

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/CEO/1404/25'**

December 23, 2025

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

Dear Hon. Cooper:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR 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 National Tourism Authority (LNTA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the LNTA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the LNTA 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. However, the Commission requests that the LNTA complete its Procurement Unit and Committee structures and submit as required by **Sections 26 and 29** of the PPCA, 2010.

The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "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, and 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 aspire to achieve transparency, accountability, fairness, equality, and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,


Bolger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER



Office of the
Director General

December 16, 2025

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

Subject: Submission of Procurement Plan for FY 2025 Transition Budget

Dear Hon. Johnson,

The Liberia National Tourism Authority (LNTA) presents its compliments to the Public Procurement and Concessions Commission (PPCC) and hereby submits, for your review and approval, the Procurement Plan for the Fiscal Year (FY) 2025 Transition Budget.

This Procurement Plan has been prepared in compliance with the Public Procurement and Concessions Act (PPCA) and its applicable regulations, and it reflects LNTA's projected procurement activities aligned with the approved FY 2025 Transition Budget. The Plan is intended to ensure transparency, value for money, and timely acquisition of goods, works, and services necessary for the effective implementation of LNTA's programs and operations during the transition period.

Attached herewith for your consideration are the following documents:

1. FY 2025 Procurement Plan
2. Approved Spending Plan
3. FY 2025 Transition Budget

LNTA remains committed to adhering to all PPCC guidelines and procurement best practices. We kindly request PPCC's review and subsequent approval to enable the Authority to proceed with the planned procurement activities in a timely manner.

Please accept, Sir/Madam, the assurances of our highest consideration.

Yours faithfully,

Princess Eva Cooper
Director General

Received
Theophilus S. B. Kollie
Dec. 16, 2025
Time: 1:13 PM

Liberia National Tourism Authority
 Procurement Plan (SBA Core Budget)
 Source of Funding: National Budget
 Fiscal Year 2025 Transition Budget

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	BASIC DATA						IMPLEMENTATION DATAS								Remarks
						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		
Planned	1	IFB NO. LNTA/SBA/RFQ/01/2025	Internet Connectivity (Services)	J-6110	1 Firm	\$1,000.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026		
Update																				
Actual																				
Planned	2	IFB NO. LNTA/SBA/RFQ/002/2025	Fuel & Lubricants - Vehicles (Petroleum Products)	G-4661	1 Firm	\$500.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026		
Update																				
Actual																				
Planned	3	IFB NO. LNTA/SBA/RFQ/003/2025	Repair, Maintenance, and Lubricants-Generator	G-4661	1 Firm	\$750.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026		
Update																				
Actual																				
Planned	4	IFB NO. LNTA/SBA/RFQ/004/2025	Stationery Supplies	G-4761	Assorted	\$1,000.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026		
Update																				
Actual																				
Planned	5	IFB NO. LNTA/SBA/RFQ/005/2025	Refuse/Garbage Collection	E-3811	1 firm	\$2,000.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026		
Update																				
Actual																				
Planned	6	IFB NO. LNTA/SBA/RFQ/006/2025	Hall Rental	L-6810	1 Firm	\$3,000.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026		
Update																				
Actual																				
			Sub-Total			\$8,250.00														

PREPARED BY:

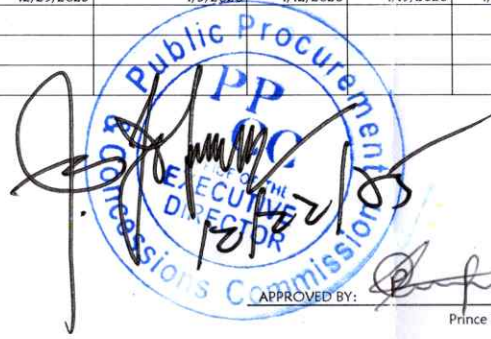
Yekeh Gayflor

Yekeh Gayflor
 Procurement Director

Date:

12-16/2025

12-22/25



APPROVED BY:

Prince Eva Cooper

Prince Eva Cooper

Director General / Head of Procurement Committee

Date:

12/16/2025

Liberia National Tourism Authority
Procurement Plan SBA Core Budget Explanatory Note
Fiscal Year 2025 Transition Budget

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LNTA/SBA/RFQ/001/2025	Internet Connectivity (Services)	This contract package is derived from the budgetary line Internet Services. LNTA intends to subscribe with any internet company for internet connectivity. (\$1000.00)
2	IFB NO. LNTA/SBA/RFQ/002/2025	Fuel & Lubricants - Vehicles (Petroleum Products)	This budgetary line item contains Fuel & Lubricants for vehicles. Is intended to provide a continuous and reliable supply of fuel and lubricants necessary for the operation, mobility, and maintenance of the institution's official vehicles. The purpose is to ensure that vehicles assigned to administrative, operational, and field-related activities are adequately fueled and serviced to support uninterrupted execution of the Authority's mandate. \$500.00
3	IFB NO. LNTA/SBA/RFQ/003/2025	Repair, Maintenance, and Lubricants-Generator	This budgetary line item contains Fuel & Lubricants for vehicles. LNTA The intent of this contract package is to ensure the continuous, reliable, and efficient operation of the institution's standby generator \$750.00
4	IFB NO. LNTA/SBA/RFQ/004/2025	Stationery Supplies	This procurable item was drawn from the budgetary line Stationery and supplies. The intent of this contract package is to procure essential stationery materials required to support the day-to-day administrative, financial, and operational functions of the institution. (\$1000.00)
5	IFB NO. LNTA/SBA/RFQ/005/2025	Rufuse/Gabbage Collection	This line item covers the cost for office gabbage collection drawn for the budget line Cleaning Materials and Services. (\$2000.00)
6	IFB NO. LNTA/SBA/RFQ/006/2025	Hall Rental	This object of procurement is drawn from the budgetary line Workshop, Conferences, Siminar, and Symposium : The Hall Rental contract package is intended to provide suitable venues to support the Authority's operational, administrative, and programmatic activities during the three-month startup/transition period to host high-level meetings, stakeholder consultations, and coordination sessions with government partners, donors, and sector stakeholders (\$3,000.00)
7	IFB NO. LNTA/SBA/RFQ/007/2025	Press and Public Relations	This object of procurement is drawn from the budgetary line Press and Public Relations. The Press and Publications contract package is intended to support the Authority's communication, visibility, and public information requirements. The purpose of this package is to ensure that all official information, public notices, institutional updates, and promotional materials are produced and disseminated in a timely, consistent, and professional manner. (\$1,500.00)
8	IFB NO. LNTA/SBA/RFQ/008/2025	Printing and Binding	This procurable was drawn from the budgetary line Printing and Binding. The Printing and Binding contract package is intended to support the production of essential documents required for the effective operations of the institution during the transition period. This package covers the printing, reproduction, and binding of official materials needed for administrative, statutory, and operational functions.(\$500.00)
9	IFB NO. LNTA/SBA/RFQ/009/2025	Supply of Non-potable Water	This line item was drawn from the budget line Water and Sewage and the intent of the contract package "Supply of Non-Potable Water" is to ensure the continuous and reliable provision of water required for essential operational, sanitation, and facility maintenance activities within the institution (\$200.00)

PREPARED BY:

Yekeh Gayflor
Yekeh Gayflor,
Procurement Director

Date:

12/16/2025

APPROVED BY:

Prince Eva Cooper
Prince Eva Cooper
Director General / Head of Procurement Committee

Date:

12/16/2025

Yekeh Gayflor
12/22/25



Liberia National Tourism Authority
 Procurement Plan (Non SBA Core Budget)
 Source of Funding: National Budget
 Fiscal Year 2025 Transition Budget

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/RFQ/001/2025	Computers Supplies & ICT Services	G-4741	Assorted	\$10,000.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026	
Update																			
Actual																			
Planned	2	IFB NO. LNTA/RFQ/002/2025	ICT Infrastructure, Network, Hardware & Website Facilities	J-6202	1 Firm	\$1,000.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026	
Update																			
Actual																			
Planned	3	IFB NO. LNTA/RB/001/2025	Office Furniture and Fixture	G-4659	Assorted	\$60,500.00	RB	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026	
Update																			
Actual																			
Planned	4	IFB NO. LNTA/SBA/SS/001/2025	Supply of Electricity	D-3510	1 Firm	\$1,000.00	RFQ	12/15/2025	12/29/2025	1/5/2026	1/12/2026	1/19/2026	1/26/2026	2/2/2026	2/9/2026	N/A	2/16/2026	3/2/2026	
Update																			
Actual																			
			Sub-Total			\$72,500.00													
			Total			72,500.00													

PREPARED BY:

Yekeh Gaylor
 Yekeh Gaylor
 Procurement Director

Date:

12-16/2025

Yekeh Gaylor
 12/22/25

APPROVED BY:

Prince Eva Cooper


Prince Eva Cooper
 Prince Eva Cooper
 Director General / Head of Procurement Committee

Date:

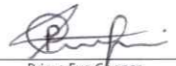
12/16/2025

Liberia National Tourism Authority
Procurement Plan Non SBA Core Budget Explanatory Note
Fiscal Year 2025 Transition Budget

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LNTA/RFQ/001/2025	Computers Supplies & ICT Services	This object of procurement is drawn from the budge line computers supply & ICT Services for the purchase of assorted computers and accessories for the operations of LNTA into their office located 18th Street, Sinlir, and is estimated at. (\$10,000.00)
2	IFB NO. LNTA/RFQ/002/2025	ICT Infrastructure, Network, Hardware & Website Facilities	This object of procurement is drawn from the budge line ICT Infrastructure for the procurement of IT Peripheral, Anti Virus, website design, and Microsoft Licenses, etc. (\$1000.00)
3	IFB NO. LNTA/RB/001/2025	Office Furniture and Fixture	This contract package is drawn from the budgetary line Office Furniture and Fixture and estimated at (\$60,500.00.) Due to time constraints and urgency, the transition budget is limited to three months, requiring rapid procurement processes to operationalize the institution. Open competitive bidding would not meet the required timelines, as it involves extended advertisement periods, bid preparation time, and lengthy evaluation processes. In this case, we request to use "Restricted Bidding" and the reduction of the lead time to one week to allows the procurement unit to target qualified suppliers and complete the process within the short transitional window.
4	IFB NO. LNTA/SBA/SS/001/2025	Electricity	To be paid to the Liberia Electricity Corporation (LEC) as electricity bills. LNTA intends to spend (\$1000.00) to LEC being the sole provider of Public power

PREPARED BY: 
Yekeh Gaylor,
Procurement Director

Date: 12-16/2025

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

Date: 12/16/2025


12/22/25



Liberia National Tourism Authority
 Procurement Plan Consultancy (NON-SBA Core Budget)
 Source of Funding: National Budget
 Fiscal Year 2025 Transition Budget

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																
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 CLOSINF/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/001/2025	Rebalancing and Tooling (Professional Services)	M-7490	1 Firm	\$16,000.00	QCBS	12/18/2025	12/25/2025	1/15/2026	1/29/2026	2/12/2026	2/26/2026	3/12/2026	3/26/2026	4/23/2026	5/7/2026	5/21/2026	6/4/2026	7/2/2026
Update																				
Actual																				
GRAND TOTAL					\$16,000.00															

PREPARED BY: Yekeh Gayfor
 Procurement Director

Date: 12-16/2025

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

Date: 12/16/2025

Bill
 12/22/25

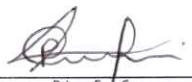


Liberia National Tourism Authority
 Procurement Plan Consultancy NON-SBA Budget Explanatory Note
 Fiscal Year 2025 Transition Budget

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	RFP NO. LNTA/QCBS/001/2025	Rebalancing and Tooling (Professional Services/fees)	This contract package is drawn from the budgetary line item Consultancy Services. LNTA intends to engage a consultancy firm for its rebalancing, rebranding and re-tooling of its core technical activities (\$16,000.00)

PREPARED BY: 
 Yekah Gaylor
 Procurement Director

Date: 12-16/2025

APPROVED BY: 
 Prince Evā Cooper
 Director General / Head of Procurement Committee

Date: 12/16/2025


 12/22/25



 12/22/25