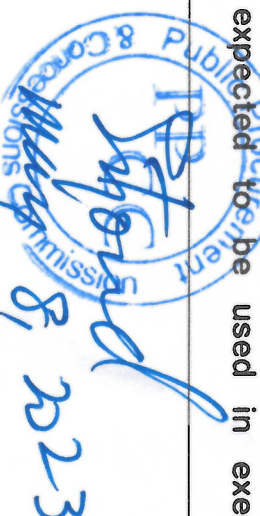
Handwritten signature and date: 5/5/23

Handwritten signature and date: 2023

			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 conditioning unit, 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 compound. This is taken from the budget line item (Repairs & Maintenance – Office Building- US\$25,000) Masonry and carpentry (plastering, painting, fa 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 Transport Subsidence), 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 competent private security firm in Liberia to provide security guard services at current Head Office and residences of the Commissioners. The budget line 5-003 (US\$ 120,000.00 - Security Guard Services) is expected to be used in executing procurement.



Signature
5/6/23



Signature
8/2/23

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 A tickets to be procured are approximated 30 travels obtained from historical records. The amount of US\$41,400.00 deducted from budget line 2-001 Foreign Travels & Subsistence and US\$46, 480.00 was also deducted budget line 7-006A (HR Development & Training) to sum US\$87,880.00 for these travels. The balances from 1 budget line items will be used for daily subsistence allowance for Commissioners and employees local 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 Printing & Publication) is US\$ 9,000.00. This will be used to conduct printing and publication.</p>



5/5/23



May 8, 2023