



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 **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>

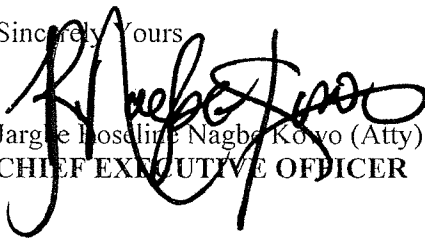
Upon passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, detailed budget for NTA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Fiscal Year 2022 and staff of your Procurement Unit.

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.

Sincerely Yours


Jargue Moseline Nagbe 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: 2022 (January 3, 2022 – December 31, 2022)

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/BOQ /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	1	IFBNO:NTA/NCB/001/2022	Van Spare Parts	G-4530	1 Firm	105,000.00	NCB	11/10/21	11/17/21	11/24/21	2/09/22	3/02/22	3/09/22	3/14/22	3/21/22	n/a	12/20/22	12/26/22
Actual																		
Planned Update	2	IFBNO:NTA/NCB/002/2022	Lubricants	G-4661	54 drums	36,750.00	NCB	11/30/21	12/06/21	12/13/21	2/15/22	3/14/22	3/21/22	3/25/22	4/12/22	n/a	12/19/22	12/23/22
Actual																		
Planned Update	3	IFBNO:NTA/NCB/003/2022	Furniture & Fixt	G-4759	1 Firm	20,000.00	NCB	12/08/21	12/14/21	12/21/21	2/08/22	3/07/22	3/14/22	3/18/22	3/21/22	n/a	12/15/22	12/23/22
Actual																		
Planned Update	4	IFBNO:NTA/NCB/004/2022	Scratch Cards	J6190	1 Firm	33,300.00	NCB	12/01/21	12/07/21	12/14/21	2/09/22	3/02/22	3/09/22	3/14/22	3/18/22	n/a	12/15/22	12/23/22
Actual																		
Planned Update	5	IFBNO:NTA/NCB/005/2022	Office Equipment	G-4741 G-4753	1 Firm	18,300.00	NCB	12/08/21	12/14/21	12/21/21	2/09/22	3/02/22	3/09/22	3/14/22	3/22/22	n/a	12/15/22	12/23/22
Actual																		
SUB-TOTAL						\$212,350.00												

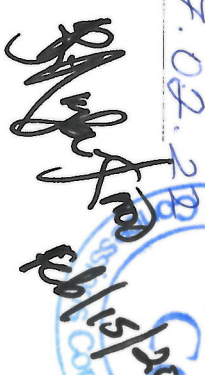
Prepared by: Francis K. McGill
Procurement Manager

Date: 02-07-22



Approved by: Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 07-02-22




Feb 9, 2022

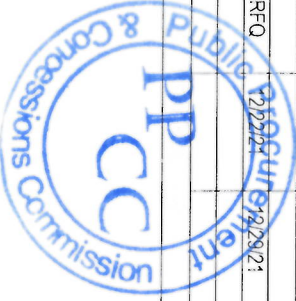
National Transit Authority

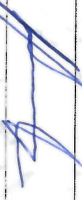
DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2022 (January 3, 2022 – December 31, 2022)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	1	16	17	18	19	
BASIC DATA																			
	Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BOQ /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 Paym	
Planned Update Actual	6	IFBNO:NTA/NCB/006/2022	Air Ticket	N-7911	1 Firm	15,000.00	NCB	12/01/21	12/07/21	12/14/21	2/09/22	3/02/22	3/09/22	3/14/22	3/18/22	n/a	12/15/22	12/23/22	
Planned Update Actual	7	IFBNO:NTA/NCB/007/2022	Stationeries	G4761	Assorted	44,274.46	NCB	12/08/21	12/14/21	12/21/21	2/09/22	3/07/22	3/14/22	3/18/22	3/21/22	n/a	12/15/22	12/23/22	
Planned Update Actual	8	IFBNO:NTA/NCB/008/2022	Cleaning Materials & Janitorial Services	G4773	Assorted	10,000.00	NCB	12/23/21	12/30/20	1/07/22	2/09/22	3/02/22	3/09/22	3/14/22	3/22/22	n/a	12/15/22	12/23/22	
Planned Update Actual	9	IFBNO:NTA/RB/001/2022	Vehicles	G-4510	1 Firm	150,000.00	RB	12/01/21	12/07/21	12/14/21	2/15/22	3/14/22	3/21/22	3/25/22	4/12/22	n/a	12/15/22	12/23/22	
Planned Update Actual	10	IFBNO:NTA/RFQ/001/2022	Postage Services	H5310	1 Firm	1,000.00	RFQ	12/22/21	12/29/21	1/07/22	2/15/22	2/22/22	2/28/22	3/03/22	3/10/22	n/a	11/30/22	12/16/22	
Planned Update Actual	11	IFBNO:NTA/RFQ/002/2022	Motorbikes	G-4540	4 pcs	3,800.00	RFQ	12/22/21	12/29/21	1/07/22	2/10/22	2/17/22	2/22/22	2/28/22	3/01/22	n/a	11/30/22	12/16/22	
SUB-TOTAL						\$224,074.46													

Prepared by: 
Francis K. McGill
Procurement Manager

Date: 02-07-22



Approved by: 
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 07-15-22

National Transit Authority

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	1	16	17	18	19
BASIC DATA																		
	Item No.	Package Number (Code)	Contract Package	Business Activity Code	QTY.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BOQ/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	12	IFBNO:NTA/RFC/003/2022	Safety Gears	G4771	Assorted	7,250.00	RFQ	12/22/21	12/29/21	1/07/22	2/10/22	2/17/22	2/22/22	2/28/22	3/01/22	n/a	11/30/22	12/16/22
Planned Update Actual	13	IFBNO:NTA/RFC/004/2022	Media Services	J-58*3	Assorted	5,950.00	RFQ	12/23/21	12/30/20	1/07/22	2/15/22	2/22/22	2/28/22	3/03/22	3/10/22	n/a	12/15/22	12/23/22
Planned Update Actual	14	IFBNO:NTA/RFC/005/2022	Talk Show	J639*	Assorted	4,020.00	RFQ	12/22/21	12/29/21	1/07/22	2/09/22	2/16/22	2/21/22	2/25/22	3/01/22	n/a	11/30/22	12/16/22
Planned Update Actual	15	IFBNO:NTA/RFC/006/2022	Repair & Maintenance Services/Vehicle	G-4520	1 Firm	3,850.00	RFQ	12/22/21	12/29/21	1/07/22	2/08/22	2/15/22	2/21/22	2/25/22	3/02/22	n/a	11/30/22	12/16/22
Sub-Total						\$21,070.00												
GRAND-TOTAL						\$457,494.46												


Prepared by: 
Francis K. McGill
Procurement Manager


Date: 02-07-22

Approved by: 
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 07-02-22




P. T. McGill
Feb 9, 2022


P. T. McGill
Feb 15, 2022

National Transit Authority

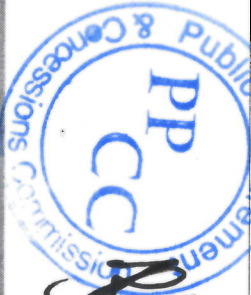
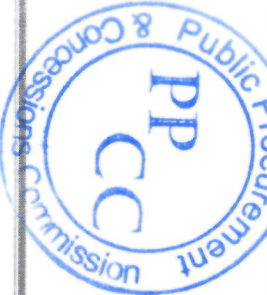
DRAFT PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2022 (January 3, 2022 – December 31, 2022)

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	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 gears".
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 (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/003/2022	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 unprocureable 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.
8	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.
9	IFBNO:NTA/NCB/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

Prepared By: [Signature]
PROCUREMENT MANAGER
Approved: [Signature]
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 02-07-22
Date: 07.02.22





2-07-22

07.02.22



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Feb 9, 2022