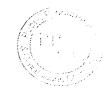


Republic of Liberia Public Procurement & Concessions Commission



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/076/'22

February 15, 2022

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 2022

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Transit Authority (NTA) SBA/Non-SBA Procurement Plans for FY 2022 in accordance with Section 40 (3) of the PPC Act. The Commission however wishes to inform you that your plan has been <u>Provisionally Approved</u> 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 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 National Budget 2022, 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 Fiscal Year 2022 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended Special Budget Year 2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for Fiscal Year 2022.

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.

IN WEBS LOOK

HIEF EXMUTIVE 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: 2022 (January 3, 2022 – December 31, 2022)

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NTA PROCUREMENT P. AN-NON-SBA-FY 2022

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Prepared by:

Date: RASP

Approved by:

Date:

Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Francis K. McGill
Procurement Manager

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SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE Fiscal Year: 2022 (January 3, 2022 – December 31, 2022) DRAFT PROCUREMENT PLAN---NON-SBA

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DRAFT PROCUREMENT PLAN---NON-SBA SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE Fiscal Year: 2022 (January 3, 2022 – December 31, 2022)

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SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE Fiscal Year: 2022 (January 3, 2022 – December 31, 2022) DRAFT PROCUREMENT PLAN---NON-SBA

		m×	EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN
Item No.	Contract Package Code	Contract Package	EXPLANATION
	IFBNO:NTA/NCB/001/2022	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\$30,000.00 is captured for general spare parts and US\$48,000.00 for tires. It also consists of US\$15,000.00 from the budget line "Repair & Maintenance/Readily Used-Parts" for the purchase of motorbikes parts, generator parts, and grass cutting machine parts. Additionally, US\$12,000.00 was cut from the budget line "Equipment & Tools" with a remainder of \$7,250.00 that is used for the package "safety agents".
2	IFBNO:NTA/NCB/002/2022	Lubricants	This package originates from the budget line "Fuel & Lubricants/Transit Buses" and is intended to procure 54 drums of assorted lubricants for the entity's fleet of buses [operation]. The lubricants include Engine Oil (3AE 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.
ω	IFBNO:NTA/NCB/003/2022	Furniture & Fixtures	This package is intended to purchase office furniture, curtains, rugs, chairs, desks, wall clocks, etc.
4	IFBNO:NTA/NCB/004/2022	Scratch Cards	This package is from the budget line "Communication & ICT" and is intended to procure 6,660 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/005/2022	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/006/2022	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\$23,500.00 in the budget line figure is used on DSA which is not reflected in the plan due to its unprocurable nature.
7	IFBNO:NTA/NCB/007/2022	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.
60	IFBNO:NTA/NCB/008/2022	Cleaning Materials & Janitorial Services	This package is from the Budget Line "Supplies (Assorted)". It's intended to purchase cleaning (janitorial materials) for used by the General Services Department and the garage. The balance \$44,272.46 is used for stationeries.
ø	IFBNO:NTA/RB/001/2022	Vehicles	This package is from the budget line "Vehicles" and is intended to purchase four (4) Executive status vehicles and one (1) utility pickup for the entity's operations for FY 2022. 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 OCU.

NTA PROCUREMENT FLAN-NON-SBA-FY

Prepared By:

PROCUREMENT MANAGER

Approved:

FER 9, 2002

CHAIRMAN-PROCUREMENT COMMITTEE



DRAFT PROCUREMENT PLAN---NON-SBA SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE Fiscal Year: 2022 (January 3, 2022 – December 31, 2022)

5	IEDNO: NET A IDEO IOON IOON	1	
ŏ	IT BNO:N: A/RTQ/001/2022	Postage Services	This is from the budget line "Utility (Past Experience) and is intended for the postage of official documents (Bills of laden; Contracts; letters). Of the
			balance, US\$20,200.00 is for Current installation and bills (LEC) and US\$600.00 is for Carbage Disposal.
•	IFBNU:N1A/RFQ/002/2022	Motorbikes	This package is intended to purchase four (4) motor cycles [\$3,800@\$950 per bike] for use by the Transit Patrol Officers (TPOs) of the NTA. This package is from the
1			budget line "Vehicle". The balance (\$150,000.00) is used for the purchase of five (5) vehicles.
			This package is intended to buy safety gears for use by the Technical and Operations Departments (drivers, mechanics, workshop attendants etc.) It
12	IFBNO:NTA/RFQ/003/2022	Safety Gears	includes safety boots, goggles, helmet and Jackets. These are purchased bi-annually. It is from the budget line Equipment & Tools. The balance
			\$12,000.00 is shifted to the budget line Spare Parts.
,			This package is a derivative of the budget line "Public Relation" and is intended to address other media related services like bid ads. occasional
13	1+BNU:N1 A/R+Q/004/2022	Media Services	publication for holidays or appreciations, production of jingles, dramas, public service announcements, aired or televised promos, public awareness
		63	messages, billboard ads, etc. The balance \$4,020.00 is used for NTA Talk Show (Transit Talk).
3	IEBNO: NTA/BEO/005/2022	Talk Share	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
14	IT DNO.NI AINT GIOUDIZUZZ	I dir snow	importance in relation to services provided and also to have a feedback on services rendered the public. The balance US\$5,950.00 is used for other Media Services.
ភ	IFBNO:NTA/RFQ/006/2022	Repair & Maintenance	This package is derived from the budget lines "Repair & Maintenance/Others" 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 heavened the control of all the
		Services / Vehicle	mechanics. Some maintenance services require grinding, calibration, re-threading, etc. Brake pads, cylinder head gasket, alloy rims, calibration materials, relining materials, brake drums, discs are all readily-used local space parts that this package also accounts for

Prepared By:

PROCUREMENT MANAGER

Approved:

CHAIRMAN-PROCUREMENT COMMITTEE

M. T. Usen of

FB 9 2022

ote: 02-07-92

Date: 07, 02-25

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