



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/0510/'19

September 18, 2019

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 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Transit Authority SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 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 2019/2020 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 2019/2020 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 (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Sincerely Yours


Jargbe Rosejire Njagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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



National Transit Authority

DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

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/001/19/20	Veh. Spare Parts	G-4530	Assorted	110,000.00	NCB	6/10/19	6/17/19	6/24/19	7/01/19	7/29/19	8/05/19	8/12/19	8/19/19	n/a	6/15/20	6/24/20
Planned Update Actual	2	IFBNO:NTA/NCB/002/19/20	Lubricants	G-4661	40.5 drums	32,400.00	NCB	4/30/19	5/07/19	5/17/19	5/22/19	6/21/19	7/05/19	7/12/19	7/17/19	n/a	4/30/20	6/22/20
Planned Update Actual	3	IFBNO:NTA/NCB/003/19/20	Repair & Maintenance Services/Vehicle	G-4520	1 Firm	41,048.64	NCB	4/26/19	5/03/19	5/13/19	5/20/19	6/19/19	7/03/19	7/08/19	7/15/19	n/a	6/12/20	6/19/20
Planned Update Actual	4	IFBNO:NTA/NCB/004/19/20	Scratch Cards	J6190	4,920 pcs	24,600.00	NCB	4/10/19	4/17/19	4/26/19	5/01/19	6/03/19	6/17/19	6/28/19	7/12/19	n/a	3/31/20	6/16/20
Planned Update Actual	5	IFBNO:NTA/RFQ/001/19/20	Office Equipment	G-4741 G4753	Assorted	10,150.00	RFQ	4/19/19	4/26/19	4/30/19	5/06/19	5/13/19	5/15/19	5/22/19	7/01/19	n/a	5/29/20	6/15/20
SUB-TOTAL					\$218,198.64													

Prepared by:
Kelvin C. Johnson
Procurement Manager

Date: 09/03/19

Approved by:
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 03.09.19

Subtotal
\$218,198.64

Provisional

DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

	2	3	4	5	6	7	8	9	10	11	12	13	14	1	16	17	18	19	
	BASIC DATA							IMPLEMENTATION DATES											
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Planned Update Actual	6	IFBNO:NTAIR/FCQ/002/19/20	Talk Show	J6391	Assorted	5,000.00	RFQ	4/4/19	4/11/19	4/19/19	4/24/19	5/23/19	6/06/19	6/21/19	7/01/19	n/a	4/03/20	6/19/20	
Planned Update Actual	7	IFBNO:NTAIR/FCQ/003/19/20	Motorbikes	G-4540	3pcs	3,000.00	RFQ	5/17/19	5/24/19	5/28/19	6/04/19	6/11/19	6/14/19	6/24/19	7/01/19	n/a	6/03/20	6/15/20	
Planned Update Actual	8	IFBNO:NTAIR/FCQ/004/19/20	Cleaning Materials	G4773	Assorted	5,000.00	RFQ	5/31/19	6/07/19	6/11/19	6/18/19	6/25/19	6/28/19	7/04/19	7/10/19	n/a	5/27/20	6/18/20	
Planned Update Actual	9	IFBNO:NTAIR/FCQ/005/19/20	Postage Services	H5310	1 Firm	2,000.00	RFQ	5/10/19	5/17/19	5/22/19	5/29/19	6/06/19	6/10/19	6/17/19	7/01/19	n/a	4/01/20	6/18/20	
Planned Update Actual	10	IFBNO:NTAIR/FCQ/006/19/20	Air Ticket	N-7911	1 Firm	8,000.00	RFQ	4/02/19	4/09/19	4/22/19	4/29/19	5/28/19	6/11/19	6/25/19	7/01/19	n/a	4/30/20	6/15/20	
Planned Update Actual	11	IFBNO:NTAIR/FCQ/007/19/20	Furniture & Fixt.	G4759	Assorted	10,000.00	RFQ	4/19/19	4/26/19	4/30/19	5/06/19	5/13/19	5/15/19	5/22/19	7/01/19	n/a	5/29/20	6/15/20	
	SUB-TOTAL					\$33,000.00													


Prepared by: 
Kelvin C. Johnson
Procurement Manager

Date: 09/09/19

Approved by: 
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 03.05.19

 09/10/19
called
signature 10, 2019

 09/10/19



National Transit Authority

DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

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	BASIC DATA								IMPLEMENTATION DATES									
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Planned Update Actual	12	IFBNO:NTA/RFCQ/008/19/20	Stationeries	G4761	Assorted	5,000.00	RFQ	4/4/19	4/11/19	4/19/19	4/24/19	5/23/19	6/06/19	6/21/19	7/01/19	n/a	4/03/20	6/19/20
Planned Update Actual	13	IFBNO:NTA/RFCQ/009/19/20	Safety Gears	G4771	Assorted	5,000.00	RFQ	5/17/19	5/24/19	5/28/19	6/04/19	6/11/19	6/14/19	6/24/19	7/01/19	n/a	6/03/20	6/15/20
Planned Update Actual	14	IFBNO:NTA/RFCQ/010/19/20	Media Services	C-1811	Assorted	4,000.00	RFQ	5/17/19	5/24/19	5/28/19	6/04/19	6/11/19	6/14/19	6/24/19	7/01/19	n/a	6/03/20	6/15/20
Planned Update Actual	15	IFBNO:NTA/RB/011/19/20	Internet Modems	J6120	20 pcs	8,400.00	RB	4/4/19	4/11/19	4/22/19	4/29/19	5/28/19	6/11/19	6/25/19	7/05/19	n/a	5/29/20	6/19/20
	GRAND-TOTAL					\$273,598.64												

Prepared by:
Kelvin C. Johnson
Procurement Manager
Date: 09/03/19

Approved by:
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE
Date: 03.09.15

NTA
09/03/19

09/03/19

Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

EXPLANATION

the Maintenance Department and the garage.

R. J. G. H. T. W. O. S. P. M. V. N.
09/10/19

09/03/2019

03.09.19

Chloral
September 10, 2019

DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

EXPLANATORY NOTES TO CORE BUDGET PROCUREMENT PLAN

9	IFBNO:NTA/RFQ/005/19/20	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). The balance of \$2,000.00 is budgeted to compensate victims in case of accidents and other related matters that may arise during transit operations.
10	IFBNO:NTA/RFQ/006/19/20	Air Tickets	This package is from the budget line "Foreign Travel" and is intended to purchase tickets and other vital travel documents (Laisser passer, Yellow fever card, etc.). The difference of US\$15,000.00 in the budget line figure is used on DSA which is not reflected in the plan due to its unprocureable nature.
11	IFBNO:NTA/RFQ/007/19/20	Furniture & Fixtures	This package is intended to purchase office furniture, curtains, rugs, chairs, desks, wall clocks, etc.
12	IFBNO:NTA/RFQ/008/19/20	Stationeries	This package is from the Budget Line "Supplies". It's intended for the purchase of assorted stationeries which include, but are not 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.].
13	IFBNO:NTA/RFQ/009/19/20	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, jackets and overhauls. These are purchased bi-annually. It is from the budget line Equipment & Tools. The balance \$5,000.00 is shifted to the budget line Spare Parts.
14	IFBNO:NTA/RFQ/010/19/20	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.
15	IFBNO:NTA/RFQ/011/19/20	Internet Modem	This package is a constituent of the budget line "Communication and ICT" and is intended to purchase Internet modems and their monthly recharge packages for Managers and designated senior staff of the NTA. The remaining \$24,600.00 is used to purchase scratch cards for operational use of Board Members, Managers and designated senior staff and other departments of the NTA.

Prepared By:

PROCUREMENT MANAGER

Approved:

CHAIRMAN-PROCUREMENT COMMITTEE

Date:

09/03/2019

Date:

03.09.19