

# LIBERIA TELECOMMUNICATIONS CORPORATION (LTC MOBILE)

## PROCUREMENT PLAN SBA CORE BUDGET

Source of Funding: Internal Revenue Generation

Fiscal Year: 2024

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS	
PLANNED	1	IFB NO/LTCMO BILE/SBA/RB/001/2024	Personnel Medical, Accident & Life Insurance	K6511/K6512	1 firm	47,520.00	RB	02/05/24	02/12/24	02/19/24	02/26/24	03/25/24	04/08/24	04/15/24	04/29/24	N/A	12/27/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	2	4	IFB NO/LTCMO BILE/SBA/N CB/001/202	Printing Services	C1811/C1812	1 firm	56,000.00	NCB	03/11/24	03/18/24	03/25/24	04/01/24	04/29/24	05/13/24	05/20/24	N/A	07/25/00	08/05/00	
UPDATE																			
ACTUAL																			
<b>Sub Total</b>					<b>103,520.00</b>														

Prepared by:   
**Titus K. Tikwa, Jr.**  
 Procurement Manager

24/4/24  
Date

2024  
March 30

Approved by:   
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee

25/4/24  
Date

# LIBERIA TELECOMMUNICATIONS CORPORATION

## PROCUREMENT PLAN SBA CORE BUDGET

Source of Funding: Internal Revenue Generation


Fiscal Year: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
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PLANNED	3	4	IFB NO/LTCMO BILE/SBA/N CB/002/202 Publication Services	J5813	3 firms	50,000.00	NCB	03/11/24	03/18/24	03/25/24	04/01/24	04/29/24	05/13/24	05/20/24	05/27/24	N/A	12/20/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	4		IFB NO/LTCMO BILE/SBA/RB /002/2024 Water	E3600	11,304 gal @ 1.15/gal	13,000.00	RB	02/05/24	02/12/24	02/19/24	02/26/24	03/25/24	04/08/24	04/15/24	04/22/24	N/A	12/20/24	12/31/24	
UPDATE																			
ACTUAL																			
<b>Sub Total</b>					63,000.00														

Prepared by:   
**Titus K. Tikwa, Jr.**  
 Procurement Manager

24/4/24  
 Date

APR 30, 2024

Approved by:   
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee

25/4/24  
 Date



# LIBERIA TELECOMMUNICATIONS CORPORATION

## PROCUREMENT PLAN SBA CORE BUDGET

Source of Funding: Internal Revenue Generation

Fiscal Year: 2024

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS	
PLANNED	5	IFB NO/LTCMO BILE/SBA/RB /003/2024	Petroleum Product	G4661	22,930.03 gal gas @ \$4.43/gal & 62,626.27 gal fuel @ \$4.95/gal	411,580.00	RB	02/05/24	02/12/24	02/19/24	02/26/24	03/25/24	04/08/24	04/15/24	04/22/24	N/A	12/20/24	12/31/24		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO/LTCMO BILE/SBA/RF Q/001/2024	Refuse & Garbage Collection	E3811	1 firm	6,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>417,580.00</b>														

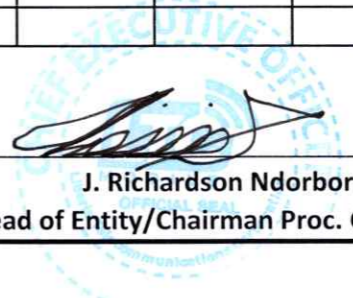
Prepared by: *T. Tikwa, Jr.*  
**Titus K. Tikwa, Jr.**  
 Procurement Manager

24/4/24  
 Date

Approved by: *J. Richardson Ndorbor*  
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee

25/04/24  
 Date

*Approved April 30, 2024*



# LIBERIA TELECOMMUNICATIONS CORPORATION

## PROCUREMENT PLAN SBA CORE BUDGET

Source of Funding: Internal Revenue Generation


Fiscal Year: 2024

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS		
PLANNED	7	IFB NO/LTCMO BILE/SBA/RFQ/002/2024	Vehicle/Equipment Rental Service	H4922	1 firm	6,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB NO/LTCMO BILE/SBA/RB/004/2024	Vehicle Insurance Coverage	K6512	1 firm	25,000.00	RB	02/05/24	02/12/24	02/19/24	02/26/24	03/25/24	04/08/24	04/15/24	04/22/24	N/A	12/20/24	12/31/24		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>					<b>31,000.00</b>															

Prepared by:   
**Titus K. Tikwa**  
 Procurement Manager

24/4/24  
 Date

April 30, 2024

Approved by:   
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee

25/4/24  
 Date






**LIBERIA TELECOMMUNICATIONS CORPORATION**

**PROCUREMENT PLAN SBA CORE BUDGET**


Source of Funding: Internal Revenue Generation

Fiscal Year: 2024

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS	
PLANNED	9	IFB NO/LTCMO BILE/SBA/RFQ/003/2024	Sand	G4663	Assorted	5,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB NO/LTCMO BILE/SBA/RFQ/004/2024	Crush Rocks	G4663	Assorted	7,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24	
UPDATE																			
ACTUAL																			
<b>Sub Total</b>					<b>12,000.00</b>														

Prepared by:   
 Titus K. Tikwa, Jr.  
 Procurement Manager

Date: 24/4/24

Approved by:   
 J. Richardson Ndorbor  
 Head of Entity/Chairman Proc. Cmttee

Date: 25/4/24

*Handwritten note: April 30, 2024*

**LIBERIA TELECOMMUNICATIONS CORPORATION  
PROCUREMENT PLAN SBA CORE BUDGET**

**Source of Funding: Internal Revenue Generation  
Fiscal Year: 2024**

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS		
PLANNED	11	IFB NO/LTCMO BILE/SBA/RFQ/005/2024	Cement	529 bags @ 8.50	4,500.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24			
UPDATE																				
ACTUAL																				
PLANNED	12	IFB NO/LTCMO BILE/SBA/RFQ/006/2024	Blocks/Culvert	Assorted	2,500.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24			
UPDATE																				
ACTUAL																				
<b>Sub Total</b>					<b>7,000.00</b>															

Prepared by: T. Tikwa, Jr. Date: 24/4/24

Approved by: J. Richardson Ndorbor Date: 25/04/24

Titus K. Tikwa, Jr.  
Procurement Manager

J. Richardson Ndorbor  
Head of Entity/Chairman Proc. Cmttee

*April 30, 2024*



**LIBERIA TELECOMMUNICATIONS CORPORATION**  
**PROCUREMENT PLAN SBA CORE BUDGET**  
 Source of Funding: Internal Revenue Generation  
 Fiscal Year: 2024

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS	
PLANNED	13	IFB NO/LTCMO BILE/SBA/Rfq/007/2024	Wood/Timber	G4663	Assorted	4,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24		
UPDATE																				
ACTUAL																				
PLANNED	14	IFB NO/LTCMO BILE/SBA/N CB/003/202	Air Ticket	N7911	1Firm	70,000.00	NCB	02/05/24	02/12/24	02/19/24	02/26/24	03/25/24	04/08/24	04/15/24	04/22/24	N/A	12/20/24	12/31/24		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>74,000.00</b>														

Prepared by:   
**Titus K. Tikwa**  
 Procurement Manager

24/4/24  
 Date

*[Handwritten signature]*  
 April 30, 2024

Approved by:   
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee

25/04/24  
 Date

# LIBERIA TELECOMMUNICATIONS CORPORATION

## PROCUREMENT PLAN SBA CORE BUDGET

Source of Funding: Internal Revenue Generation

Fiscal Year: 2024

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS			
PLANNED	15	IFB NO/LTCMO BILE/SBA/RFQ/008/2024	Uniforms	G4771	1 firm	5,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24			
UPDATE																					
ACTUAL																					
PLANNED	16	IFB NO/LTCMO BILE/SBA/RFQ/09/2024	Food Stuff	G4711	Assorted	8,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24			
UPDATE																					
ACTUAL																					
<b>Sub Total</b>					<b>13,000.00</b>																

Prepared by:   
**Titus K. Tikwa, Jr.**  
 Procurement Manager

27/4/24  
 Date

*Handwritten signature and date: April 30, 2024*

Approved by:   
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee

5/10/24  
 Date



**LIBERIA TELECOMMUNICATIONS CORPORATION**

**PROCUREMENT PLAN SBA CORE BUDGET**

**Source of Funding: Internal Revenue Generation**

**Fiscal Year: 2024**

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/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	REMARKS	
PLANNED	17	IFB NO/LTCMO BILE/SBA/RFQ/010/2024	Event Catering	1 firm	5,000.00	RFQ	02/01/24	02/05/24	02/08/24	02/12/24	02/16/24	02/19/24	02/22/24	02/23/24	N/A	12/20/24	12/31/24		
UPDATE																			
ACTUAL																			
<b>Sub Total</b>					<b>5,000.00</b>														
<b>Grand Total</b>					<b>726,100.00</b>														

Prepared by:   
**Titus Tikwa**  
 Procurement Manager

24/4/24  
 Date

Approved by:   
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee

24/4/24  
 Date

*Handwritten in green ink:*  
 APPROVED  
 APRIL 30, 2024



**LIBERIA TELECOMMUNICATIONS CORPORATION**  
**SBA Core Budget Procurement Plan For Goods, Work, and Services Explanatory Notes**  
**Fiscal Year: 2024**

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO/LTCMOBILE/SBA/RB/001/2024	Personnel Medical, Accident & Life Insurance	This contract package is intended to procure medical insurance service for 234 LTCMOBILE employees with equal benefits despite title or position. It includes medical, accidental and life insurance. It is charged to the budget line Medical Benefit.
2	IFB NO/LTCMOBILE/SBA/NCB/001/2024	Printing Services	This contract package is intended to hire the services of a Printing Press to print flyers, brochures, stickers and Billboards. The amount was drawn from Public Relations and Advertisement.
3	IFB NO/LTCMOBILE/SBA/NCB/002/2024	Publication Services	This contract package is intended to procure the following types of advertisement which will take effect as the need arises. It is disaggregated into two (2) lots, namely: Electronic and Print. Electronic will focus on BOT while print will focus on newspaper advertisements. It will also feature television advertisements. It is charged to the budget lines Marketing Promotion.
4	IFB NO/LTCMOBILE/SBA/RB/002/2024	Water	This contract package is intended to procure 11,304 gal of water from local water vendors @ \$1.15 per gallon and for bathroom use.
5	IFB NO/LTCMOBILE/SBA/RB/003/2024	Petroleum Product	This contract package is drawn from the following budget lines: (1) Fuel (Generators & Vehicles) ----- \$310,000.00 for the quantity of 62,626.27 gal @ \$4.95/gal; (2) Gasoline Slip (Employees) ----- \$90,000.00 for the quantity of 20,134.23 gal @ & \$4.47/gal. It's divided into two lots: Lot 1 -Bulk Fuel for generators and Lot 2 - Tom Cards for vehicles and employees. Lot 2 will be considered as Single Source (SS) because management as already contracted Conex whose Tom Cards are already being used.
6	IFB NO/LTCMOBILE/SBA/RFQ/001/2024	Refuse & Garbage Collection	This contract package is charged to the budget line Item Garbage Collection & Sanitation. This contract package procures the service of a garbage collection organization.
7	IFB NO/LTCMOBILE/SBA/RFQ/002/2024	Vehicle/Equipment Rental Service	This contract package procures rental services of vehicles to enhance the smooth operations of LTCMOBILE.
8	IFB NO/LTCMOBILE/SBA/RB/004/2024	Vehicle Insurance Coverage	This contract package is intended to insure nineteen (19) vehicles: 4 sedans, 3 buses, 7 pickups, 3 trucks & 2 SUV. It is drawn from the budget line Vehicle Insurance.
9	IFB NO/LTCMOBILE/SBA/RFQ/003/2024	Sand	This contract package is intended to procure beach & river sand for construction works. It is charged to the contract budget lines Site Maintenance and Repairs & Maintenance - Building.
10	IFB NO/LTCMOBILE/SBA/RFQ/004/2024	Crush Rocks	This contract package is intended to procure crush rocks for construction works. It is charged to the contract budget lines Site Maintenance and Repairs & Maintenance - Building.
11	IFB NO/LTCMOBILE/SBA/RFQ/005/2024	Cement	This contract package is intended to procure cement for construction works. It is charged to the contract budget lines Site Maintenance and Repairs & Maintenance - Building.

Prepared by:  24/4/24 Date  
**Titus K. Tikwa**  
**Procurement Manager**

Approved by:  25/04/24 Date  
**Richardson Ndorbor**  
**Head of Entity/Chairman Proc. Cmttee**



APR 30, 2024



**LIBERIA TELECOMMUNICATIONS CORPORATION**  
**SBA Core Budget Procurement Plan For Goods, Work, and Services Explanatory Notes**  
**Fiscal Year: 2024**

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
12	IFB NO/LTCMOBILE/SBA/RFQ/006/2024	Blocks/Culvert	This contract package is intended to procure cement for construction works. It is charged to the contract budget lines Site Maintenance and Repairs & Maintenance - Building.
13	IFB NO/LTCMOBILE/SBA/RFQ/007/2024	Wood/Timber	This contract package is intended to procure Wood/Timber for construction works. It is charged to the contract budget lines Site Maintenance and Repairs & Maintenance - Building.
14	IFB NO/LTCMOBILE/SBA/NCB/003/2024	Air Ticket	This Contract Package will be used to procure Air Tickets (Assorted) and it is charged to the budget line Foreign Training and Foreign Travel. Prequalification to award based on best price and availability, cascade, rotation may be utilized based on flight availability.
15	IFB NO/LTCMOBILE/SBA/RFQ/008/2024	Uniforms	This contract package is intended to procure 30 pieces of uniforms for LTCMOBILE Sales & Marketing Department staff and 50 pieces of uniforms and safety gears for staff of Security Department. It is divided into two lots: 1) Uniforms, 2) Safety Gears.
16	IFB NO/LTCMOBILE/SBA/RFQ/09/2024	Food Stuff	This contract package is intended to procure nuts, soft drinks, pringles for the CEO & COO office for guests entertainment. It is charged to the budget line Entertainment.
17	IFB NO/LTCMOBILE/SBA/RFQ/010/2024	Event Catering	This contract package is charged to the budget line Entertainment. This package intends to hire the services of a catering firm to provide food (African and Western) during workshops, staff meetings, conferences, seminars, symposiums, etc.
		Life Insurance	This contract package is intended to procure life insurance from only one supplier which is National Social Security (NASSCORP) for 234 LTCMOBILE Employees. It is charged to the budget line item Social Security Contribution.
		Local Transportation	This contract package is intended for staff hardship allowance.
		Electricity	This contract package procures electricity from LEC. It is charged to the budget line Utilities-LEC
		Scratch Cards	This contract package is intended to procure scratch cards (1500 pcs Lonestar & 1500 pcs Orange) for senior management. Scratch cards are paid for directly to the two major companies. It is charged to the budget line Communication Expense.
		Training - Local	This contract intends to train desired employees locally, especially at the Liberian Institute of Public Administration (LIPA).
		Hotel & Accommodation	This contract package is intended to hire hotel rooms for LTCMobile guests from in and out of the country. Each individual as his or her own choice of hotel.
		Vehicles License Fee & Registration	This contract package is intended to register and obtain licenses for nineteen (19) vehicles: 4 sedans, 3 buses, 7 pickups, 3 trucks & 2 SUV, & 7 motor bikes from the Ministry of Transport. It is charged to the budget line item Vehicle Registration.

Prepared by:   
**Titus K. Tikwa**  
 Procurement Manager



24/4/24  
 Date

Approved by:   
**J. Richardson Ndorbor**  
 Head of Entity/Chairman Proc. Cmttee



25/4/24  
 Date

*April 30, 2024*