



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/06/25'**

July 4, 2025

Hon. Angela Cassell Bush

ACTING COMMISSIONER

Liberia Telecommunications Authority

Manetama Road, Cooper's Beach Community

Paynesville

Republic of Liberia

Dear Hon. Bush:

Subj: **RECEIPT AND APPROVAL OF UPDATED PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Liberia Telecommunications Authority (LTA) Updated Procurement Plan. Following a thorough review, the Commission approves the Liberia Telecommunications Authority's updated procurement plan for Fiscal Year 2025, in accordance with Section 40(3) of the Public Procurement and Concessions Act, 2010. The Commission further informs the LTA that the 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.

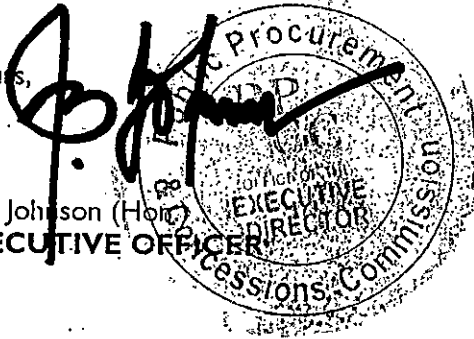
The Commission counsels that you observe *Section 40 (5) of the PPCA, 2010, which states that "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in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

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

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant with the PPCA 2010 as we jointly strive to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concession processes.

Sincerely yours,

Bodger Scott Johnson (Hon)
CHIEF EXECUTIVE OFFICER





REF: LTA/RL/IGS/ACB/063/2025

June 24, 2025

Himmie E. Langford (Hon)
Acting Executive Director/Chief Executive Officer
Public Procurement & Concessions Commission (PPCC)
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear Hon. Langford:

I present my compliments on behalf of the Liberia Telecommunications Authority (LTA) and acknowledge receipt of your letter dated June 20, 2025, in which you approved the LTA's Annual Procurement Plan, with the condition that National Competitive Bidding (NCB) be used in place of the Sole Source method for procuring Personnel Insurance Coverage.

In accordance with your directive, I hereby submit the updated Procurement Plan for Personnel Insurance Coverage for your review and approval.

Additionally, in the interest of fostering greater competition, the management has resolved to revise the previously approved procurement method for the Human Resource Information System (HRIS), from Sole Source to Competitive Bidding. The updated plan for this procurement is also attached for your review and approval.


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

Sincerely,


Angela Cassell Bush
Acting Commissioner

Cc: LTA Acting Board of Commissioners
LTA Procurement Committee

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


June 30, 2025
3:05pm


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6/24/25

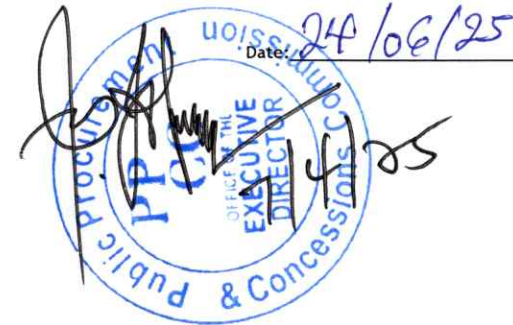
Liberia Telecommunications Authority
PROCUREMENT PLAN for Consultancy -SBA Budget
Source of Funding: Internal Revenue
Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	Basic Data							IMPLEMENTATION DATES												
								REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVIT	No. of firms/Persons	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC	PUBLICATI ON OF REOI	REOI CLOSING/	SUBMISSION OF	PC APPROVAL-	PREPARATION & SUBMISSION	PC APPROVAL -	INVITATION OF	PROPOSAL SUBMISSION	SUBMISSIO N OF T & F	PC APPROVAL -	CONTRACT AWARD &	COMPLETION (FINAL REPORT)
PLANNED	1	RFP NO.LTA/SBA/QCBS /001/25	CcTLD Framework Development	J6399	1 Firm	55,000.00	Quality Cost Based Selection	4/8/2025	4/12/2025	4/18/2025	4/25/2025	4/30/2025	5/7/2025	5/10/2025	5/16/2025	5/30/2025	6/10/2025	6/17/2025	6/28/2025	7/31/2025
UPDATE																				
ACTUAL																				
PLANNED	2	RFP NO.LTA/SBA/QCBS /002/25	Awareness & Orientation on Internet Governance	J6399	1 Firm	20,000.00	QCBS	4/8/2025	4/12/2025	4/18/2025	4/25/2025	4/30/2025	5/7/2025	5/10/2025	5/16/2025	5/30/2025	6/10/2025	6/17/2025	6/28/2025	7/31/2025
UPDATE																				
ACTUAL																				
PLANNED	3	RFP NO.LTA/SBA/LCS/0 01/25	Local Area Network (LAN)	F4390	1 Firm	30,000.00	LCS	4/8/2025	4/12/2025	4/18/2025	4/25/2025	4/30/2025	5/7/2025	5/10/2025	5/16/2025	5/30/2025	6/10/2025	6/17/2025	6/28/2025	7/31/2025
UPDATE																				
ACTUAL																				
PLANNED	4	RFP NO.LTA/SBA/QCBS /003/25	Automated Process Flow	F4390	1 Firm	75,000.00	QCBS	4/8/2025	4/12/2025	4/18/2025	4/25/2025	4/30/2025	5/7/2025	5/10/2025	5/16/2025	5/30/2025	6/10/2025	6/17/2025	6/28/2025	7/31/2025
UPDATE																				
PLANNED	5	RFP NO.LTA/SBA/SS/00 6/25	Human Resource Information	J6399	1 Firm	30,000.00	SS	4/8/2025	4/12/2025	4/18/2025	4/25/2025	4/30/2025	5/7/2025	5/10/2025	5/16/2025	5/30/2025	6/10/2025	6/17/2025	6/28/2025	7/31/2025
UPDATE		IFB No. LTA/SBA/NCB/015/ 2025	Human Resource Information	J6399	1 Firm	30,000.00	NCB	4/8/2025	4/12/2025	4/18/2025	4/25/2025	4/30/2025	5/7/2025	5/10/2025	5/16/2025	5/30/2025	6/10/2025	6/17/2025	6/28/2025	7/31/2025
ACTUAL																				
GRAND TOTAL						210,000.00	TWO HUNDRED TEN THOUSAND UNITED STATES DOLLARS													

Prepared By: T. Franniel Powell
Acting Procurement & Logistics Manager

Date: 24/06/25

Approved By: Angela Cassell Bush
Acting Head of Entity/Chairperson Procurement Committee

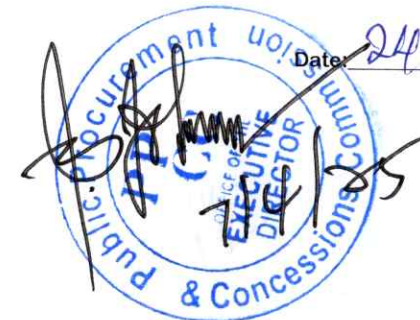


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07/3/2025

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN for GOODS, WORKS, & SERVICES - SBA BUDGET
Source of Funding: Internal Revenue
Fiscal year: 2025

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 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
PLANNED	5	IFB No. LTA/SBA/SS/001/2025	Website Maintenance & Management	J6311	1 Firm	20,000.00	SS	1/4/2025	15/04/2025	22/04/2025	29/04/2025	27/05/2025	6/6/2025	17/06/2025	23/06/2025	N/A	7/4/2025	11/4/2025
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. LTA/SBA/SS/002/2025	Personnel Insurance Coverage	K6511	1 Firm	291,060.00	SS	1/4/2025	15/04/2025	22/04/2025	29/04/2025	27/05/2025	6/6/2025	17/06/2025	23/06/2025	N/A	7/4/2025	11/4/2025
UPDATE		IFB No. LTA/SBA/NCB/014/2025	Personnel Insurance Coverage	K6511	1 Firm	291,060.00	NCB	1/4/2025	15/04/2025	22/04/2025	29/04/2025	27/05/2025	6/6/2025	17/06/2025	23/06/2025	N/A	7/4/2025	11/4/2025
ACTUAL																		
PLANNED	7	IFB No. LTA/SBA/RFQ/005/2025	Vehicle Insurance	K6512	1 Firm	10,000.00	RFQ	1/4/2025	7/4/2025	11/4/2025	16/04/2025	21/04/2025	5/5/2025	9/5/2025	16/5/2025	N/A	23/05/2025	30/05/2025
UPDATE																		
ACTUAL																		
SUB TOTAL						321,060.00	THREE HUNDRED TWENTY ONE THOUSAND SIXTY UNITED STATES DOLLARS											
GRAND TOTAL (SBA BUDGET)						321,060.00	THREE HUNDRED TWENTY ONE THOUSAND SIXTY UNITED STATES DOLLARS											

Prepared By: T. Franniel Powell Da Date: 24/06/25 Approved By: Angela Cassell Bush
Acting Procurement & Logistics Manager Acting Head of Entity/ Chairperson Procurement Committee

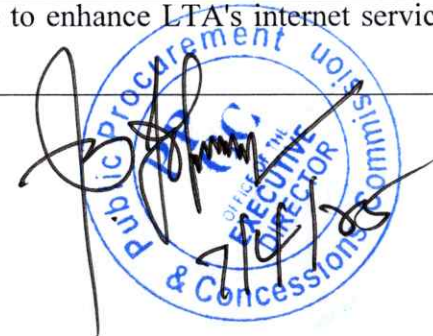


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LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN (CONSULTANCY SERVICES)- SBA CORE BUDGET EXPLANATORY NOTES
FISCAL YEAR: 2025

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB LTA/QCBS/001/2025	No. ccTLD Framework Development	<p>The development of the country code Top-Level Domain (ccTLD) framework refers to the planning, implementation, and governance of Liberia's specific Internet domain name system. This process involves creating key documents such as policy guidelines, regulations, an instructional manual, and a governance framework. It also includes defining policies for domain registration, usage, and dispute resolution; establishing the roles and responsibilities of the ccTLD manager; and ensuring alignment with international internet governance standards set by bodies such as ICANN.</p> <p>The amount comes from budget line 5-007, ccTLD Framework Development (US\$55,000.00).</p> <p>Due to the complexity and innovation associated with this service, LTA recommends the use of the Quality Cost Base Selection Method (QCBS).</p>
2.	IFB LTA/QCBS/002/2025	No. Awareness & Orientation on Internet Governance	<p>The Awareness and Orientation on Internet Governance initiative encompasses a range of activities related to the redelegation of Liberia's ".lr" country code top-level domain (ccTLD), marking a significant step toward strengthening the nation's digital sovereignty, enhancing online infrastructure, and fostering a secure and dynamic digital economy. This process aims to ensure that domain name management in Liberia is transparent, accountable, and aligned with national interests, ultimately contributing to the long-term development of the country's online presence.</p> <p>This is an initial step in launching the redelegation process, with the active involvement of relevant stakeholders and adherence to international best practices. Additionally, throughout the year, cybersecurity awareness will be promoted both locally and internationally, culminating in a national event in October as part of Cybersecurity Month. To further support internet governance, the Internet Exchange Point, in partnership with LIXPA, will undergo an upgrade to enhance access and efficiency for users and the government. These activities will be funded through budget line 3-005, totaling US\$20,000.00.</p>
3.	IFB No. LTA/LCS/001/2025	Local Area Network (LAN)	Refers to the building of an ICT network/infrastructure to enhance LTA's internet service capability. The cost will come from budget line 9-006.

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4.	IFB LTA/QCBS/003/2025	No.	Automate Process Flow	<p>This initiative involves the procurement and deployment of a digital licensing platform designed to modernize and streamline the LTA's licensing operations. By automating the process flow, the system will enhance operational efficiency, improve service delivery, and strengthen institutional performance.</p> <p>The project supports the LTA's broader commitment to digital transformation and good governance. Funding for this activity, totaling US\$75,000.00, is allocated under budget line item 9-013: Automated Process Flow System.</p>
5.	IFB LTA/SBA/NCB/015/2025	No.	Human Resources Information System (HRIS)	<p>This activity involves hiring a firm through a competitive process to upgrade and maintain the existing Human Resource Information System (HRIS), which was developed by a firm in 2023. The service will be funded under budget line 5-004, with an allocation of US\$30,000.00.</p>

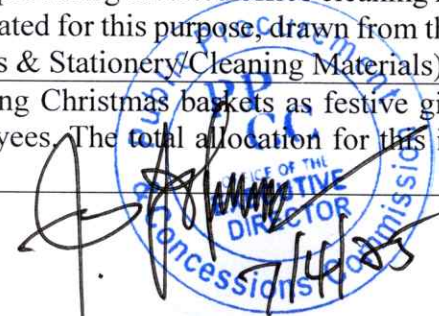
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Public Procurement
PCC
& Concessions Commission
DIRECTOR

LIBERIA TELECOMMUNICATIONS AUTHORITY
PROCUREMENT PLAN (GOODS, WORKS & NON-CONSULTANCY SERVICES) – SBA BUDGET EXPLANATORY NOTES
FISCAL YEAR: 2025

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
9	IFB No. LTA/SBA/NCB/001/2025	Stationery & Supplies	<p>This refers to the total cost for procuring assorted stationery items, which will be grouped into two categories:</p> <ul style="list-style-type: none"> Lot 1: General Stationery Supplies (e.g., A4 and Legal-size paper, notepads, sticky notes, and other assorted items) Lot 2: Ink and Cartridges (including printer toners) <p>The procurement will be funded through budget line item 7-001 (Office Supplies & Stationery/Cleaning Materials), which has a total allocation of US\$75,000.00. Of this amount, US\$65,000.00 will be used specifically for stationery and supply items. In addition, stationery costs are also embedded in several other programmatic budget lines, contributing to an increased total stationery expenditure of US\$76,000.00, detailed as follows:</p> <ol style="list-style-type: none"> Budget Line 3-001: Public Hearings/Local Meetings – US\$3,000.00 Budget Line 3-003: Staff Retreat/Strategic Planning – US\$3,000.00 Budget Line 3-004: Stakeholder Sensitization – US\$5,000.00 <p>The remaining US\$10,000.00 from budget line 7-001 will be allocated for the procurement of office cleaning materials.</p>
10	IFB No. LTA/SBA/RFQ/001/2025	Cleaning Materials	<p>This represents the total cost of procuring assorted office cleaning materials for use by the LTA. An amount of US\$10,000.00 has been allocated for this purpose, drawn from the overall budget of US\$75,000.00 under line item 7-001 (Office Supplies & Stationery/Cleaning Materials).</p>
13	IFB No. LTA/SBA/SS/001/2025	Gifts and Employees Awards	<p>This covers the cost of procuring Christmas baskets as festive gifts for selected stakeholders, as well as awards for long-serving employees. The total allocation for this initiative is US\$50,000.00 under budget line item 7-010.</p>

[Signature]
07/3/25



[Signature]

			Given the uniqueness of customizing our gifts, LTA recommends using Sole Source procurement in accordance with Section 55.1(a) of the Public Procurement and Concessions Act
15	IFB No. LTA/SBA//SS/001/2025	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 7-012 (Website Maintenance/Management) in the amount of US\$20,000.00 is expected to be utilized in implementing this procurement.</p> <p>Given that the website has already been developed by a firm, LTA recommends using Sole Source procurement in accordance with Section 55.1(a) of the Public Procurement and Concessions Act. For the continuation of maintenance service.</p>
16	IFB No. LTA/SBA/NCB/014/2025	Personnel Life Insurance Services	<p>This represents the total cost of providing medical and life insurance coverage for 150 LTA employees and 150 dependents.</p> <p>It is essential to note that this figure may vary, as the number of insured individuals can fluctuate due to changes in staffing and dependent enrollment. The procurement will be funded under budget line item 7-013 (Medical & Life Insurance – Employees, US\$291,006.00).</p>
17	IFB No. LTA/SBA/RFQ/005/2025	Vehicle Insurance	Refers to the cost of insuring all of LTA's vehicles for one year (2025). This procurement will come from the Budget Line: 7002 (20,000.00), of which only US\$10,000.00 will be used to insure LTA's current fleet of vehicles and the five expected to be procured. Balance will go towards the registration of existing vehicles and the five (5) vehicles expected to be procured.
	IFB No. LTA/SBA/RB/006/2025	Petroleum Products	Refers to the cost of procuring petroleum products for the entire fiscal period 2025. The LTA intends to use the highest available petroleum product price, i.e., either Gasoline or Diesel, in conducting this procurement. The LTA intends to procure approximately 85,692.00 gallons at the estimated rate of 5.00 USD per gallon. The budget line item 7-004 – US\$428,460.00 (Gasoline/Fuel/Lubricant -Vehicles, Generators & Staff) is expected to be utilized in implementing this procurement.
	IFB No. LTA/SBA/RB/007/2025	Events Catering	<p>This refers to the cost of contracting a catering firm to provide food and related services for various official events and activities. A total of US\$45,000.00 has been allocated for this purpose, sourced from the following budget lines:</p> <ul style="list-style-type: none"> • 3-001 –Public Hearings/Local Meetings/Seminars: US\$7,000.00 • 3-002 – Entertainment/Engagements: US\$4,000.00

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