



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/RI/CEO/220/22

April 27, 2022

Hon. Herbie T. McCauley
MANAGING DIRECTOR/CHAIRMAN
PROCUREMENT COMMITTEE
National Transit Authority
Republic of Liberia

Dear Hon. McCauley:

Subject: **"RECEIPT AND APPROVAL OF THE NATIONAL TRANSIT AUTHORITY SPECIAL PROJECT PROCUREMENT PLAN (GOVERNMENTAL BUS PROJECT) FISCAL YEAR 2022."**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Transit Authority Special Project Governmental Bus Project for Fiscal Year 2022. The Commission informs the National Transit Authority that its Special Project Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated processes.

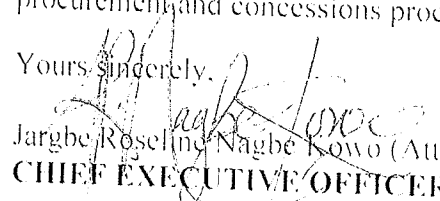
The Commission states that NTA should utilize **PPCA Section 56(1)**, and **negotiate with the sole vendor Ashok Leyland for the 18 (eighteen) transit buses for price reduction, given the procurement method requested.**

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended six months budget, for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2022.

Kindly be reminded that all contracts which cumulative annual value exceeds the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested to by the Minister responsible for Justice.

The Public Procurement and Concessions Commission admonishes and deem 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 public procurement and concessions processes.

Yours sincerely,


Jargbe Roseline 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 FOR SPECIAL GOVERNMENTAL BUS PROJECT
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
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																			
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 Drc.	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	1	IFBNO:NTA/SS/001/2022	Vehicles	G-4510	1 Firm	1,530,000.00	SS	2/14/22	2/21/22	2/25/22	3/01/22	3/23/22	3/30/22	4/06/22	4/11/22	n/a	6/15/22	6/30/22	
Planned Update Actual	2	IFBNO:NTA/RB/001/2022	Fuel	G-4510	1 Firm	88,042.24	RB	3/14/22	3/21/22	3/25/22	4/01/22	4/25/22	5/02/22	5/09/22	5/16/22	n/a	12/12/22	12/20/22	
Planned Update Actual	3	IFBNO:NTA/RFQ/001/2022	Lubricants	G-4661	1 Firm	6,350.00	RFQ	4/15/22	4/19/22	4/25/22	4/29/22	5/06/22	5/11/22	5/18/22	5/23/22	n/a	6/22/22	6/30/22	
Planned Update Actual	4	IFBNO:NTA/SBA/RFQ/002/2022	Vehicles Insurance Coverage	K-6512	1 Firm	9,810.00	RFQ	4/04/22	4/11/22	4/15/22	4/19/22	4/26/22	5/02/22	5/09/22	5/13/22	n/a	12/12/22	12/20/22	
Planned Update Actual	5	IFBNO:NTA/SBA/RFQ/003/2022	Non-Life Insurance Coverage	K-6512	1 Firm	2,160.00	RFQ	4/04/22	4/11/22	4/15/22	4/19/22	4/26/22	5/02/22	5/09/22	5/13/22	n/a	12/12/22	12/20/22	
Planned Update Actual	6	IFBNO:NTA/SS/002/2022	Veh. Spare Parts	G-4530	Assorted	7,500.06	SS	2/14/22	2/21/22	2/25/22	3/01/22	3/23/22	3/30/22	4/06/22	4/11/22	n/a	6/15/22	6/30/22	
SUB-TOTAL					1,643,862.30	Procurement & Public Procurement Commissions Commission													

Prepared by:  Date: 02-08-22

Francis K. McGill
Procurement Manager

Approved by:  Date: 02-08-22

Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

DRAFT PROCUREMENT PLAN FOR SPECIAL GOVERNMENTAL BUS PROJECT
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
Fiscal Year: 2022 (January 3, 2022 – December 31, 2022)

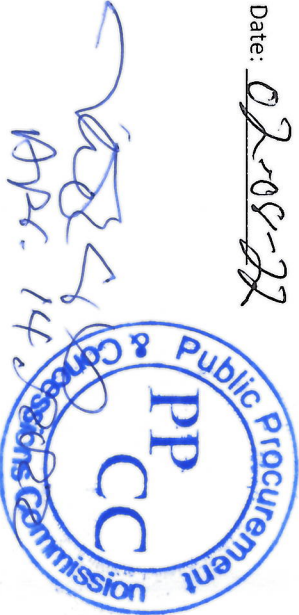
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Planned Update Actual	7	IFBNO-NT/ASBA/RFQ/004/2022	Custom Broker Clearing Service	H5224	1 Firm	2,500.00	RFQ	4/15/22	4/19/22	4/25/22	4/29/22	5/06/22	5/11/22	5/18/22	5/23/22	n/a	6/22/22	6/30/22
Planned Update Actual	8	IFBNO-NT/ASBA/RFQ/005/2022	Tickets	C-1811	1 Firm	3,000.00	RFQ	4/04/22	4/11/22	4/15/22	4/19/22	4/26/22	5/02/22	5/09/22	5/13/22	n/a	12/12/22	12/20/22
SUB-TOTAL					5,500.00													
GRAND TOTAL					1,649,362.30													

Prepared by: 
Francis K. McGill
Procurement Manager

Date: 02-08-22

Approved by: 
Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 02-08-22



DRAFT PROCUREMENT PLAN FOR SPECIAL GOVERNMENTAL BUS PROJECT
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
Fiscal Year: 2022 (January 3, 2022 – December 31, 2022)

NTA

EXPLANATORY NOTES TO PROJECT PROCUREMENT PLAN-2022

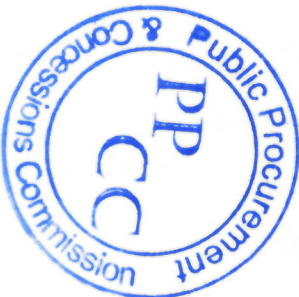
Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/SS/001/2022	Vehicles	This package is from the budget line "Cost of Vehicles" and is intended to purchase eighteen (18) Ashok Leyland Mass Transit buses, under a Special Governmental Project in Collaboration with the National Transit Authority (NTA), consistent with PILLAR 2 of the Pro-Poor Agenda for Development and Prosperity (PAPD)-Infrastructure & Development. Single source is requested based on past performance report of the Ashok Leyland Brand and its durability.
2	IFBNO:NTA/RB/001/2022	Fuel (Bulk)	This package is from the budget lines "Fuel" and is intended to purchase 21,632 gallons of Fuel @ \$4.07/gal, for the exclusive use of the 18 new mass transit buses for a period of two months.
3	IFBNO:NTA/RFQ/001/2022	Lubricants	This package originates from the budget line "Lubricants" and is intended to procure 9 drums of assorted lubricants for the fleet of new buses. The lubricants include five drums of Engine Oil (SAE 15W40 CH-4), 1 drum Differential Oil (85 W 140), 1 drum Heavy Grease (RR3), 1 drum Broke Fluid, and 1 drum Transmission Oil (ATF). Please reference the attached budget notes for the unit prices of each of the lubricants listed above.
4	IFBNO:NTA/RFQ/002/2022	Vehicles Insurance Coverage	This package is derived from the budget line "Insurance & Registration". US\$9,810.00 is intended for Vehicle Insurance, US\$2,160.00 for Non-life insurance coverage of 36 staff on the new buses for a two- month period, @ US15, per person and US\$5,400.00 for vehicle registration with the Ministry of Transport.
5	IFBNO:NTA/RFQ/003/2022	Non-Life Insurance Coverage	This package is derived from the budget line "Insurance & Registration" and is intended to provide Personnel Life Insurance coverage for 36 employees of the new fleet of buses. Of the remaining amount, US\$2,160.00 is used for Insurance of 18 new buses and US\$5,400.00 for their registration with the Ministry of Transport (MOT) for the period under consideration.
6	IFBNO:NTA/SS/002/2022	Vehicle Spare Parts	This package is derived from the budget lines "Repair & Maintenance/Readily-Used Parts" and is intended to purchase readily used parts and materials for the repair and maintenance of the 18 new buses. These buses will still be under manufacturer's warranty and during such period, it's not advisable to hire any firm for repair and maintenance work. NTA will purchase all required materials and parts from the manufacturer directly until the warranty period elapses. The buses will be maintained by NTA mechanics, under the direct supervision of the Manufacturer.
7	IFBNO:NTA/RFQ/004/2022	Custom Broker Clearing Service	This package is from the budget line "Shipping/Handling Costs" and is intended to hire the services of a brokerage/firm to handle all clearing issues of the NTA at ports of entry. It includes freeing of spare parts packages and transit buses (donated or bought). The remnant of US\$9,000.00 from this budget line is used for shipping expenses payable directly to the Port's authorities.
8	IFBNO:NTA/RFQ/005/2022	Tickets	This package is a derivative of the budget line "Pre-Delivery Inspection" and is intended to print tickets for NTA's transit operations. The balance US\$3,850.00 is used for Daily Sustainance Allowance (DSA) for personnel assigned on the buses.

Prepared By:

PROCUREMENT MANAGER

Approved:

CHAIRMAN-PROCUREMENT COMMITTEE



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