



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/0510/'19

September 18, 2019

Hon. Herbie T. McCauley  
**MANAGING DIRECTOR**  
National Transit Authority  
Republic of Liberia

Dear Hon. McCauley:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Transit Authority SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 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>

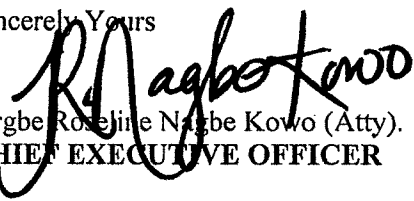
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NTA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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

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

National Transit Authority

DRAFT PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

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	1	IFBNO:NTASBA/RB/001/19/20	Petroleum Product [Fuel & Gasoline]	G-4661	316,200 gallons	1,169,940.00	RB	4/12/19	4/19/19	4/26/19	5/03/19	6/03/19	6/17/19	6/24/19	7/01/19	n/a	4/30/20	6/19/20
Update																		
Actual																		
Planned	2	IFBNO:NTASBA/NCB/001/19/20	Printing & Binding	C-1811	Assorted	38,000.00	NCB	4/4/19	4/11/19	4/29/19	5/06/19	6/05/19	6/17/19	6/28/19	7/01/19	n/a	5/20/20	6/15/20
Update																		
Actual																		
Planned	3	IFBNO:NTASBA/NCB/002/19/20	Personnel Life Insurance	K-6511	1 Firm	75,780.00	NCB	4/4/19	4/11/19	4/29/19	5/06/19	6/05/19	6/17/19	6/28/19	7/01/19	n/a	5/20/20	6/15/20
Update																		
Actual																		
Planned	4	IFBNO:NTASBA/NCB/003/19/20	Non-Life Insurance	K-6512	1 Firm	9,525.00	NCB	4/4/19	4/11/19	4/29/19	5/06/19	6/05/19	6/17/19	6/28/19	7/01/19	n/a	5/20/20	6/15/20
Update																		
Actual																		
Planned	5	IFBNO:NTASBA/NCB/004/19/20	Security Guard Service	N-8010	1 Firm	45,000.00	NCB	4/4/19	4/11/19	4/29/19	5/06/19	6/05/19	6/17/19	6/28/19	7/01/19	n/a	5/20/20	6/15/20
Update																		
Actual																		
Planned	6	IFBNO:NTASBA/RFC/001/19/20	Building Materials	G-4663	Assorted	11,000.00	RFC	5/16/19	5/23/19	5/31/19	6/07/19	6/14/19	6/18/19	7/02/19	7/05/19	n/a	5/25/20	6/16/20
Update																		
Actual																		
SUB-TOTAL						\$1,349,245.00												

Prepared by:

Kelvin C. Johnson

Procurement Manager

Date:

05.08.19

Approved by:

Herbie T. McCauley

CHAIRMAN-PROCUREMENT COMMITTEE

Date:

05.08.19



National Transit Authority

DRAFT PROCUREMENT PLAN --SBA

SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE

Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

Corrected Version  
9/23/19  
National Transit Authority  
Submitted Corrected Provisional Procurement Plan received by Winston K.



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)	Accelerance Final Payment	
Planned Update Actual	7	IFBNO:NTASBAJRFQ00219120	Uniforms	G-4771	162	10,000.00	RFQ	4/22/19	4/29/19	5/07/19	5/14/19	5/21/19	5/24/19	6/03/19	6/14/19	n/a	8/20/19	9/25/19
Planned Update Actual	8	IFBNO:NTASBAJRFQ00319120	Vehicle Rental	H-4922	1 Firm	2,000.00	RFQ	4/22/19	4/29/19	5/07/19	5/14/19	5/21/19	5/24/19	6/03/19	7/01/19	n/a	4/20/20	6/22/19
Planned Update Actual	9	IFBNO:NTASBAJRFQ00419120	Residential Property	L6810	5 Units	6,480.00	RFQ	4/22/19	4/29/19	5/07/19	5/14/19	5/21/19	5/24/19	6/03/19	7/01/19	n/a	4/20/20	6/22/19
Planned Update Actual	10	IFBNO:NTASBAJRFQ00519120	Sports Materials	G4763	Assorted	3,000.00	RFQ	5/17/19	5/24/19	6/03/19	6/10/19	6/17/19	6/21/19	6/28/19	7/04/19	n/a	4/30/20	6/22/20
Planned Update Actual	11	IFBNO:NTASBAJRFQ00619120	Custom Broker Cleaning Service	H5224	1 Firm	7,000.00	RFQ	5/17/19	5/24/19	6/03/19	6/10/19	6/17/19	6/21/19	6/28/19	7/04/19	n/a	4/30/20	6/22/20
SUB-TOTAL					\$28,480.00													

Prepared by:   
Kelvin C. Johnson  
Procurement Manager

Date: 05-08-19  
altay  
signed 10, 2019

Approved by:   
Herbie T. McCauley  
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 05-08-19  
Provisional  
9/23/19  
Submitted Corrected Provisional Procurement Plan received by Winston K.

National Transit Authority

DRAFT PROCUREMENT PLAN --SBA

SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE

Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

Corrected Version  
9/23/19  
NTA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1
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	
12	IFBNO:NTASBAIRFQ00719/20	Rice	G-4630	1	6,945.00	RFQ	5/10/19	5/17/19	5/24/19	5/28/19	6/26/19	7/03/19	7/08/19	7/15/19	n/a	12/17/19	4/30/20	
Planned																		
Update																		
Actual																		
GRAND-TOTAL					\$1,384,670.00													

Prepared by:   
Kelvin C. Johnson  
Procurement Manager

Date: 05/08/19

Approved by:   
Herbie T. McCauley  
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 05/08/19

9/18/19  
update  
Magkara Provision  
09/18/19



National Transit Authority



DRAFT PROCUREMENT PLAN --SBA

SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE

Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

EXPLANATORY NOTES TO PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTASBARB/001/19/20	Petroleum Product [Fuel & Gasoline]	This package is a combination of two sub-packages under the budget line: "Fuel & Lubricants/Transit buses" and "Fuel, Gasoline & Lubricants" and is intended to purchase 292,200 gallons of Fuel @ 3.70/gal (for the exclusive use of the transit buses) and 24,000 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, Gbarnga and Buchanan) for FY 2019/2020. The difference in the amount (\$32,400) is used for Lubricant, on the Non-SBA Procurement Plan.
2	IFBNO:NTASBANC/001/19/20	Printing & Binding	This package is intended to print 12 denominations of revenue tickets, color specific with hubs & serial numbers; printing of complimentary cards, waybills, transmittal slips, attendance log, hospital slips, LPOs, Price analysis forms, goods receipt forms, Drivers' log, etc.
3	IFBNO:NTASBANC/002/19/20	Personnel Life Insurance	This package is derived from the budget line "Insurance & Registration". US\$75,780.00 is budgeted from this package to provide Personnel Life Insurance coverage for 421 employees of the NTA for FY 2019/2020. US\$9,525.00 is intended for Non-life insurance while US\$7,620.00 is intended for the registration of the 20 (twenty vehicles) and four (4) motorbikes with the Ministry of Transport.
4	IFBNO:NTASBANC/003/19/20	Non-life Insurance [Vehicles & Bikes]	This package is derived from the budget line "Insurance & Registration". US\$9,525.00 is budgeted to contract the service of an insurance firm to insure nineteen (19) transit buses, one (1) executive status vehicle and four (4) motorbikes for FY 2019/2020. In this same package, US\$75,780.00 is intended for Personnel Life Insurance while US\$7,620.00 is intended for the registration of the transit buses, administrative vehicles and motorcycles with the Ministry of Transport..
5	IFBNO:NTASBANC/004/19/20	Security Guard Service	This package is a sub-set of "Professional Services" as contained on the budget line and is intended to contract the services of a Security Guard Firm @45,000 to provide security to the entity and its properties during the Fiscal period 2019/2020. The balance of 31,000.00 from this budget line is used for legal services. (Please reference Consultancy Procurement Plan- SBA-Core Budget-2019/2010).
7	IFBNO:NTASBARFQ/001/19/20	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 2019/2020.
	IFBNO:NTASBARFQ/002/19/20	Uniforms	This package is intended to buy jeans trousers and T-shirts for 75 conductors and 74 drivers. Lot 1: T-shirts & Jeans; Lot 2: Production of Dark Blue suits (148 yards of dark blue cloth). It also includes purchasing of uniforms for the fleet preparation crew. No one vendor can provide all of the services included in the package. The various facet amounts are less than \$10,000.00. Reference Entity's budget notes for details.
	IFBNO:NTASBARFQ/003/19/20	Vehicle rental	This package emanates from the Budget line "Rent". It's intended for vehicle rental (US\$2,000.00). The balance US\$6,480.00, is used for building rental and/or lease in favor of NTA out-of-town bus crew (employees).
	IFBNO:NTASBARFQ/004/19/20	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 five guest houses rented by the NTA. They are Buchanan Guest House (US\$1,680.00/annum), Cantia Guest House (US\$900.00/annum), Volindama Guest House (US\$900.00/annum), Gbarnga Guest House (US\$1,500.00/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:

08.08.19

Date:

08.08.19





DRAFT PROCUREMENT PLAN --SBA  
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE  
Fiscal Year: 2019-2020 (July 1, 2019 – June 30, 2020)

EXPLANATORY NOTES TO PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
10	IFBNO:NTAISBA/RFO/005/19/20	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\$16, 255.00, of which US\$6,945.00 is used to purchase rice for employees once a year (July or December); US\$4,210.00 is for employees' bonus (during festive seasons); US\$1,600.00 for Board Meetings and US\$500.00 for bid evaluation panelists transportation.
11	IFBNO:NTAISBA/RFO/006/19/20	Custom Broker Clearing Service	This package is from the budget line "Shipping/Handling" and is intended to hire the services of a broker/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\$30,000.00 is used for shipping expenses payable directly to the Port's authorities.
12	IFBNO:NTAISBA/RFO/005/19/20	Rice	This package is a facet of the budget line "Entertainment" and is intended to procure (July or December) 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% in July or December, for the sole purpose of purchasing rice. The full budget line amount is US\$16, 255, of which US\$4,210.00 is for employee's bonus (during festive seasons); US\$1,600.00 for Board meetings; US\$3,000.00 for sporting materials and US\$500.00 for bid evaluation panelists' transportation.

Prepared By: [Signature]  
PROCUREMENT MANAGER

Approved: [Signature]  
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 05/08/19

Date: 05/08/19

Corrected version

Provisional Approval

[Signature] 09/10/19