

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 <u>framework agreements</u> 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 <u>ascertain the availability of funding</u>. 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 You

CHIEF EXECUTIVE OFFICER

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



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

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NTA PROCUREMENT PLAN-NON-SBA-FY 2019/2020

9/10/19

Prepared by:

Produrement Manager

Approved by:

Herbie T. McCauley

CHAIRMAN-PROCUREMENT COMMITTEE

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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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NTA PROCUREMENT PLAN-NON-SBA-FY 2019/2020

Procurement/Manager

Prepared by:

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Schmar 10,2019

Date: 03.05.

Approved by:

CHAIRMAN-PROCUREMENT CO

Herbie T. McCauley

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

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Prepared by:

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Approved by:

CHAIRMAN-PROCUREMENT COMMITTEE Herbie T. McCauley

Date: 03.05.15

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NTA PROCUREMENT PLAN-NON-SBA-FY 2019/2020

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

		EXPL	EXPLANATORY NOTES TO CORE BUDGET PROCUREMENT PLAN
Item No.	Contract Package Code	Contract Package	EXDI ANATION
	IFBNO:NTA/NCB/001/19/20	Vehicle Spare Parts	This package is derived from several budget lines due to their proximal characteristics. From the budget line "Spare Parts" the total of US\$95,000.00 is captured for general spare parts (\$30,000.00) and tires (\$65,000.00). It also consists of US\$5,000.00 from the budget line "Repair & Maintenance/Others" for the purchase of motorbikes parts, generator parts, and grass cutting machine parts. The remaining \$6000 from this budget line is sent under the package "Repair & Maintenance Service/Vehicle. Additionally, US\$5,000.00 was cut from the budget line "Equipment & Tools" with a remainder of \$5,000.00 that is used for the package "safety".
2	IFBNO:NTA/NCR/002/19/20	Libricants	"Supplies" is spread to Cleaning materials (5,000.00) and Office Supplies (5,000.00). This package originates from the budget line "Fuel & Lubricants/Transit Buses" and is intended to procure 40.5 drums of assorted lubricants for the entity's fleet of
2	IFBNO:NTA/NCB/002/19/20	Lubricants	buses[operation] @ US\$800 per drum. The lubricants include Engine Oil (\$AE 15W40 CH-4), Differential Oil (85 W 140), Gear Box Oil (80 W 90), Heavy Grease (RR3), Brake Fluid, Transmission Oil (ATF), etc.
ω	IFBNO:NTA/NCB/003/19/20	Repair & Maintenance Services / Vehicle	This package is derived from two budget lines; "Repair & Maintenance/Others" (\$6,000.00) and "Repair & Maintenance/Transit buses" (\$35,048.64) 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. Brake pads, cylinder head gasket, alloy rims, calibration materials, relining materials, brake drums, discs are all readily-used local spare parts that this package also accounts for.
4	IFBNO:NTA/NCB/004/19/20	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 \$4,800.00 from this budget line is intended to purchase internet modem and their monthly data recharge.
G1	IFBNO:NTA/RFQ/001/19/20	Office Equipment	This budget line is intended to purchase assorted pieces of office equipment like centralized heavy duty printers, binding machines, laminating machines, etc.
6	IFBNO:NTA/RFQ/002/19/20	Talk Show	This package is from the budget line "Public Relation". It is intended to have an exclusive Radio Talk 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 nublic
7	IFBNO:NTA/RFQ/003/19/20	Motorbikes	This package is intended to purchase nine (9) motor cycles [\$9,000@\$1,000 per bike] for use by the Transit Patrol Officers (TPOs) of the NTA. This package is from the budget line "Vehicle (Utility-including motorbikes).
00	IFBNO:NTA/RFQ/004/19/20	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 \$10,000.00 is used for stationeries (5,000.00) and Garage supplies (5,000.00).
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	PROCUR	PROCURBMENT/MANAGER	
	1	HAIRMAN-PROCUREMENT COMMITTEE	
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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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31		Internet Modem	Media Services	Safety Gears	Stationeries	Furniture & Fixtures	Air Tickets	Postage Services	EXP
	Toma mainagers and designated senior staff and other departments of the NTA.	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	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.	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	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. 1	This package is intended to purchase office furniture, curtains, rugs, chairs, desbs, wall clacks at	This package is from the budget line "Foreign Travel" and is intended to purchase tickets and other vital travel documents (Laisser passer, Yellow nature.	This is from the budget line "Utility (Past Experience) and is intended for the postage of official documents (Bills of laden; Contracts; letters). The balance of \$2,000.00 is budgeted to compensate victims in case of accidents and other solutions.	EXPLANATORY NOTES TO CORE BUDGET PROCLIREMENT DI AN

Prepared By:

PROCUREMENT MANAGER

CHAIRMAN-PROCUREMENT COMMITTEE

Approved:

Date: 09/03/2019

Date: 05. 09. 18

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