



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/CEO/1491/'20

September 23, 2020

Hon. Herbie T. McCauley
MANAGING DIRECTOR
National Transit Authority
Republic of Liberia

Dear Hon. McCauley:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Transit Authority's SBA, Non SBA and Consultancy Procurement Plans for FY 2020/2021 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.

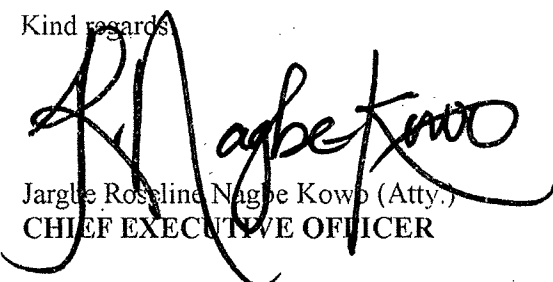
Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President 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. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NTA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and 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 (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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 achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards




Jargbe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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

DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 2021)

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 (US\$)	Procurement Method	Technical Specs/BO Q/Drawings	Prep. of Bid Document	PC Approval Bid Document/ Tech. Specs	Bid invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment
Planned Update Actual	1	IFBNO:NTA/NCB/001/20/21	Veh. Spare Parts	G-4530	Assorted	41,900.00	NCB	8/10/20	8/17/20	8/24/20	9/14/20	10/12/20	10/22/20	10/29/20	11/11/20	n/a	6/15/21	6/24/2
Planned Update Actual	2	IFBNO:NTA/NCB/002/20/21	Lubricants	G-4661	78 drums	53,100.00	NCB	7/30/20	8/06/20	8/13/20	8/27/20	9/25/20	10/09/20	10/16/20	10/23/20	n/a	5/20/21	6/22/2
Planned Update Actual	3	IFBNO:NTA/NCB/003/20/21	Repair & Maintenance Services/Vehicle	G-4520	1 Firm	15,000.00	NCB	7/24/20	7/31/20	8/07/20	8/21/20	9/18/20	9/28/20	10/05/20	10/15/20	n/a	6/15/21	6/22/2
Planned Update Actual	4	IFBNO:NTA/NCB/004/20/21	Scratch Cards	J6190	7,920 pcs	39,600.00	NCB	7/10/20	7/17/20	7/24/20	8/07/20	9/04/20	9/14/20	9/21/20	10/01/20	n/a	6/15/21	6/24/2
Planned Update Actual	5	IFBNO:NTA/NCB/005/20/21	Office Equipment	G-4741 G4753	Assorted	21,550.00	NCB	7/01/20	7/07/20	7/14/20	7/28/20	8/25/20	9/08/20	9/15/20	9/25/20	n/a	6/15/21	6/24/2
SUB-TOTAL						\$171,150.00												

Prepared by: 
Kelvin G. Johnson
Procurement Manager

Date: 09/04/20


Approved by: 
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09.04.20

National Transit Authority

DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 2021)

	2	3	4	5	6	7	8	9	10	11	12	13	14	1	16	17	18	19
	BASIC DATA							IMPLEMENTATION DATES										
Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BO Q/Drawings	Prep. of Bid Document	PC Approval Bid Document/ Tech. Specs	Bid Invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid Evaluation Report	PC Approval - Bid Evaluation Report	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	
Planned Update Actual	6	IFBNO:NTA/NCB/006/20/21	Air Ticket	N-7911	1 Firm	15,000.00	NCB	7/02/20	7/09/20	7/16/20	7/30/20	8/27/20	9/10/20	9/17/20	9/30/20	n/a	5/28/21	6/23/21
Planned Update Actual																		
Planned Update Actual	7	IFBNO:NTA/NCB/007/20/21	Stationeries	G4761	Assorted	20,000.00	NCB	7/03/20	7/10/20	7/17/20	7/31/20	8/28/20	9/11/20	9/18/20	10/01/20	n/a	5/31/21	6/24/21
Planned Update Actual																		
Planned Update Actual	8	IFBNO:NTA/RB/001/20/21	Vehicles	G-4510	4 pcs	110,000.00	RB	7/01/20	7/08/20	7/15/20	7/22/20	8/21/20	9/07/20	9/14/20	9/21/20	n/a	5/28/21	6/22/21
Planned Update Actual																		
Planned Update Actual	9	IFBNO:NTA/RFQ/001/20/21	Postage Services	H5310	1 Firm	1,000.00	RFQ	8/11/20	8/18/20	8/25/20	9/01/20	9/08/20	9/17/20	9/24/20	10/01/20	n/a	6/15/21	6/24/21
Planned Update Actual																		
Planned Update Actual	10	IFBNO:NTA/RFQ/002/20/21	Motorbikes	G-4540	4pcs	3,800.00	RFQ	8/04/20	8/11/20	8/18/20	8/25/20	9/04/20	9/11/20	9/18/20	9/25/20	n/a	5/28/21	6/24/21
Planned Update Actual																		
Planned Update Actual	11	IFBNO:NTA/RFQ/003/20/21	Furniture & Fixt.	G4759	Assorted	5,000.00	RFQ	7/09/20	7/16/20	7/23/20	7/30/20	8/07/20	8/15/20	8/22/20	9/01/20	n/a	5/21/21	6/25/21
Planned Update Actual																		
SUB-TOTAL						\$154,800.00												

Prepared by: 
Kelvin C. Johnson
Procurement Manager

Date: 09/04/20

Approved by: 
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09.04.20

National Transit Authority



DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 2021)

2	3	4	5	6	7	8	9	10	11	12	13	14	1	16	17	18	19
BASIC DATA										IMPLEMENTATION DATES							
Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BO Q/Drawings	Prep. of Bid Document	PC Approval Bid Document/ Tech. Specs	Bid Invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment
Planned Update	12	IFBNO:NTAIRFQ/004/2021	Cleaning Materials	G4773	Assorted	RFQ	8/25/20	9/02/20	9/09/20	9/16/20	9/23/20	9/30/20	10/07/20	10/12/20	n/a	5/25/21	6/23/21
Planned Update	13	IFBNO:NTAIRFQ/005/2021	Safety Gears	G4771	Assorted	RFQ	8/14/20	8/21/20	8/28/20	9/04/20	9/11/20	9/18/20	9/25/20	10/01/20	n/a	6/11/21	6/25/21
Planned Update	14	IFBNO:NTAIRFQ/006/2021	Media Services	J-5813	Assorted	RFQ	8/04/20	8/11/20	8/18/20	8/25/20	9/04/20	9/11/20	9/18/20	9/25/20	n/a	5/25/21	6/21/21
Planned Update	15	IFBNO:NTAIRFQ/007/2021	Talk Show	J6391	Assorted	RFQ	7/03/20	7/10/20	7/17/20	7/24/20	8/03/20	8/10/20	8/17/20	9/01/20	n/a	6/15/21	6/24/21
Sub-Total					\$21,750.00												
GRAND-TOTAL					\$347,700.00												

Prepared by:

Date: 09/04/20

Kelvin C. Johnson
Procurement Manager

Approved by:

Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09.04.20

9/23/2020

National Transit Authority

DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 2021)



EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/NCB/001/20/21	Vehicle Spare Parts	This package is derived from several budget lines due to their proximal characteristics. From the budget line "Spare Parts Cost" the total of US\$10,000.00 is captured for general spare parts and tires (\$19,200.00). It also consists of US\$5,500.00 from the budget line "Repair & Maintenance/Others" for the purchase of motorbikes parts, generator parts, and grass cutting machine parts. Additionally, US\$7,200.00 was cut from the budget line "Equipment & Tools" with a remainder of \$7,250.00 that is used for the package "safety gears".
2	IFBNO:NTA/NCB/002/20/21	Lubricants	This package originates from the budget line "Fuel & Lubricants/Transit Buses" and is intended to procure 78 drums of assorted lubricants for the entity's fleet of buses [operation]. The lubricants include Engine Oil (SAE 15W40 CH-4), Differential Oil (85 W 140), Gear Box Oil (80 W 90), Heavy Grease (RR3), Brake Fluid, Transmission Oil (ATF), etc. Please reference the attached budget notes for the unit prices of each of the lubricants listed above.
3	IFBNO:NTA/NCB/003/20/21	Repair & Maintenance Services / Vehicle	This package is derived from the budget lines "Repair & Maintenance/Readily-Used Parts" and is intended to hire the services of a firm for the repair and maintenance of all the entity's administrative and utility vehicles. It also accounts for payment that are to be made to vendors for services that are beyond the control of our employed mechanics. Some bus maintenance service requires grinding, calibration, re-threading, etc. Broke pads, cylinder head gasket, alloy rims, calibration material, relining materials, brake drums, discs are all readily-used local spare parts that this package also accounts for.
4	IFBNO:NTA/NCB/004/20/21	Scratch Cards	This package is from the budget line "Communication & ICT" and is intended to procure 4,920 pieces of US\$5.00 Scratch cards for operational use of Board Members, Managers and designated senior staff and other departments of the NTA. The remaining \$4,809.50 from this budget line is intended to purchase equipment from Libtelco for installation and provision of internet services for the entity and their monthly charges.
5	IFBNO:NTA/NCB/005/20/21	Office Equipment	This budget line is intended to purchase assorted pieces of office equipment (H/D printers, mini printers, stabilizers, Desktops, Laptops, Anti-virus/software, QuickBooks software, laminating machines, servers, etc.
6	IFBNO:NTA/NCB/006/20/21	Air Tickets	This package is from the budget line "Foreign Travel" and is intended to purchase tickets and other vital travel documents (Laissez passer, Yellow fever card, etc.). The difference of US\$23,500.00 in the budget line figure is used on DSA which is not reflected in the plan due to its unprocureable nature.
7	IFBNO:NTA/NCB/007/20/21	Stationeries	This package is from the Budget Line "Supplies". It's intended for the purchase of assorted stationeries on a quarterly basis, which include, but are not limited to the following: Bond Papers (A4, A3 & Legal), Glossy papers (A4), inks, pens, envelopes, print cartridges, poster sheets, note-pads, ledgers, journals, printers, copiers, cabinets, external hard drives, memory sticks, etc.]. The balance \$10,000.00 from this line is used to purchase janitorial supplies/ cleaning materials for the fiscal period.
8	IFBNO:NTA/ARB/001/20/21	Vehicles	This package is from the budget line "Vehicles" and is intended to purchase three (3) Executive status vehicles and one (1) pickup for the entity's operations for FY 2020/2021. The remaining \$3,800.00 from this budget line is used to purchase four (4) motorcycles for operational use of the Transit Patrol Officers (TPOs). Please reference the attached budget notes for detailed explanation & unit cost of vehicles.

Prepared By:
PROCUREMENT MANAGER

Approved:
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09/04/2020

Date: 09.04.20

National Transit Authority



DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
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EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

9	IFBNO:NTA/RFQ/001/20/21	Postage Services	This is from the budget line "Utility (Post Experience) and is intended for the postage of official documents (Bills of lading, Contracts; letters). Of the balance, US\$20,200.00 is for Current installation and bills (LEC) and US\$600.00 is for Garbage Disposal.
10	IFBNO:NTA/RFQ/002/20/21	Motorbikes	This package is intended to purchase four (4) motor cycles [33,800@950 per bike] for use by the Transit Patrol Officers (TPOs) of the NTA. This package is from the budget line "Vehicle". The balance (\$110,000.00) is used for the purchase of four (4) vehicles.
11	IFBNO:NTA/RFQ/003/20/21	Furniture & Fixtures	This package is intended to purchase office furniture, curtains, rugs, chairs, desks, wall clocks, etc.
12	IFBNO:NTA/RFQ/004/20/21	Cleaning Materials	This package is from the Budget Line "Supplies". It's intended to purchase cleaning (janitorial materials) for used by the Maintenance Department and the garage. The balance \$20,000.00 is used for stationeries.
13	IFBNO:NTA/RFQ/005/20/21	Safety Gears	This package is intended to buy safety gears for use by the Technical and Operations Departments (drivers, mechanics, workshop attendants, etc.). It includes safety boots, goggles, helmet and jackets. These are purchased bi-annually. It is from the budget line Equipment & Tools. The balance \$7,200.00 is shifted to the budget line Spare Parts.
14	IFBNO:NTA/RFQ/006/20/21	Media Services	This package is a derivative of the budget line "Public Relation" and is intended to address other media related services like bid ads, occasional publication for holidays or appreciations, production of jingles, dramas, public service announcements, aired or televised promos, public awareness messages, billboard ads, etc. The balance \$2,000.00 is used for NTA Talk Show (Transit Talk).
15	IFBNO:NTA/RFQ/007/20/21	Talk Show	This package is from the budget line "Public Relation". It is intended to have an exclusive Radio Talks Show (Transit Talk), explaining to the Public issues of importance in relation to services provided and also to have a feedback on services rendered the public. The balance is used for other Media Services.

Prepared By:
PROCUREMENT/MANAGER

Approved:
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09/04/2020

Date: 09.04.20

9/24/20

9/20/2020