

National Transit Authority



**PROCUREMENT PLAN --SBA**  
**SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE**  
**Fiscal Year: 2021 (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/Drawings	Prep. of Bid Documents	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	1	IFBNO:NTASBASS00121	Petroleum Product [Fuel & Gasoline]	G-4661	178,450 gallons	655,070.02	SS	6/01/21	6/08/21	6/15/21	6/24/21	7/15/21	7/26/21	8/02/21	9/16/21	n/a	12/01/21	12/22/21
Planned Update Actual	2	IFBNO:NTASBAUNCB00121	Vehicle Rental	H-4922	1 Firm	27,600.00	NCB	6/01/21	6/08/21	6/15/21	6/22/21	7/21/21	8/05/21	8/12/20	9/20/21	n/a	8/26/21	12/21/21
Planned Update Actual	3	IFBNO:NTASBAUNCB00221	Personnel Life Insurance	K-6511	1 Firm	47,250.00	NCB	6/03/21	6/10/21	6/17/21	6/30/21	7/28/21	8/09/21	8/16/21	9/30/21	n/a	12/15/21	12/20/21
Planned Update Actual	4	IFBNO:NTASBAUNCB00321	Non-life Insurance	K-6612	1 Firm	26,650.00	NCB	6/01/21	6/08/21	6/15/21	6/24/21	7/16/21	7/23/21	8/03/21	9/22/21	n/a	12/15/21	12/23/21
Planned Update Actual	5	IFBNO:NTASBAURFQ00121	Printing & Binding	C-1811	Assorted	10,000.00	RFQ	6/04/21	6/11/21	6/18/21	6/25/21	7/05/21	7/12/21	7/19/21	9/09/21	n/a	12/01/21	12/20/21
Planned Update Actual	6	IFBNO:NTASBAURFQ00221	Building Materials	G-4663	Assorted	4,200.00	RFQ	7/01/21	7/08/21	7/15/21	7/22/21	7/29/21	8/05/21	8/12/21	9/19/21	n/a	12/15/21	12/20/21
<b>SUB-TOTAL</b>						<b>\$765,770.02</b>												

Prepared by:   
**Kelvin C. Johnson**  
 Procurement Manager

Date: 08/18/21

Approved by:   
**Herbie T. McCauley**  
 CHAIRMAN-PROCUREMENT COMMITTEE

Date: 10/15/2021

08/18/2021



National Transit Authority

**PROCUREMENT PLAN --SBA**  
**SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE**  
**Fiscal Year: 2021 (July 1, 2021 – December 31, 2021)**



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Planned Update Actual	7	IFBNO:NTASBAR/FOJ003/21	Uniforms	G-4771	162	6,662.00	RFQ	6/04/21	6/11/21	6/18/21	6/25/21	7/02/21	7/09/21	7/16/21	9/23/21	n/a	9/01/21	12/15/21
Planned Update Actual	8	IFBNO:NTASBAR/FOJ004/21	Rice	G-4630	525 bags	7,350.00	RFQ	11/01/21	11/08/21	11/15/21	11/22/21	11/29/21	12/03/21	12/08/21	12/13/21	n/a	12/17/21	12/22/21
Planned Update Actual	9	IFBNO:NTASBAR/FOJ005/21	Residential Property	L-6810	4 Units	2,776.26	RFQ	5/03/21	5/10/21	5/17/21	5/24/21	6/07/21	6/14/21	6/21/20	9/01/21	n/a	7/15/21	7/20/21
Planned Update Actual	10	IFBNO:NTASBAR/FOJ006/21	Sports Materials	G-4763	Assorted	1,500.00	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
Planned Update Actual	11	IFBNO:NTASBAR/FOJ007/21	Custom Broker Cleaning Service	H-5224	1 Firm	500.00	RFQ	7/09/21	7/16/21	7/23/21	7/30/21	8/09/21	8/15/21	8/22/21	9/16/21	n/a	12/15/21	12/27/21
<b>SUB-TOTAL</b>						<b>\$18,788.26</b>												

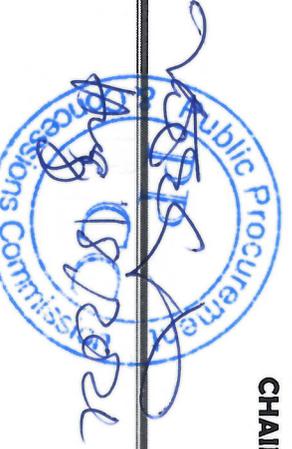
Prepared by: [Signature]  
**Kelvin C. Johnson**  
**Procurement Manager**

Date: 08/18/21

Approved by: [Signature]  
**Herbie T. McCauley**  
**CHAIRMAN-PROCUREMENT COMMITTEE**

Date: 18.08.21

PROCUREMENT PLAN-SBA CORE BUDGET-FY 2021 (July 2021 – December 31, 2021)  
[Signature]  
08/18/2021





National Transit Authority



**PROCUREMENT PLAN --SBA**  
**SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE**  
**Fiscal Year: 2021 (July 1, 2021 – December 31, 2021)**

**EXPLANATORY NOTES TO SBA PROCUREMENT PLAN**

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/SBA/RB/001/21	Petroleum Products [Fuel & Gasoline]	This package is a combination of two sub-packages under the budget lines "Fuel & Lubricants/Transit buses" and "Fuel & Gasoline - Admin" and is intended to purchase 173,160 gallons of Fuel @ 3.67/gal (for the exclusive use of the transit buses) and 5,290 gallons of gasoline @ 3.70/gal for utility use by Administration (administrative vehicles, generators, grass cutting machines, as well as Board Members' local travels (to inspect entity's bus terminals @ Bo-Waterside, Cbarnga and Buchanan) for FY 2021. The difference in the amount (\$32,100) is used for Lubricant, on the Non-SBA Procurement Plan.
2	IFBNO:NTA/SBA/NCB/001/21	Vehicle Rental	Rental of three vehicles for the MD, DMDA, DMDO of the NTA for six (6) months.
3	IFBNO:NTA/SBA/NCB/002/21	Non-Life Insurance	This package is derived from the budget line "Insurance & Registration". US\$47,250.00 is budgeted from this package to provide Personnel Life Insurance coverage for 525 employees of the NTA for Fiscal Period 2021. US\$26,650.00 is intended for vehicle insurance (Buses, utility vehicles and motorbikes) while US\$8,050.00 is intended for the registration of these non-life items (Buses, utility vehicles and motorbikes) with the Ministry of Transport (MOT).
4	IFBNO:NTA/SBA/NCB/003/21	Vehicle Insurance	This package is derived from the budget line "Insurance & Registration". US\$26,650.00 is intended for vehicle insurance (Buses, utility vehicles and motorbikes) for FY 2021. In this same package, US\$47,250.00 is intended for Personnel Life Insurance coverage while US\$8,050.00 is intended for the registration of the transit buses, administrative vehicles and motorcycles with the Ministry of Transport.
5	IFBNO:NTA/SBA/RFQ/001/21	Printing & Binding	This package is a derivative of the budget line "Printing & Production" and is intended to print booklets of tickets in various denominations, color specific with stubs & serial numbers. To also print complimentary cards, waybills, transmittal slips, attendance log, hospital slips, LPOs, Price analysis forms, goods receipt forms, Vouchers, Receipt books, Charter forms, Annual Report, Drivers log, etc.
6	IFBNO:NTA/SBA/RFQ/002/21	Building Materials	This package is from the Budget Lines "Building Maintenance" in the tune of US\$180,000.00 and is intended to purchase assorted materials for the maintenance of the Administrative Building, garage, annexes and all properties (infrastructure), bought, leased or rented as well as construction materials for the renovation of the bus wash bay for the enhancement of its services for FY 2020/2021.
7	IFBNO:NTA/SBA/RFQ/003/21	Uniforms	This package is intended to buy cloth and sew suits for 72 drivers in the tune of US\$2,748.00 as well as 46 internal security officers in the tune of US\$1,764.00. Overhaul suits for 40 mechanics in the tune of US\$1,000.00; 4 dozens t-shirts for security; 10 corporate suits for Customer Service Staff in the tune of US\$500.00, and 75 t-shirts for conductors in the tune of US\$650.00. Reference Entity's budget notes for details.
8	IFBNO:NTA/SBA/RFQ/004/21	Rice	This package is a facet of the budget line "Entertainment" and is intended to procure rice (25kg) for employees of the NTA in fulfillment of the entity's commitment to the Collective Bargaining Agreement (CBA). The amount is usually disbursed at 100% for the sole purpose of purchasing rice. The full budget line amount is US\$13,150.00, of which US\$800.00 is for Board meetings; US\$1,500.00 for sporting materials, US\$1,500.00 for corporate baskets, Budget Committee, US\$1,500.00 and US\$500.00 for bid evaluation panelsists' transportation.
9	IFBNO:NTA/SBA/RFQ/005/21	Residential property	This package emanates from the Budget line "Rent". It's intended for building rental and lease in favor of NTA out-of-town bus crew (employees). Currently there are four guest houses and parking lots rented by the NTA. They are in Ganta, Voinjama, Cbarnga and Zwedru. The remaining US\$27,600.00 from this budget is used for vehicle rental.

Prepared By: \_\_\_\_\_  
**PROCUREMENT MANAGER**

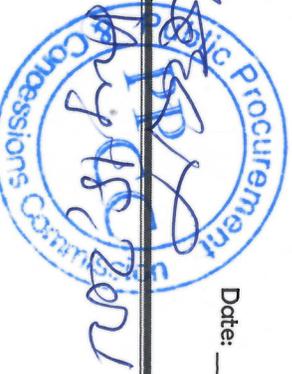
Approved: \_\_\_\_\_  
**CHAIRMAN-PROCUREMENT COMMITTEE**

Date: 05/18/21

Date: 18-08-21

PROCUREMENT PLAN-SBA CORE BUDGET-FY 2021 (July 2021 – December 31, 2021)

05/18/2021



National Transit Authority



**PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2021 (July 1, 2021 – December 31, 2021)**

**EXPLANATORY NOTES TO SBA PROCUREMENT PLAN**

Item No.	Contract Package Code	Contract Package	EXPLANATION
10	IFBNO:NTA/SBA/RFQ/006/21	Sports Materials	This package is from the budget line "Entertainment" and is intended to purchase sporting materials for the entity during tournaments like the intra-ministerial and Agencies league, friendly encounters, etc. Sports materials purchased under this budget line include jerseys, footballs, bips, shin pads, hoses, ankle braces, bandages and rubbing ointments. The full budget line amount is US\$13,150.00, of which US\$7,350.00 is used to purchase rice for 525 employees in December. US\$800.00 for Board Meetings; US\$500.00 for bid evaluation panels; transportation; US\$1,500.00 for corporate baskets (5 board members and 5 clients@US\$200.00) and US\$1,500.00 (8 sittings & stationery) for Budget Committee. Please reference budget notes (attached).
11	IFBNO:NTA/SBA/RFQ/007/21	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\$1,250.00 is used for shipping expenses payable directly to the Port's authorities.
12	IFBNO:NTA/SBA/RFQ/008/21	Garbage Disposal	This package is from the budget line "Utility-Pest Experience" with full budget line amount of US\$21,800.00 and is intended to hire the service of a waste disposal firm to manage and dispose of all non-hazardous waste from the entity's premises for the amount of US\$600.00. Of the balance of US\$21,200.00; US\$1,000.00 is used for postage & delivery while US\$20,200.00 is used for LEC installation and bills for the fiscal period (July 1, 2021 – December 31, 2021).

Prepared By:

*[Signature]*  
PROCUREMENT MANAGER

Date:

*08/18/21*

Approved:

*[Signature]*  
CHAIRMAN-PROCUREMENT COMMITTEE

Date:

*18-08-21*

*08/18/2021*

