

National Transit Authority

DRAFT PROCUREMENT PLAN --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																		
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	1	IFBNO:NTASBA/RB001/2022	Petroleum Product (Fuel & Gasoline)	420,748 gallons	1,710,832.96	RB	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	
Update																		
Actual																		
Planned	2	IFBNO:NTASBA/NCB001/2022	Race	526 bags	14,202.00	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	
Update																		
Actual																		
Planned	3	IFBNO:NTASBA/NCB002/2022	Non-Life Insurance Coverage	1 Firm	94,680.00	NCB	12/14/21	12/21/21	12/27/21	2/15/22	3/14/22	3/21/22	3/25/22	3/31/22	n/a	12/19/22	12/26/22	
Update																		
Actual																		
Planned	4	IFBNO:NTASBA/NCB003/2022	Vehicles Insurance Coverage	1 Firm	27,420.00	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	
Update																		
Actual																		
Planned	5	IFBNO:NTASBA/NCB004/2022	Printing & Binding Services	1 Firm	19,000.00	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	
Update																		
Actual																		
Planned	6	IFBNO:NTASBA/RFO001/2022	Building Materials	Assorted	6,000.00	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	12/13/22	12/16/22	
Update																		
Actual																		
SUB-TOTAL					\$1,872,134.96													

Prepared by:

Francis K. McGill
Procurement Manager

Date: 02-07-22

Approved by:

Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date:


02-02-22

PROCUREMENT PLAN-SBA CORE BUDGET-FY 2022

National Transit Authority

DRAFT PROCUREMENT PLAN --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																		
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	7	IFBNO:NTASBA/RFQ/002/2022	Uniforms	G-4771	Assorted	3,854.00	RFQ	12/23/21	12/30/20	1/07/22	2/10/22	2/17/22	2/22/22	2/28/22	3/01/22	n/a	12/15/22	12/23/21
Planned Update Actual	8	IFBNO:NTASBA/RFQ/003/2022	Vehicle Rental	H-4922	1 Firm	2,000.00	RFQ	12/29/21	1/07/22	1/14/22	2/15/22	2/22/22	2/28/22	3/03/22	3/10/22	n/a	12/15/22	12/23/21
Planned Update Actual	9	IFBNO:NTASBA/RFQ/004/2022	Sports Materials	G-763	Assorted	3,000.00	RFQ	11/12/21	11/19/21	11/26/21	2/09/22	2/16/22	2/21/22	2/25/22	3/01/22	n/a	12/15/22	12/23/21
Planned Update Actual	10	IFBNO:NTASBA/RFQ/005/2022	Custom Broker Clearing Service	H-5224	1 Firm	1,000.00	RFQ	12/09/21	12/16/21	12/23/21	2/08/22	2/15/22	2/21/22	2/25/22	3/02/22	n/a	12/20/22	12/23/21
					\$9,854.00													
GRAND-TOTAL						\$1,881,988.96												



Prepared by:

Francis K. McGill
Procurement Manager

Date:

02-07-22

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Herbie T. McCauley
CHAIRMAN-PROCUREMENT COMMITTEE

Date:

07-02-22

National Transit Authority

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

EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/SBA/RB/001/2022	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 is intended to purchase 397,728 gallons of Fuel @ \$4.07/gal (for the exclusive use of the transit buses) and 23,020 gallons of gasoline @ \$4.00/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, Gbarrnga and Buchanan) for FY 2022. The difference in the amount (\$35,7500) is used for Lubricant, on the Non-SBA Procurement Plan.
2	IFBNO:NTA/SBA/NCB/001/2022	Rice	This package is a facet of the budget line "Entertainment" and is intended to procure 526 bags of rice (25kg), totalling US\$14,202.00 @US 13.5 X 2, for employees of the NTA in fulfillment of the entity's commitment to the Collective Bargaining Agreement (CBA). The full budget line amount is US\$27,422.00, of which US\$2,100.00 is for Board meeting refreshments, US\$3,000.00 for sporting materials, US\$2,000.00 for corporate baskets, US\$1,620.00 for Budget Committee sitting US\$500.00 for bid evaluation panelists' transportation and sitting and US\$4,000.00 for Year End & Retirement Programs.
3	IFBNO:NTA/SBA/NCB/002/2022	Non-Life Insurance Coverage	This package is derived from the budget line "Insurance & Registration". US\$94,680.00 is budgeted from this package to provide Personnel Life Insurance coverage for 526 employees of the NTA for FY 2022. US\$27,420.00 is intended for Non-life insurance of 36 transit buses, 4 executive status vehicles, 1 utility pick-up and 4 motorcycles, while the remaining US\$12,420.00 will be used to register the 36 transit buses, 4 executive status vehicles, 1 utility pick-up and 4 motorcycles with the Ministry of Transport (MOT) for the period under consideration.
4	IFBNO:NTA/SBA/NCB/003/2022	Vehicles Insurance Coverage	This package is derived from the budget line "Insurance & Registration". US\$27,420.00 is intended for Non-life insurance of 36 transit buses, 4 executive status vehicles, 1 utility pick-up and 4 motorcycles for FY 2022. In this same package, US\$94,680.00 is intended for Personnel Life Insurance coverage while US\$12,420.00 is intended for the registration of the transit buses, administrative vehicles and motorcycles with the Ministry of Transport (MOT) for FY 2022.
5	IFBNO:NTA/SBA/NCB/004/2022	Printing & Binding Services	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/RFO/001/2022	Building Materials	This package is from the Budget Line 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 and NTA bus terminals at Buchanan, Bo-Waterside and Gbarrnga for the enhancement of its services for FY 2022.
7	IFBNO:NTA/SBA/RFO/002/2022	Uniforms	This package is intended to buy cloth and sew uniforms (suits) for 84 drivers and 30 internal security officers, procure 40 Overhaul suits for mechanics, 3 dozens t-shirts for security, 10 corporate suits for Customer Service Staff, etc., for FY 2022. Kindly Reference Entity's budget notes for details. The balance of US\$1,140.00 from this budget line is used to pay for the sewing of the drivers and securities uniforms.
8	IFBNO:NTA/SBA/RFO/003/2022	Vehicle rental	This package encompasses 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's use (employee).

Prepared By:

PROCUREMENT MANAGER

Approved:

CHAIRMAN-PROCUREMENT COMMITTEE

Date:

07-07-22

Date:

07.02.22



07/08/2022

National Transit Authority

DRAFT PROCUREMENT PLAN --SBA
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EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
9	IFBNO:NTASBARFQ/004/2022	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\$7,422.00, of which US\$14,202.00 is used to purchase 526 bags of 25kg rice for employees; US\$2,100.00 for Board Meetings; US\$2,000.00 for corporate baskets, US\$1,620.00 for Budget Committee sitting, US\$500.00 for bid evaluation panels' transportation and sitting and US\$4,000.00 for Year End & Retirement Programs.
10	IFBNO:NTASBARFQ/005/2022	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\$2,500.00 from this budget line is used for shipping expenses payable directly to the Port's authorities.

Prepared By:

PROCUREMENT MANAGER

Approved:

CHAIRMAN-PROCUREMENT COMMITTEE

Date:

Date:



Feb 6/15/2022