



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/ACEO/005/26'**

February 12, 2026

Hon. Princess Eva Cooper
DIRECTOR GENERAL
Liberia National Tourism Authority
Warner Avenue, 18th Street, Sinkor
Republic of Liberia

Dear Hon. Cooper:

Subj: **PROVISIONAL APPROVAL OF ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2026**

We present our compliments and wish to acknowledge receipt of your letter, which sought the approval of the Commission for the Liberia National Tourism Authority Draft Procurement Plans for FY 2026, in accordance with **Section 40(3)** of the PPC Act. The Commission, however, wishes to inform you that your plan has been Provisionally Approved pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan, culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the President approves the budget and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement.

Upon passage of the FY 2026 National Budget, you are required to submit a revised/updated procurement plan, a detailed budget for LNTA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2026, and the staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year 2025, as stated. The said submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2026.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant with the PPCA, 2026, as we jointly aspire to achieve transparency, accountability, fairness, equality, and ultimately public confidence in our procurement and concessions processes.

Sincerely yours


Mr. Himmla E. Langford
ACTING CHIEF EXECUTIVE OFFICER



Office of the
Director General

February 4, 2026

Ref #: LNTA_DG.0078rl.

Hon. Bodger Scott Johanson
Executive Director
Public Procurement and Concessions Commission (PPCC)
Capitol Hill Monrovia, Liberia

RE: SUBMISSION OF DRAFT PROCUREMENT PLAN FOR FY 2026

Dear Hon. Johnson,

The Liberia National Tourism Authority (LNTA) presents its compliments to the Public Procurement and Concessions Commission (PPCC) and has the honor to submit herewith its Draft Procurement Plan for Fiscal Year 2026 for your review and onward action.

This Draft Procurement Plan has been prepared in accordance with the Public Procurement and Concessions Act and relevant regulations, and it outlines the Authority's projected procurement activities intended to support the effective implementation of its programs and operational requirements for FY 2026.

The Authority respectfully requests the kind review and guidance of the PPCC on this submission, to enable LNTA proceed with the finalization and subsequent implementation of its procurement activities in a timely and compliant manner.

Attached herewith for your consideration are the following documents:

1. FY 2026 Draft Procurement Plan
2. Draft Spending Plan
3. FY 2026 Draft Budget
4. Procurement Committee Members

Please accept, Honorable Executive Director, the assurances of our highest consideration.

Sincerely,

Princess Eva Cooper
Director General

John Sumo

Date:	02/04/2026
Time:	TIME 3:49PM
Entity:	
Receiver:	

📍 D-312, Warner Ave, 18th Street Sinkor, Monrovia, Liberia

✉ princess.cooper@lnta.gov.lr 🌐 www.lnta.gov.lr

Liberia National Tourism Authority
Draft Procurement Plan (SBA Core Budget)
Source of Funding: National Budget
Fiscal Year 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Item No.	Code	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	Procurement method	Tech. Spec/BOQ/Drawing	Preparation of Bidding Document	PC Approval- 1 Bid Doc/Tech. Specs	Bid Invitation & Release Doc	Bid/Submission /Public. Opening	Submission of Bid Evaluation Report	PC Approval- 2 of Bid Evaluation Report	Contract Award/Signature	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment	Remarks
Planned	1	IFB NO. LNTA/SBA/RB/001/2026	Internet Connectivity (Services)	J-6120	1 Firm	\$55,035.00	RB	1/5/2026	1/19/2026	2/10/2026	2/24/2026	3/24/2026	4/14/2026	5/5/2026	6/2/2026	N/A	8/25/2026	12/28/2026	
Update																			
Actual																			
Planned	2	IFB NO. LNTA/SBA/NCB/001/2026	Fuel & Lubricants (Vehicle & Generator)	G-4661	1 Firm	\$174,790.00	NCB	1/5/2026	1/19/2026	2/10/2026	2/24/2026	3/24/2026	4/14/2026	5/5/2026	6/2/2026	N/A	8/25/2026	12/28/2026	
Update																			
Actual																			
Planned	3	IFB NO. LNTA/SBA/RFQ/001/2026	Generators Repairs & Maintenance Services	C-3314	1 Firm	\$5,000.00	RFQ	1/12/2026	1/26/2026	2/2/2026	2/9/2026	2/16/2026	2/23/2026	3/2/2026	3/9/2026	N/A	3/16/2026	3/30/2026	
Update																			
Actual																			
Planned	4	IFB NO. LNTA/SBA/RB/002/2026	Cleaning Material & Services	G-4773	1 firm	\$22,323.00	RB	1/5/2026	1/19/2026	2/10/2026	2/24/2026	3/24/2026	4/14/2026	5/5/2026	6/2/2026	N/A	8/25/2026	12/28/2026	
Update																			
Actual																			
Planned	5	IFB NO. LNTA/SBA/RB/003/2026	Stationery	G4761	1 Firm	\$25,000.00	RB	1/5/2026	1/19/2026	2/10/2026	2/24/2026	3/24/2026	4/14/2026	5/5/2026	6/2/2026	N/A	8/25/2026	12/28/2026	
Update																			
Actual																			
			Sub-Total			\$282,148.00													

PREPARED BY:

Yekeh Gaylor

Yekeh Gaylor
Procurement Director

Date:

2/4/2026

APPROVED BY:

Princess Eva Cooper

Director General / Head of Procurement Committee

Date:

2/4/2026

02/12/26



Liberia National Tourism Authority
Draft Procurement Plan Consultancy (NON-SBA Core Budget)
Source of Funding: National Budget
Fiscal Year 2026

Fiscal Year 2026																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
BASIC DATA				REQUEST FOR EXPRESSION OF INTEREST IF APPLICABLE				TIMELINE DATES													
ITEM NO.	PACKAGE CODE	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	NO. OF FIRMS/ PERSONS	EST. COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL EVALUATION SHORT LIST	PREPARATION & SUBMISSION REP DOCUMENT	PC APPROVAL FINAL TOR/REP DOCUMENT	INVITATION FOR PROPOSALS	PROPOSAL SUBMISSION AND OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION	PC APPROVAL COMBINED EVALUATION	CONTRACT AWARD & SIGNING	COMPLETION FINAL REPORT & PAYMENT		
Planned	1	RFP NO. LNTA/QCBS/001/2026	Feasibility Studies analysis	M-7490	1 Firm	\$85,000.00	QCBS	2/10/2026	2/24/2026	3/24/2026	4/21/2026	5/12/2026	5/26/2026	6/9/2026	7/7/2026	8/4/2026	9/1/2026	9/15/2026	10/13/2026	12/31/2026	
Update																					
Actual																					
GRAND TOTAL					\$85,000.00																

PREPARED BY:

Yekeh Gaylor
Procurement Director

Date:

2/4/2026

APPROVED BY:

Princess Eva Cooper
Director General / Head of Procurement Committee

Date:

2/4/2026

Yekeh Gaylor
02/12/26



Liberia National Tourism Authority
Draft Procurement Plan Consultancy (NON-SBA Core Budget)
Source of Funding: National Budget
Fiscal Year 2026

Fiscal Year 2026																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA				REQUEST FOR EXPRESSION OF INTEREST IF APPLICABLE				TION DATES												
	ITEM NO.	PACKAGE CODE	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	NO. OF FIRMS/ PERSONS	EST. COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL EVALUATION SHORT LIST	PREPARATION & SUBMISSION REP DOCUMENT	PC APPROVAL FINAL TOR/REP DOCUMENT	INVITATION FOR PROPOSALS	PROPOSAL SUBMISSION AND OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION	PC APPROVAL COMBINED EVALUATION	CONTRACT AWARD & SIGNING	COMPLETION FINAL REPORT & PAYMENT
			Feasibility Studies analysis																	
Planned	1	RFP NO. LNTA/QCBS/001/2026		M-7490	1 Firm	\$85,000.00	QCBS	2/10/2026	2/24/2026	3/24/2026	4/21/2026	5/12/2026	5/26/2026	6/9/2026	7/7/2026	8/4/2026	9/1/2026	9/15/2026	10/13/2026	12/8/2026
Update																				
Actual																				
		GRAND TOTAL				\$85,000.00														

PREPARED BY:

Yekeh Gayflor
Procurement Director

Date:

02/4/2026

APPROVED BY:

Princess Eva Cooper
Director General / Head of Procurement Committee

Date:

2/4/2026



Liberia National Tourism Authority
Draft Procurement Plan (Non SBA Core Budget)
Source of Funding: National Budget
Fiscal Year 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Item No.	Code	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	Procurement method	Tech. Spec/BOQ/Drawing	Preparation of Bidding Document	PC Approval- 1 Bid Doc/Tech. Specs	Bid Invitation & Release Doc	Bid/Submission /Public. Opening	Submission of Bid Evaluation Report	PC Approval- 2 of Bid Evaluation Report	Contract Award/Signature	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment	Remarks
Planned	1	IFB NO. LNTA/RB/001/2026	Purchase of Motor Vehicle	G-4510	1 Firm	\$165,000.00	RB	1/5/2026	1/19/2026	2/10/2026	2/24/2026	3/24/2026	4/14/2026	5/5/2026	6/2/2026	N/A	8/25/2026	12/28/2026	
Update																			
Actual																			
Planned	2	IFB NO. LNTA/RB/002/2026	Generator	G-4659	1 Firm	\$50,000.00	RB	1/5/2026	1/19/2026	2/10/2026	2/24/2026	3/24/2026	4/14/2026	5/5/2026	6/2/2026	N/A	8/25/2026	12/28/2026	
Update																			
Actual																			
			Sub-Total			\$215,000.00													
			Total			215,000.00													

PREPARED BY:

Yekeh Gayflor
Procurement Director

Date:

2/4/2026

APPROVED BY:

Princess Eva Cooper
Director General / Head of Procurement Committee

Date:

2/4/2026

02/12/26



Liberia National Tourism Authority
Draft Procurement Plan SBA Core Budget Explanatory Note
Fiscal Year 2026

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LNTA/SBA/RB/001/2026	Internet Connectivity (Services)	This contract package is derived from the budgetary line Internet Provider Services. This contract package covers the provision of reliable internet services to support communication, data exchange, online reporting, research, and general office productivity. It is essential for email correspondence, virtual meetings, cloud-based systems, and engagement with national and international partners. (\$55,035.00)
2	IFB NO. LNTA/SBA/NCB/001/2026	Fuel & Lubricants - (Vehicles & Generator)	This budgetary line item contains Fuel & Lubricants for vehicles and Generator at \$174,790. This package provides for the supply of fuel and lubricants for official vehicles and generator to support field operations, supervision, logistics, and administrative duties. \$132,790.00 (29,508 gallons of fuel and lubricants for Vehicle @ \$4.50), and \$42,000 (9,333 gallons of fuel and lubricants for generator @ \$4.50)
3	IFB NO. LNTA/SBA/RFQ/001/2026	Generators Repairs & Maintenance Services	This package provides for specialized technical services for major generator repairs, diagnostics, preventive maintenance, and replacement of faulty components at \$5,000.00
4	IFB NO. LNTA/SBA/RB/002/2026	Cleaning Material & Services	This contract package includes the procurement of cleaning materials and outsourced cleaning services to maintain a hygienic, safe, and professional office environment. It supports staff welfare, preserves office assets, and ensures compliance with occupational health and safety standards. drawn for the budget line Cleaning Materials and Services. (\$22,323.00)
5	IFB NO. LNTA/SBA/RB/003/2026	Stationery Supplies	This procurable item is drawn from the budgetary line Stationery estimated at \$25,000.00. This package covers the supply of office stationery such as paper, pens, files, toner, and other consumables required for day-to-day administrative operations. It ensures continuity of documentation, record-keeping, and general office functions.
6	IFB NO. LNTA/SBA/RB/004/2026	Printing, Binding & Publication Services	This procurable was drawn from the budgetary line Printing and Binding. This contract package provides for printing of uniforms for field use, binding, and publication of official documents, reports, brochures, training materials, and other institutional publications. It supports information dissemination, stakeholder engagement, and statutory reporting requirements. (\$23,864.00)

PREPARED BY: 
Yekeh Gaylor
Procurement Director

Date: 2/4/2026

APPROVED BY: 
Princess Eva Cooper
Director General / Head of Procurement Committee

Date: 2/4/2026


02/12/26



Liberia National Tourism Authority Draft Procurement Plan (SBA Core Budget) Source of Funding: National Budget Fiscal Year 2026														
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PREPARED BY:

Yekeh Gayflor
Procurement Director

Date: _____

APPROVED BY: _____

Princess Eva Cooper
Director General / Head of Procurement Committee

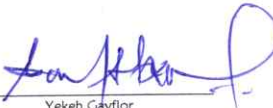
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Bill
02/12/26



Liberia National Tourism Authority
Draft Procurement Plan Non SBA Core Budget Explanatory Note
Fiscal Year 2026

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LNTA/RB/001/2026	Purchase of Motor Vehicle	This contract package is drawn from the budgetary line Office Furniture and Fixture and estimated at (\$165,000.00.) This contract package covers the acquisition of one or more motor vehicles to support Executive Operations. Procurement will be conducted in accordance with approved technical specifications and budgetary provisions.
2	IFB NO. LNTA/RB/002/2026	Electricity	This contract package is drawn from the budgetary line Electricity and is estimated at (\$50,000.00). LNTA intends to purchase Generator with the use of Restricted Bidding.
		Office Building Rental and Lease	For this budgetline there already exists an ongoing contract between LNTA and the vendor

PREPARED BY: 
Yekah Gaylor
Procurement Director

Date: 2/4/2026

APPROVED BY: 
Princess Eva Cooper
Director General / Head of Procurement Committee

Date: 2/4/2026


02/12/26

