



Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref: PPCC/RL/CEO/319/'21

August 18, 2021

Hon. Herbie T. McCauley  
**MANAGEING DIRECTOR**  
National Transit Authority  
Monrovia, Liberia

Dear Hon. McCauley:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

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 Core Budget and Consultancy Procurement Plans for FY 2021 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 Special Budget 2021, 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 Budget Year 2021 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 FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 2021.

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

  
Jorgie Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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



National Transit Authority  
PROCUREMENT PLAN---NON-SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year2021 (July 1, 2021 – December 31, 2021)

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/Drawing	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/001/21	Veh. Spare Parts	G-4530	Assorted	102,650.00	NCB	4/9/21	4/16/21	4/23/21	5/07/21	6/04/21	6/14/21	6/21/21	9/06/21	n/a	11/01/21	12/22/21
Actual																		
Planned Update	2	IFBNO:NTA/NCB/002/21	Lubricants	G-4661	49 drums	32,100.00	NCB	6/30/21	7/07/21	7/14/21	7/28/21	8/27/21	9/10/21	9/17/21	9/24/21	n/a	12/02/21	12/20/21
Actual																		
Planned Update	3	IFBNO:NTA/NCB/003/21	Scratch Cards	J-6190	3,960 pcs	19,800.00	NCB	7/09/21	7/16/21	7/23/21	8/06/21	9/03/21	9/13/21	9/20/21	9/30/21	n/a	12/02/21	12/15/21
Actual																		
Planned Update	4	IFBNO:NTA/RFQ/001/21	Talk Show	J-6391	Assorted	2,000.00	RFQ	6/04/21	6/11/21	6/18/21	6/25/21	7/02/21	7/09/21	7/16/21	9/01/21	n/a	9/01/21	12/15/21
Actual																		
Planned Update	5	IFBNO:NTA/RFQ/002/21	Office Equipment	G-4741 G-4753	Assorted	10,775.00	RFQ	6/01/21	6/08/21	6/15/21	6/22/21	6/29/21	7/06/21	7/13/21	9/02/21	n/a	11/02/21	12/15/21
Actual																		
SUB-TOTAL						\$167,325.00												

Prepared by:   
Kelvin C. Johnson  
Procurement Manager  
Date: 18-08-21


Approved by:   
Herbie T. McCauley  
CHAIRMAN-PROCUREMENT COMMITTEE  
Date: 18.08.21






National Transit Authority  
PROCUREMENT PLAN---NON-SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year2021 (July 1, 2021 – December 31, 2021)

	2	3	4	5	6	7	8	9	10	11	12	13	14	1	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 Paym
Planned Update	6	IFBNO:NTA/RFO/003/21	Air Ticket	N-7911	1 Firm	9,000.00	RFO	5/03/21	5/10/21	5/17/21	5/24/21	6/03/21	6/10/21	6/17/21	9/30/20	n/a	12/13/21	12/20
Actual																		
Planned Update	7	IFBNO:NTA/RFO/004/21	Stationeries	G-4761	Assorted	10,000.00	RFO	5/14/21	5/21/21	5/28/21	6/07/21	6/14/21	6/21/21	6/28/21	9/09/21	n/a	12/15/21	12/22
Actual																		
Planned Update	8	IFBNO:NTA/RFO/005/21	Cleaning Materials	G-4773	Assorted	5,000.00	RFO	6/07/21	6/14/21	6/21/21	6/28/21	7/05/21	7/15/21	7/20/21	9/27/21	n/a	12/01/21	12/20
Actual																		
Planned Update	9	IFBNO:NTA/RFO/006/21	Postage Services	H-5310	1 Firm	1,000.00	RFO	7/09/21	7/16/21	7/23/21	8/04/21	8/11/21	8/16/21	8/20/21	9/30/21	n/a	12/10/21	12/23
Actual																		
Planned Update	10	IFBNO:NTA/RFO/007/21	Motorbikes	G-4540	2pcs	1,900.00	RFO	8/04/21	8/11/20	8/18/21	8/25/21	9/03/21	7/10/21	7/17/21	9/24/21	n/a	12/01/21	12/21
Actual																		
Planned Update	11	IFBNO:NTA/RFO/008/21	Furniture & Fixt.	G-4759	Assorted	2,000.00	RFO	7/09/21	7/16/21	7/23/21	8/04/21	8/11/21	8/16/21	8/20/21	9/30/21	n/a	12/10/21	12/23
Actual																		
SUB-TOTAL						\$28,900.00												

Prepared by:   
**Kelvin C. Johnson**


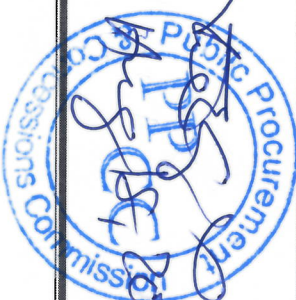
Date: 08/18/21

CHAIRMAN-PROCUREMENT COMMITTEE

Approved by:   
**Herbie T. McCauley**

Date: 08-24

NTA PROCUREMENT PLAN-NON-SBA-FY 2021 (July 1, 2021 – December 31, 2021)



08/18/2021



National Transit Authority  
PROCUREMENT PLAN---NON-SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year2021 (July 1, 2021 – December 31, 2021)

	2	3	4	5	6	7	8	9	10	11	12	13	14	1	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	12	IFBNO:NTA/R/Q/009/21	Repair & Maintenance Services/Vehicle	G-4520	1 Firm	7,500.00	RFQ	6/07/21	6/14/21	6/21/21	6/28/21	7/05/21	7/15/21	7/20/21	9/27/21	n/a	12/01/21	12/20/21
Planned Update Actual	13	IFBNO:NTA/R/Q/010/21	Safety Gears	G-4771	Assorted	3,625.00	RFQ	5/10/21	5/17/21	5/24/21	6/03/21	6/10/21	6/17/21	6/24/21	9/02/20	n/a	12/14/21	12/27/21
Planned Update Actual	14	IFBNO:NTA/R/Q/011/21	Media Services	C-1811	Assorted	2,500.00	RFQ	7/12/21	7/19/21	7/26/21	8/03/21	8/10/21	8/17/21	8/24/21	9/01/21	n/a	12/10/21	12/21/21
Sub-Total						\$13,625.00												
GRAND-TOTAL						\$209,850.00												

Prepared by: [Signature] Date: 08/18/21

Kelvin C. Johnson  
Procurement Manager

Approved by: [Signature] Date: 18.08.21

Herbie T. McCauley  
CHAIRMAN-PROCUREMENT COMMITTEE






National Transit Authority  
PROCUREMENT PLAN---NON-SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year2021 (July 1, 2021 – December 31, 2021)

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/NCB/001/21	Vehicle Spare Parts	This package is derived from several budget lines: From the budget line "Spare Parts Cost" = US\$10,000.00 (General Spare parts), + US\$54,000 (120 pcs of tires@ 450/PC), + US\$5,000.00 (5 Pcs of turbo charger), + US\$2,500 (2 sets of air compressor machines-large & small), + US\$17,500.00 (5 Pcs of injector pump), + US\$2,500.00 (10 Pcs of 150 Amps battery), + US\$500.00 (1 oxygen tank), + US\$1,200.00 (1 welding machine) = US\$93,200.00 = A From the budget line "Repair & Maintenance/Others" = US\$2,750.00 (purchase of motorbikes parts, generator parts, and grass cutting machine parts). = US\$2,750.00 = B From the budget line "Equipment & Tools" = US\$6,700.00 (Hand tools & Mechanical tools & equipment) = US\$6,700.00 = C Total package cost = A + B + C = 93,200.00 + 2,750.00 + 6,700.00 = US\$102,650.00
2	IFBNO:NTA/NCB/002/21	Lubricants	This package originates from the budget line "Fuel & Lubricants/Transit Buses" and is intended to procure 49 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/003/21	Scratch Cards	This package is from the budget line "Communication & ICT" with a full budget line amount of US\$24,609.50 and is intended to procure 3,960 pieces of US\$5.00, amounting to US\$19,800.00 of 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 the provision of internet services for the entity and their monthly charges.
4	IFBNO:NTA/RFQ/001/21	Talk Show	This package is from the budget line "Public Relation" with full amount of US\$4,500.00. US\$2,000.000 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 public. The balance amount in the tune of US\$2,500.00 is intended to be used for other Media Services.
5	IFBNO:NTA/NCB/002/21	Office Equipment	This package is from the budget line "Office Equipment" with full amount of US\$10,775.0, 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/003/21	Air Tickets	This package is from the budget line "Foreign Travel" amounting to US\$15,400.00. US\$ 9,000.00 of said amount is intended to purchase tickets and other vital travel documents (Laisser passer, Yellow fever card, etc.). The difference of US\$14,100.00 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/004/21	Stationeries	This package is from the Budget Line "Supplies" amounting to US\$15,000.00. Out of this amount US\$10,000.00 is 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 \$5,000.00 from this line is used to purchase janitorial supplies/ cleaning materials for the fiscal period.
8	IFBNO:NTA/RFQ/005/21	Cleaning Materials	This package is from the Budget Line "Supplies", with a full amount of US\$15,000.00. It's intended to purchase cleaning janitorial materials) in the tune of US\$5,000.00 for used by the Maintenance Department and the garage. The balance \$10,000.00 is used for stationery supplies.

Prepared By:   
PROCUREMENT MANAGER  
Approved: 

Date: 08/18/21  
Date: 18.08.21



National Transit Authority

NTA

PROCUREMENT PLAN---NON-SBA

SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE

Fiscal Year2021 (July 1, 2021 – December 31, 2021)

CHAIRMAN-PROCUREMENT COMMITTEE

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN			
9	IFBNO:NTA/RFO/006/21	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). Of the balance, US\$20,200.00 is for Current installation and bills (LEC) and US\$600.00 is for Garbage Disposal.
10	IFBNO:NTA/RFO/007/21	Motorbikes	This package is intended to purchase two (2) motor cycles [US\$1,900.00,1.e4x\$950 per bike] for use by the Transit Patrol Officers (TPOs) of the NTA. This package is from the budget line "Vehicle".
11	IFBNO:NTA/RFO/008/21	Furniture & Fixtures	This package is intended to purchase office furniture, curtains, rugs, chairs, desks, wall clocks, etc.
12	IFBNO:NTA/NCB/009/21	Repair & Maintenance Services / Vehicle	This package is derived from the budget lines "Repair & Maintenance/Readily-Used Spare Parts" 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 account for payments 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.
13	IFBNO:NTA/RFO/010/21	Safety Gears	This package is derived from the budget line "Equipment & Tools" (in the tune of US\$10,325.00) and 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 and jackets. These are purchased bi-annually. The balance amount is shifted to the budget line Spare Parts.
14	IFBNO:NTA/RFO/011/21	Media Services	This package is a derivative of the budget line "Public Relation" with a full amount of US\$4,500.00 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. The balance \$2,000.00 is used for NTA Talk Show (Transit Talk).

Prepared By: [Signature]  
PROCUREMENT MANAGER

Approved: [Signature]  
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 08/18-21  
Date: 18.08.21

[Signature]  
08/18/2021