

National Transit Authority



DRAFT PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 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 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	1	IFBNO:NTASBA/RB001120/21	Petroleum Product [Fuel & Gasoline]	G-4661	309,160 gallons	1,032,982.00	RB	7/01/20	7/07/20	7/14/20	7/28/20	8/25/20	9/08/20	9/15/20	9/29/20	n/a	5/20/21	6/24/21
Update																		
Actual																		
Planned	2	IFBNO:NTASBA/NCB001120/21	Construction	F-4100	1 Firm	500,000.00	NCB	8/03/20	8/10/20	8/17/20	8/31/20	9/29/20	10/12/20	10/19/20	11/02/20	n/a	6/15/21	6/24/21
Update																		
Actual																		
Planned	3	IFBNO:NTASBA/NCB00220/21	Non-Life Insurance Coverage	K-6612	1 Firm	76,860.00	NCB	7/03/20	7/10/20	7/17/20	7/31/20	8/28/20	9/11/20	9/18/20	10/02/20	n/a	5/21/21	6/21/21
Update																		
Actual																		
Planned	4	IFBNO:NTASBA/NCB00320/21	Vehicles Insurance Coverage	K-6612	1 Firm	123,780.00	NCB	7/01/20	7/07/20	7/14/20	7/28/20	8/25/20	9/08/20	9/15/20	9/25/20	n/a	5/20/21	6/24/21
Update																		
Actual																		
Planned	5	IFBNO:NTASBA/RFO001120/21	Printing & Binding	C-1811	Assorted	5,000.00	RFQ	7/06/20	7/13/20	7/20/20	7/27/20	8/05/20	8/12/20	8/19/20	8/26/20	n/a	6/15/21	6/24/21
Update																		
Actual																		
Planned	6	IFBNO:NTASBA/RFO00220/21	Building Materials	G-4663	Assorted	4,200.00	RFQ	8/04/20	8/11/20	8/18/20	8/25/20	9/04/20	9/11/20	9/18/20	9/25/20	n/a	5/20/21	6/21/21
Update																		
Actual																		
SUB-TOTAL						\$1,742,822.00												

Prepared by:   
Kelvin C. Johnson  
Procurement Manager

Date: 04/09/20

Approved by:   
Herbie T. McCauley  
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 04.09.20



National Transit Authority



DRAFT PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 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 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	7	IFBNO:NTASBARFQ003/20/21	Uniforms	G-4771	Assorted	6,662.00	RFQ	8/04/20	8/11/20	8/18/20	8/25/20	9/04/20	9/11/20	9/18/20	9/25/20	n/a	5/20/21	6/21/2
Update																		
Actual																		
Planned	8	IFBNO:NTASBARFQ004/20/21	Vehicle Rental	H-4922	1 Firm	2,000.00	RFQ	7/22/20	7/29/20	8/07/20	8/14/20	8/21/20	8/28/20	9/07/20	9/15/20	n/a	5/21/21	6/22/2
Update																		
Actual																		
Planned	9	IFBNO:NTASBARFQ005/20/21	Residential Property	L8810	4 Units	3,675.00	RFQ	7/22/20	7/29/20	8/07/20	8/14/20	8/21/20	8/28/20	9/07/20	9/15/20	n/a	5/26/21	6/23/2
Update																		
Actual																		
Planned	10	IFBNO:NTASBARFQ006/20/21	Sports Materials	G4763	Assorted	3,000.00	RFQ	8/12/20	8/19/20	8/26/20	9/04/20	9/11/20	9/18/20	9/25/20	10/06/20	n/a	6/03/21	6/24/2
Update																		
Actual																		
Planned	11	IFBNO:NTASBARFQ007/20/21	Custom Broker Cleaning Service	H5224	1 Firm	1,000.00	RFQ	7/09/20	7/16/20	7/23/20	7/30/20	8/07/20	8/15/20	8/22/20	9/01/20	n/a	6/11/21	6/25/2
Update																		
Actual																		
SUB-TOTAL						\$16,337.00												

Prepared by:   
Kelvin C. Johnson  
Procurement Manager

Date: 09/04/20


Approved by:   
Herbie T. McCauley  
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09.04.20



DRAFT PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 2021)

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 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	12	IFBNO-NTA/SBARFQ008/2021	Rice	G-4630	484 bags	6,776.00	RFQ	8/04/20	8/11/20	8/18/20	8/25/20	9/04/20	9/11/20	9/18/20	9/25/20	n/a	5/21/21	6/10/21
Update																		
Actual																		
Planned	13	IFBNO-NTA/SBARFQ009/2021	Garbage Disposal	E-3821	1 Firm	600.00	RFQ	7/09/20	7/16/20	7/23/20	7/30/20	8/07/20	8/15/20	8/22/20	9/01/20	n/a	6/11/21	6/25/21
Update																		
Actual																		
Sub-Total					\$7,376.00													
GRAND-TOTAL					\$1,766,535.00													

Prepared by:   
Kelvin C. Johnson  
Procurement Manager

Date: 07/09/20

Approved by:   
Herbie T. McCauley  
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 04-09-20

  
9/21/20

  
9/23/2020



National Transit Authority



DRAFT PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 2021)

EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/SBA/RB/001/20/21	Petroleum Product [Fuel & Gasoline]	This package is a combination of two sub-packages under the budget lines "Fuel & Lubricants/Transit buses" and "Fuel & Gasoline - Admin" and intended to purchase 288,000 gallons of Fuel @ 3.37/gal (for the exclusive use of the transit buses) and 21,160 gallons of gasoline @ 2.95/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 2020/2021. The difference in the amount (\$53,100) is used for Lubricant, on the Non-SBA Procurement Plan.
2	IFBNO:NTA/SBA/NCB/001/20/21	Construction	This is derived from the budget line "Construction" and it's intended to commence the construction of the entity's administrative/Corporate Head Office. Stages expected to be completed under this phase are mobilization, profiling, foundation and elevation (window level).
3	IFBNO:NTA/SBA/NCB/002/20/21	Non-Life Insurance Coverage	This package is derived from the budget line "Insurance & Registration". US\$76,860.00 is budgeted from this package to provide Personnel Life Insurance coverage for 427 employees of the NTA for FY 2020/2021. US\$123,780.00 is intended for Non-life insurance of 54 non-life items (Buses, P/Us, motorbikes, SUVs, etc.) while US\$19,080.00 is intended for the registration of these non-life items (Buses, P/Us, motorbikes, SUVs, etc.) with the Ministry of Transport (MOT).
4	IFBNO:NTA/SBA/NCB/003/20/21	Vehicles Insurance Coverage	This package is derived from the budget line "Insurance & Registration". US\$123,780.00 is intended for Non-life insurance of 54 non-life items (Buses, P/Us, motorbikes, SUVs, etc.) for FY 2020/2021. In this same package, US\$76,860.00 is intended for Personnel Life Insurance coverage while US\$19,080.00 is intended for the registration of the transit buses, administrative vehicles and motorcycles with the Ministry of Transport..
5	IFBNO:NTA/SBA/RFC/001/20/21	Printing & Binding	This package is a derivative of the budget line "Printing & Production" and is intended to print 20,000 booklets of tickets (12 denominations, color specific with hubs & 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/RFC/002/20/21	Building Materials	This package is from the Budget Lines Building Maintenance 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 2020/2120.
7	IFBNO:NTA/SBA/RFC/003/20/21	Uniforms	This package is intended to buy cloth and sew suits for 72 drivers as well as 46 internal security officers. Overhaul suits for 40 mechanics; 4 dozens t-shirts for security; 10 corporate suits for Customer Service Staff, etc. Reference Entity's budget notes for details.
8	IFBNO:NTA/SBA/RFC/004/20/21	Vehicle rental	This package emanates from the Budget line "Rent". It's intended for vehicle rental (US\$2,000.00). The balance US\$3,675.00, is used for building rental and/or lease in favor of NTA out-of-town bus crew (employees).
9	IFBNO:NTA/SBA/RFC/005/20/21	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 rented by the NTA. They are Ganta Guest House (US\$900.00/annum), Voiinjama Guest House (US\$900.00/annum), Cbarnga Guest House (US\$375.00/annum) and Zwedru Guest House (US\$1,500.00/annum). The remaining US\$2,000.00 from this budget is used for vehicle rental.

Prepared By:   
PROCUREMENT MANAGER  
Approved:   
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09/04/2020  
Date: 09.04.20  
  
09/04/2020





DRAFT PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2020-2021 (July 1, 2020 – June 30, 2021)

EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
10	IFBNO:NTA/SBA/RFQ/006/20/21	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\$20,956.00, of which US\$6,776.00 is used to purchase rice for employees once a year (July or December); US\$4,840.00 is for employees' bonus (during festive seasons); US\$1,600.00 for Board Meetings; US\$500.00 for bid evaluation panelists transportation US\$2,000.00 for corporate baskets and US\$2,240 for Budget Committee. Please reference budget notes (attached).
11	IFBNO:NTA/SBA/RFQ/007/20/21	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\$2,500.00 is used for shipping expenses payable directly to the Port's authorities.
12	IFBNO:NTA/SBA/RFQ/008/20/21	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\$20,956.00, of which US\$4,840.00 is for employee's bonus (during festive seasons); US\$1,600.00 for Board meetings; US\$2,000.00 for sporting materials; US\$2,000.00 for corporate baskets; Budget Committee; US\$2,240.00 and US\$500.00 for bid evaluation panelists' transportation.
13	IFBNO:NTA/SBA/RFQ/009/20/21	Garbage Disposal	This package is from the budget line "Utility--Post Experience" 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. Of the balance of \$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 FY 2020/2021.

Prepared By:   
PROCUREMENT MANAGER  
Approved:   
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 09/09/2020  
Date: 09.04.20

9/24/20

9/23/2020