



REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.ppcc.gov.lr EMAIL: info@ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0252/25'**

February 5, 2025

Hon. Edmund Forh Forh
MANAGING DIRECTOR

National Transit Authority
Japan Freeway, Gardnerville
Republic of Liberia

Dear Hon. Forh:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the National Transit Authority (NTA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the NTA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the NTA that the procurement plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP) and that the MFDP will process allotments in keeping with the approved procurement plan.

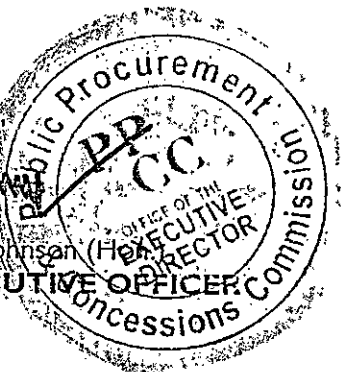
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality, and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,


Bodger Scott Johnson (Hon)
CHIEF EXECUTIVE OFFICER





Office of the Managing Director

REF: EFF/NTA/MD/128-2025

January 31, 2025

Hon. Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

*Josephine Gelescia
Feb. 3, 2025
2:48 PM*

Dear Hon. Johnson:

Ref.: **SUBMISSION OF ANNUAL PROCUREMENT PLANS-FY 2025**

We present our compliments and herewith submit the National Transit Authority's draft Annual Procurement Plans for the Fiscal Year 2025 (January 02, 2025 to December 31, 2025) for your approval, consistent with section 40(2) & (4) of the PPC Act.

The Procurement plans are outlined as follows:

No.	Plan	Total
1.	NON-SBA CORE BUDGET PROCUREMENT PLAN	US\$778,643.00
2.	SBA CORE BUDGET PROCUREMENT PLAN	US\$1,899,581.00
3.	CONSULTANCY SERVICES PROCUREMENT PLAN	US\$72,438.00
4.	PUBLIC PRIVATE PARTNERSHIP PROCUREMENT PLAN	US\$510,000.00
GRAND TOTAL		US\$3,260,662.00

Note: Each plan is attached with its explanatory notes.

We also wish to emphasize that consistent with the Government of Liberia (GOL) endeavor to produce a "Liberian millionaire", the NTA has planned under the SBA framework and allocated **One Million Eight Hundred Ninety-Nine Thousand Five Hundred Eighty-One (US\$1,899,581.00) United States Dollars**, which translates into a **58.257%** of the entire procurement budget.

Attached hereto, along with the procurement plans, are the Entity's approved budget, budget notes and cash plan for FY 2025.

Thanks for your usual support to the transportation sector.

Sincerely yours,

Edmund Forh Forh
MD & CHAIRMAN/PROCUREMENT COMMITTEE




Japan Freeway, Gardnersville
P.O. Box 183 Monrovia, Liberia
Tel: 0777015635

PROCUREMENT PLAN---CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

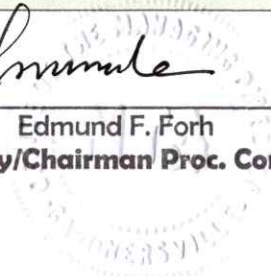
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA								IMPLEMENTATION DATES												
	Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BO Q/Drawings	Prep. of Bid Document	PC Approval Bid Document/ Tech. 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	Remarks	
Planned	1	IFBNO:NTA/SS/001/2025	Spare Parts-GEN	G-4530	Assorted	205,702.00	SS	4/11/25	4/18/25	4/25/25	5/09/25	6/06/25	6/13/25	6/20/25	6/27/25	n/a	11/28/25	12/19/25		
Update																				
Actual																				
Planned	2	IFBNO:NTA/NCB/001/2025	Lubricants	G-4661	98 drums	63,780.00	NCB	12/10/24	12/20/24	1/15/25	1/22/25	2/20/25	2/27/25	3/03/25	3/06/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	3	IFBNO:NTA/NCB/003/2025	Scratch Cards	J6190	5,208 pcs	26,040.00	NCB	12/2/24	12/9/24	12/28/24	1/20/25	2/18/25	2/25/25	3/03/25	3/14/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	4	IFBNO:NTA/NCB/004/2025	Office Equipment	G-4741 G4753	Assorted	98,256.00	NCB	12/10/24	12/20/24	1/15/25	1/22/25	2/20/25	2/27/25	3/03/25	3/06/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	5	IFBNO:NTA/RB/001/2025	Vehicles	G4510	6	180,906.00	RB	4/11/25	4/18/25	4/25/25	5/09/25	6/06/25	6/13/25	6/20/25	6/27/25	n/a	11/28/25	12/19/25		
Update																				
Actual																				
SUB-TOTAL						\$574,684.00														


Prepared by: Samuel G. Hney 1/29/25
 Samuel G. Hney
 Procurement Manager



Date: 1-29-25


Approved by: Edmund F. Forh
 Edmund F. Forh
 Head of Entity/Chairman Proc. Committee



Date: 01/29/25

 Office Of The
 EXECUTIVE DIRECTOR

PROCUREMENT PLAN---CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

	2	3	4	5	6	7	8	9	10	11	12	13	14	1	16	17	18	19	20	
	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	Remarks	
Planned	6	IFBNO:NTA/NCB/005/2025	Cleaning Materials	G4773	Assorted	13,768.00	NCB	12/2/24	12/9/24	12/28/24	1/20/25	2/18/25	2/25/25	3/03/25	3/14/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	7	IFBNO:NTA/NCB/006/2025	Stationeries	G4761	Assorted	22,566.00	NCB	12/2/24	12/9/24	12/28/24	1/20/25	2/18/25	2/25/25	3/03/25	3/14/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	8	IFBNO:NTA/NCB/007/2025	Spare Parts-LOC	G-4530	Assorted	108,843.00	NCB	12/10/24	12/20/24	1/15/25	1/22/25	2/20/25	2/27/25	3/03/25	3/06/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	9	IFBNO:NTA/RFQ/001/2025	Mechanical Equipment	G4659	Assorted	6,610.00	RFQ	4/04/25	4/11/25	4/18/25	4/25/25	5/02/25	5/9/25	5/16/25	5/22/25	n/a	12/03/25	12/29/25		
Update																				
Actual																				
Planned	10	IFBNO:NTA/RFQ/002/2025	Media Services	J-5813	Assorted	3,350.00	RFQ	2/04/25	2/11/25	2/18/25	2/25/25	3/03/25	3/10/25	3/17/25	3/24/25	n/a	12/12/25	12/22/25		
Update																				
Actual																				
SUB-TOTAL						\$155,137.00														

Prepared by: 1/29/25
 Samuel G. Hney
 Procurement Manager

Date: 1-29-25
 2/4/25

Approved by: Edmund F. Forh
 Head of Entity/Chairman Proc. Committee

Date: 01/29/25
 2/15/25

PROCUREMENT PLAN---CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

	2	3	4	5	6	7	8	9	10	11	12	13	14	1	16	17	18	19	20	
	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	Remarks	
Planned	11	IFBNO:NTA/RFQ/003/2025	Repair & Maintenance Services/Vehicle	G-4520	1 Firm	6,500.00	RFQ	4/04/25	4/11/25	4/18/25	4/25/25	5/02/25	5/9/25	5/16/25	5/22/25	n/a	12/03/25	12/29/25		
Update																				
Actual																				
Planned	12	IFBNO:NTA/RFQ/004/2025	Furniture & Fixt.	G4759	Assorted	5,590.00	RFQ	3/04/25	3/11/25	3/18/25	3/25/25	4/03/25	4/10/25	4/17/25	4/22/25	n/a	12/10/25	12/29/25		
Update																				
Actual																				
Planned	13	IFBNO:NTA/RFQ/005/2025	ICT Service	G4741	1 Firm	7,000.00	RFQ	2/04/25	2/11/25	2/18/25	2/25/25	3/03/25	3/10/25	3/17/25	3/24/25	n/a	12/12/25	12/22/25		
Update																				
Actual																				
Planned	14	IFBNO:NTA/RFQ/006/2025	Postage Services	H5310	1 Firm	522.00	RFQ	1/03/25	1/10/25	1/17/25	1/24/25	1/31/25	2/5/25	2/10/25	2/14/25	n/a	12/10/25	12/29/25		
Update																				
Actual																				
Planned	15	IFBNO:NTA/RFQ/007/2025	Safety Gears	G4771	Assorted	7,860.00	RFQ	3/04/25	3/11/25	3/18/25	3/25/25	4/03/25	4/10/25	4/17/25	4/24/25	n/a	12/10/25	12/29/25		
Update																				
Actual																				
Planned	16	IFBNO:NTA/RFQ/008/2025	Motorbikes	G-4540	6 Pcs	5,400.00	RFQ	2/04/25	2/11/25	2/18/25	2/25/25	3/03/25	3/10/25	3/17/25	3/24/25	n/a	12/12/25	12/22/25		
Update																				
Actual																				
SUB-TOTAL						\$32,872.00														

Prepared by: 1/29/25
 Samuel G. Finney
 Procurement Manager
 PROCUREMENT UNIT

Date: 1-29-25

 2/4/25

Approved by:
 Edmund F. Forth
 Head of Entity/Chairman Proc. Committee

Date: 01/29/25

 8/5/25

PROCUREMENT PLAN---CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA								IMPLEMENTATION DATES												
	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	Remarks	
Planned	17	IFBNO:NTA/RFQ/009/2025	Mechanical Tools	G4659	Assorted	9,950.00	RFQ	4/04/25	4/11/25	4/18/25	4/25/25	5/02/25	5/9/25	5/16/25	5/22/25	n/a	12/03/25	12/29/25		
Update																				
Actual																				
Planned	18	IFBNO:NTA/RFQ/010/2025	Talk Show	J6391	Assorted	6,000.00	RFQ	2/04/25	2/11/25	2/18/25	2/25/25	3/03/25	3/10/25	3/17/25	3/24/25	n/a	12/12/25	12/22/25		
Update																				
Actual																				
SUB-TOTAL						US\$15,950.00														
GRAND-TOTAL						\$778,643.00														

Prepared by: *Samuel G. Hney* 1/29/25
 Samuel G. Hney
 Procurement Manager



Date: 1-29-25

Approved by: *Edmund F. Forh*
 Edmund F. Forh
 Head of Entity/Chairman Proc. Committee

Date: 01/29/25

VEHP
2/4/25



[Signature]
 2/15/25

PROCUREMENT PLAN---CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/SS/001/2025	Spare Parts-GENERAL	This package is derived from the budget line "Spare Parts Cost" and it's intended to purchase assorted general parts directly from the manufacturer of the entity's brand of buses or from its certified designated agents or vendors. Of the remaining amount, \$US90,000.00 is shifted to the procurement of 200 pieces of tyres locally and US\$18,843.00 for the purchase of assorted readily-Used spare parts.
2	IFBNO:NTA/NCB/001/2025	Lubricants	This package originates from the budget line "Fuel / Lubricants/ Others" and is intended to procure 98 drums of assorted lubricants for the entity's fleet of buses [operation]. The lubricants include 80 drums of Engine Oil (SAE 15W50 CH-4), 4 drums Gear Box Oil (80 W 90), 3 drums Heavy Grease (RR3), 6 drums Brake Fluid and 5 drums Transmission Oil (ATF). Please reference the attached budget notes for the unit prices of each of the lubricants listed above.
3	IFBNO:NTA/NCB/003/2025	Scratch Cards	This package is from the budget line "Communication & ICT" and is intended to procure 5,208 pieces of US\$5.00-Scratch cards for operational use of Board Members, Managers and designated senior staff and other departments of the NTA. The remaining \$7,000 from this budget line is intended to purchase, install and maintain an ICT setup at the NTA for FY 2025.
4	IFBNO:NTA/NCB/004/2025	Office Equipment	This package is a combination of three budget lines "Office Equipment", "Heating, ventilation & Air Conditioning" and "Printing & Production". It's intended to purchase assorted pieces of office equipment to include color printers, laserjet printers, Heavy Duty Printers, Desktops, Laptops, Anti-virus, financial software (QuickBooks, etc.), pen drives (4-12GB), stabilizers and various specs of air conditioners. Please reference the attached budget notes for the unit price of each of the items listed above.
5	IFBNO:NTA/RB/001/2025	Vehicle	This package is from the budget line "Capital Expenditure" and it's intended to six (6) vehicles as shown below: One (1) puck-up [US\$28,000.00], Three (3) Executive Status Vehicles [US\$100,00.00] Two (2) mini-buses [US\$52,906.00].

Prepared By: *[Signature]* 1/29/25
PROCUREMENT MANAGER

Date: 1-29-25

Approved: *[Signature]*
CHAIRMAN-PROCUREMENT COMMITTEE

[Signature]
2/4/25

Date: 01/29/25

[Signature]
2/15/25
 EXECUTIVE DIRECTOR

PROCUREMENT PLAN---CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

6	IFBNO:NTA/NCB/005/2025	Cleaning Materials	This package is from the Budget Line "Supplies & Stationeries". It's intended to purchase cleaning (janitorial materials) for used by the Maintenance Department and the garage. The balance \$20,226.00 is used for assorted stationeries.
7	IFBNO:NTA/NCB/006/2025	Stationeries	This package is from the Budget Lines "Supplies & Stationeries" and "Printing & Production". It's intended for the purchase of assorted stationeries items, 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, cabinets, etc.].
8	IFBNO:NTA/NCB/007/2025	Spare Parts-LOCAL	This package is derived from the budget line "spare Parts Cost" and "Repair & Maintenance-Readily-Use Parts" and it's intended to purchase assorted local parts and tyres (200 pcs).
9	IFBNO:NTA/RFQ/001/2025	Mechanical Equipment	This package is from the budget line "Machinery, Tools & Equipment" and is intended to buy 1 lawn mower, 1 submissibile pump, 1 pressure pump, 1 air compressor, 1 hydraulic Jack and 1 calibration machine.
10	IFBNO:NTA/RFQ/002/2025	Media Services	This package is a derivative of the budget line "Public Relation" 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 \$6,000.00 is used for NTA Talk Show (Transit Talk).
11	IFBNO:NTA/RFQ/003/2025	Repair & Maintenance Services / Vehicle	This package is derived from the budget lines "Repair & Maintenance/Others" 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 accounts for payment 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 and discs.
12	IFBNO:NTA/RFQ/004/2025	Furniture & Fixtures	This package is intended to purchase office furniture, curtains, rugs, chairs, desks, wall clocks, etc.
13	IFBNO:NTA/RFQ/005/2025	ICT Services	This package is from the Budget Line "Communication & ICT". It's intended for the purchase of an ICT Setup and installation, as well as monthly charges for maintenance and other support services. The remaining US\$26,040 from this budget line is intended to purchase scratch cards for operational use by Senior management and other designated staffs
14	IFBNO:NTA/RFQ/006/2025	Postage Services	This is from the budget line "Utility (Past Experience) and is intended for the postage of official documents (Bills of laden; Contracts; letters). Of remaining US\$21,000.00, US\$1,000. 00 for garbage disposal and US\$20,000.00 for LEC Bills.

Prepared By:  1/29/25
PROCUREMENT MANAGER

Date: 1-29-25


 2/4/25

Approved: 
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 01/29/25


 2/5/25
EXECUTIVE DIRECTOR

PROCUREMENT PLAN---CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
 Fiscal Year: 2025 (January 2 – December 31, 2025)

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

15	IFBNO: NTA/RFQ/007/2025	Safety Gears	This package is from the budget lines "Uniforms" and "Machinery, Tools and Equipment" and it's intended to procure 40 pairs of safety boots for use by the mechanics, 15 pcs of helmet, 60 pcs of reflective jackets, 1 set traffic triangle, 200 pcs of rain coat and 200 pcs of rain boots. The balance US\$2,500.00 is used to purchase assorted uniforms for conductors, drivers, mechanics and Customer Service Representatives.
16	IFBNO: NTA/RFQ/008/2025	Motorbikes	This package is from the budget line "Capital Expenditure" and it is intended to procure six (6) motor cycles for used by the Transit Patrol Officers (TPOs) and other designated staff / Departments of the NTA for FY 2025.
17	IFBNO: NTA/RFQ/009/2025	Mechanical Tools	This package is derived from the budget line "Machines, Tools and Equipment" and is intended to procure mechanical tools and hand tools for the NTA Garage.
18	IFBNO: NTA/RFQ/010/2025	Talk Show	This package is from the budget line "Public Relation". It is intended to have an exclusive Radio Talk Show (Transit Talk), explaining to the Public issues of importance in relation to services provided by the entity and also to have a feedback on services rendered the public. The balance is used for adverts and other Media Services.


Prepared By:  1/29/25
 PROCUREMENT MANAGER

Date: 1-29-25

Approved: 
 CHAIRMAN-PROCUREMENT COMMITTEE

Date: 01/29/25


 2/4/25


 2/5/25

**SPECIAL PROJECT PROCUREMENT PLAN—(PPP)
SOURCE OF FUNDING: PARTNER(S) & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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	Remarks	
Planned	1	IFBNO:NTA/ICB/001/2025	Buses	G4510	1 Firm	510,000.00	ICB	10/16/24	10/23/24	10/30/24	3/10/25	4/9/25	4/18/25	4/25/25	5/30/25	n/a	11/28/25	12/22/25		
Update																				
Actual																				
GRAND-TOTAL						\$510,000.00														

Prepared by: Samuel G. Hney 1/29/25
 Procurement Manager



Date: 1-29-25

[Handwritten signature]
2/4/25

Approved by: Edmund F. Forh
 Head of Entity/Chairman Proc. Committee

Date: 01/29/25



[Handwritten signature] 5/12/25
 Office of the EXECUTIVE DIRECTOR

**SPECIAL PROJECT PROCUREMENT PLAN—(PPP)
SOURCE OF FUNDING: PARTNER(S) & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)**

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO: NTA/ICB/001/2025	Buses	This package is derived from the Budget Line "Capital Expenditure" and it's intended for the procurement of Six (6) additional mass transit buses under a Public-Private Partnership venture with a vendor/partner to be determined.


Prepared By:  1/29/25
PROCUREMENT MANAGER

Date: 1-29-25

Approved: 
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 2/1/25


 2/4/25


 2/5/25
 Office of the
 EXECUTIVE DIRECTOR

National Transit Authority



PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

m1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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	Remarks	
Planned	1	IFBNO:NTA/SBA/RB/001/2025	Petroleum Product [Fuel & Gasoline]	G-4661	225,466 gallons	1,027,389.00	RB	12/12/24	12/20/24	1/6/25	1/13/25	2/11/25	2/18/25	2/25/25	3/3/25	n/a	12/19/25	12/26/25		
Update																				
Actual																				
Planned	2	IFBNO:NTA/SBA/NCB/001/2025	Printing & Binding	C-1811	Assorted	30,423.00	NCB	12/2/24	12/9/24	12/28/24	1/20/25	2/18/25	2/25/25	3/03/25	3/14/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	3	IFBNO:NTA/SBA/NCB/002/2025	Security Guard Service	N8010	1 Firm	46,800.00	NCB	12/2/24	12/9/24	12/28/24	1/20/25	2/18/25	2/25/25	3/03/25	3/5/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	4	IFBNO:NTA/SBA/NCB/003/2025	Air Ticket	N-7911	1 Firm	10,500.00	NCB	4/11/25	4/18/25	4/25/25	5/09/25	6/06/25	6/13/25	6/20/25	6/27/25	n/a	11/28/25	12/19/25		
Update																				
Actual																				
Planned	5	IFBNO:NTA/SBA/NCB/004/2025	Construction	F4100	Lots	596,926.00	NCB	12/2/24	12/9/24	12/28/24	1/20/25	2/18/25	2/25/25	3/03/25	3/14/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	6	IFBNO:NTA/SBA/NCB/005/2025	Life/Medical Insurance	K-6511	1 Firm	78,300.00	NCB	12/10/24	12/20/24	1/15/25	1/22/25	2/20/25	2/27/25	3/03/25	3/06/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
SUB-TOTAL						\$1,790,338.00														

Prepared by: Samuel G. Hney 1/29/25
 Procurement Manager

Date: 1-29-25

Approved by: Edmund F. Forh
 Head of Entity/Chairman Proc. Committee

Date: 01/29/25
 EXECUTIVE DIRECTOR

2/4/25

National Transit Authority



PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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	Remarks	
Planned	7	IFBNO:NTA/SBA/NCB/006/2025	Non-Life Insurance [Vehicles & Bikes]	K-6512;	1	28,110.00	NCB	12/10/24	12/20/24	1/15/25	1/22/25	2/20/25	2/27/25	3/03/25	3/06/25	n/a	12/22/25	12/30/25		
Update																				
Actual																				
Planned	8	IFBNO:NTA/SBA/NCB/007/2025	Rice	G4630	450	16,650.00	NCB	4/11/25	4/18/25	4/25/25	5/09/25	6/06/25	6/13/25	6/20/25	6/27/25	n/a	11/28/25	12/19/25		
Update																				
Actual																				
Planned	9	IFBNO:NTA/SBA/RFQ/001/2025	Garbage Disposal	E-3821	1 Firm	1,000.00	RFQ	1/03/25	1/10/25	1/17/25	1/24/25	1/31/25	2/5/25	2/10/25	2/14/25	n/a	12/10/25	12/29/25		
Update																				
Actual																				
Planned	10	IFBNO:NTA/SBA/RFQ/002/2025	Renovation Works	F4100	1 Firm	10,000.00	RFQ	3/04/25	3/11/25	3/18/25	3/25/25	4/03/25	4/10/25	4/17/25	4/24/25	n/a	12/10/25	12/29/25		
Update																				
Actual																				
Planned	11	IFBNO:NTA/SBA/RFQ/003/2025	Solar Lights	C2710	1 Firm	4,500.00	RFQ	4/04/25	4/11/25	4/18/25	4/25/25	5/02/25	5/9/25	5/16/25	5/22/25	n/a	12/03/25	12/29/25		
Update																				
Actual																				
Planned	12	IFBNO:NTA/SBA/RFQ/004/2025	Custom Broker Clearing Service	H5224	1 Firm	2,000.00	RFQ	3/04/25	3/11/25	3/18/25	3/25/25	4/03/25	4/10/25	4/17/25	4/24/25	n/a	12/10/25	12/29/25		
Update																				
Actual																				
SUB-TOTAL						\$62,260.00														

Prepared by: Samuel G. Hney 1/29/25
 Samuel G. Hney
 Procurement Manager

Date: 1-29-25

Approved by: Edmund F. Forth
 Edmund F. Forth
 Head of Entity/Chairman Proc. Committee

Date: 01/29/25

**PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							IMPLEMENTATION DATES												
	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	Remarks
Planned	13	IFBNO:NTA/SBA/RFQ/005/2025	Residential Property	L6810	9 Units	10,200.00	RFQ	4/04/25	4/11/25	4/18/25	4/25/25	5/02/25	5/9/25	5/16/25	5/22/25	n/a	12/03/25	12/29/25	
Update																			
Actual																			
Planned	14	IFBNO:NTA/SBA/RFQ/006/2025	Uniforms	G4641	Assorted	3,900.00	RFQ	2/04/25	2/11/25	2/18/25	2/25/25	3/03/25	3/10/25	3/17/25	3/24/25	n/a	12/12/25	12/22/25	
Update																			
Actual																			
Planned	15	IFBNO:NTA/SBA/RFQ/007/2025	Sports Materials	G4763	Assorted	3,000.00	RFQ	4/04/25	4/11/25	4/18/25	4/25/25	5/02/25	5/9/25	5/16/25	5/22/25	n/a	12/03/25	12/29/25	
Update																			
Actual																			
Planned	16	IFBNO:NTA/SBA/RFQ/008/2025	Poly Tanks	C-2220	1 pc.	1,000.00	RFQ	2/04/25	2/11/25	2/18/25	2/25/25	3/03/25	3/10/25	3/17/25	3/24/25	n/a	12/12/25	12/22/25	
Update																			
Actual																			
Planned	17	IFBNO:NTA/SBA/RFQ/009/2025	Building Maintenance	G4663	Assorted	4,500.00	RFQ	3/04/25	3/11/25	3/18/25	3/25/25	4/03/25	4/10/25	4/17/25	4/24/25	n/a	12/10/25	12/29/25	
Update																			
Actual																			
Planned	18	IFBNO:NTA/SBA/SS/001/2025	LEC Transformer	N-7911	1 Firm	24,383.00	SS	4/11/25	4/18/25	4/25/25	5/09/25	6/06/25	6/13/25	6/20/25	6/27/25	n/a	11/28/25	12/19/25	Update
Update																			Actual
Actual																			
						SUB-TOTAL	\$46,983.00												
						GRAND TOTAL (US\$)	\$1,899,581.00												

Prepared by: Samuel G. Hney 1/29/25
Procurement Manager

Date: 1-29-25

Approved by: Edmund F. Forh
Head of Entity/Chairman Proc. Committee

Date: 01/29/25
 [Signature] 2/5/25
EXECUTIVE DIRECTOR

[Signature] 2/4/25

PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/SBA/RB/001/2025	Petroleum Product [Fuel & Gasoline]	This package is a combination of two sub-packages under the budget lines "Fuel / Lubricants & Others" and "Fuel & Gasoline - Admin" and is intended to purchase 225,466 gallons of Fuel @ 4.61/gal, including transportation cost, for the exclusive use of the transit buses and the two generators (20 KVA & 100KVA) and 25,020 gallons of gasoline @ 4.13/gal for utility use by Administration (administrative vehicles, grass cutting machines, as well as Board Members' local travels (to inspect entity's bus terminals @ Bo-Waterside, Gbarnga and Buchanan) for FY 2025. The difference in the amount is used for Lubricant, on the entity's Non-SBA Procurement Plan.
2	IFBNO:NTA/SBA/NCB/001/2025	Printing & Binding	This package is a derivative of the budget line "Printing & Production" and is intended to print 32,870 booklets of revenue tickets (in various denominations, color specific with hubs & serial numbers) and 24 booklets of receipt book.
3	IFBNO:NTA/SBA/NCB/002/2025	Security Guard Service	This package is from the budget line "Professional Services and it's intended to hire the services of a security guard firm to protect the NTA premises and assets at all times.
4	IFBNO:NTA/SBA/NCB/003/2025	Air Ticket	This package is from the budget line "Foreign Travel" and is intended to purchase tickets and other vital travel documents (Laisser passer, Yellow fever card, etc.) for six estimated foreign round-trips. The difference of US\$7,050.00 in the budget line figure is used on DSA which is not reflected in the plan due to its unprocureable nature.
5	IFBNO:NTA/SBA/NCB/004/2025	Construction	This package is from the budget line "Capital Expenditure" and it's intended to undertake the following: - Construction of Administrative Building = US\$547,094.00- [NCB] - Construction of a mini-terminal @ RedLight = US\$30,000.00)- [RFQ] - Construction of a 6-room toilet facility – US\$19,832.00 – [FA]
6	IFBNO:NTA/SBA/NCB/005/2025	Life / Medical Insurance	This package is derived from the budget line "Insurance & Registration". US\$78,300.00 is budgeted for Life/Medical Insurance for all 435 employees of the NTA. Of the remnant US\$47,260.00, US\$28,110.00 is budgeted to contract non-life insurance services (insurance of all transit buses, administrative vehicles, pick-ups and bikes), while the remaining US\$19,150.00 is intended to register all transit buses, administrative vehicles and bikes with the Ministry of Transport.
7	IFBNO:NTA/SBA/NCB/006/2025	Non-life Insurance [Vehicles & Bikes]	This package is derived from the budget line "Insurance & Registration". Of the remaining amount from this budget line, US\$78,300.00 is budgeted for Life/Medical Insurance for all 435 employees of the NTA and US\$19,150.00 for the registration all transit buses, administrative vehicles and bikes with the Ministry of Transport.
8	IFBNO:NTA/SBA/NCB/007/2025	Rice	This package is a facet of the budget line "Entertainment" and is intended to procure rice, bi-annually (July and December) for employees of the NTA. The full budget line amount is US\$27,450.00, of which US\$16,650.00 is for employees' rice (during festive seasons); US\$3,000.00 for sporting materials and the remaining US\$7,800.00 accounts for Board Meeting refreshments, bid evaluation panelists' transportation and lunch. Corporate baskets for board members at the end of the year, sitting fees for budget Committee, Retirement and Appraisal programs.

Prepared By:

[Signature]
PROCUREMENT MANAGER

Date:

1-29-25

Approved:

[Signature]
CHAIRMAN-PROCUREMENT COMMITTEE

Date:

01/29/25

[Signature]
2/4/25

[Signature]
2/15/25
 EXECUTIVE DIRECTOR

PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
9	IFBNO:NTA/SBA/RFQ/001/2025	Garbage Disposal	This package is from the budget line "Utility-Past 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 US\$20,522.00 from this budget line, US\$20,000.00 is intended for LEC installation and bills and US\$522.00 for Postage & Delivery for FY 2025.
10	IFBNO:NTA/SBA/RFQ/002/2025	Renovation Works	This package is derived from the budget line "Building Maintenance" and it's intended to renovate NTA's three bus terminals at Bo-Waterside, Buchanan and Gbarnga. Of the remaining US\$10,000.00 from this budget line, US\$1,000.00 is intended for the purchase of 1 piece of 1000-gallons poly tank, US\$2,500.00 the purchase of assorted materials for the maintenance of the Administrative Building, garage and annexes, US\$2,000.00 for the renovation of the water tower in the NTA Compound and US\$4,500.00 for the purchase, installation and maintenance of Solar lights for FY 2025.
11	IFBNO:NTA/SBA/RFQ/003/2025	Solar Lights	This package is derived from the budget line "Building Maintenance" and it's intended to procure, install and maintain solar lighting system at the NTA. ; Of the remaining US\$15,500.00 from this budget line, US\$1,000.00 is used for the purchase of 1 piece of 1000-gallons poly tank, US\$10,000.00 for renovation of NTA three bus terminals at Bo-Waterside, Buchanan and Gbarnga and US\$4,500.00 for purchase of assorted materials for the maintenance of the Administrative Building, garage and annexes and to renovate the water tower for continuous water supply to the facility
12	IFBNO:NTA/SBA/NCB/004/2025	Custom Broker Clearing Service	This package is from the budget line "Shipping/Handling Costs" and is intended to pay for the services of a brokerage/firm to handle all clearing issues of the NTA at ports of entry. The balance of US\$14,225.00 is intended for freeing of spare parts packages and transit buses (donated or bought) and payments for shipping / Clearing expenses payable directly to the Port's authorities.
13	IFBNO:NTA/SBA/RFQ/005/2025	Residential Property	This package emanates from the Budget line "Rent". It's intended for rental and or lease in favor of NTA out-of-town bus crew (employees). Currently there are nine guest houses across six counties rented by the NTA. They are Ganta Guest House (US\$1,140.00/annum), Sanniquellie Guest House (US\$960.00/annum), Saclepea Guest House (US\$900.00/annum), Voinjama Guest House (US\$900.00/annum), Zwedru Guest House (US\$900.00/annum), Gbarnga Guest House (US\$1,500.00/annum), Gbapolu Guest House (US\$900.00/annum), Buchanan Guest House (US\$1,500.00/annum) and Maryland Guest House (US\$900.00/annum).
14	IFBNO:NTA/SBA/RFQ/006/2025	Uniforms	This package is intended to buy jeans trousers and T-shirts for 80 conductors and 80 drivers. Production of Dark Blue/Grey suits for Customer Service Staffs and 40 sets of overhaul suits for the mechanics. The remaining US\$1,400.00 is intended to buy 40 pairs of safety booths for the mechanics.

Prepared By: *[Signature]* 11/29/25
PROCUREMENT MANAGER

Date: 1-29-25

Approved: *[Signature]*
CHAIRMAN-PROCUREMENT COMMITTEE

[Signature]
 2/4/25

Date: 01/29/25

[Signature]
 2/5/25
EXECUTIVE DIRECTOR

PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)

EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
15	IFBNO:NTA/SBA/RFQ/007/2025	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. The full budget line amount is US\$27,450.00, of which US\$16,650.00 is for employees' rice (during festive seasons); US\$3,000.00 for sporting materials and the remaining US\$7,800.00 accounts for Board Meeting refreshments, bid evaluation panelists' transportation and lunch. Corporate baskets for board members at the end of the year, sitting fees for budget Committee, Retirement and Appraisal programs.
16	IFBNO:NTA/SBA/RFQ/008/2025	Poly Tank	This package is derived from the budget line "Building Maintenance" and it's intended to purchase 1 piece of poly tank (1000gal/tank) for the restoration of water flow at the entity. Of the remaining US\$19,000.00 from this budget line, US\$2,500.00 is used for building materials, US\$10,000.00 for renovation of NTA three bus terminals at Bo-Waterside, Buchanan and Gbarnga, US\$2,000.00 for the renovation of the water tower in the NTA Compound and US\$4,500.00 for the purchase, installation and maintenance of Solar lights for FY 2025.
17	IFBNO:NTA/SBA/RFQ/009/2025	Building Maintenance	This package is derived from the budget line "Building Maintenance" and it's intended to purchase assorted materials for the maintenance of the Administrative Building, garage and annexes and to renovate the water tower for continuous water supply to the facility; Of the remaining US\$15,500.00 from this budget line, US\$1,000.00 is used for the purchase of 1 piece of 1000-gallons poly tank, US\$10,000.00 for renovation of NTA three bus terminals at Bo-Waterside, Buchanan and Gbarnga and US\$4,500.00 for the purchase, installation and maintenance of Solar lights for FY 2025.
18	IFBNO:NTA/SBA/SS/001/2025	LEC Transformer	This package is a derivative of the budget line "Machinery, Tools and Equipment" and it's intended to procure one complete set of electrical transformer from the Liberia Electricity Corporation (LEC) for installation on the premises of the NTA.

Prepared By: *[Signature]* 1/29/25
PROCUREMENT MANAGER

Date: 1-29-25

Approved: *[Signature]*
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 01/29/25



[Handwritten Signature]
 2/4/25

[Handwritten Signature]
 2/5/25
EXECUTIVE DIRECTOR

- PROCUREMENT PLAN FOR CONSULTANCY SERVICES



National Transit Authority

**PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	No. of FIRMS /PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
								PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	RFP NO. NTA/SBA/SSS/001/2025	Legal Retainer Services	M6920	1	US\$6,000.00	SSS	12/20/24	12/27/24	1/7/25	1/14/25	1/21/25	1/28/25	2/5/25	2/12/25	3/11/25	3/18/25	3/21/25	3/31/25	12/30/25
UPDATE																				
ACTUAL																				
PLANNED	2	RFPNO: NTA/SBA/LCS/001/2025	Financial Consultancy	M6910	1	US\$14,400.00	LCS	12/20/24	12/27/24	1/7/25	1/14/25	1/21/25	1/28/25	2/5/25	2/12/25	3/11/25	3/18/25	3/21/25	3/31/25	12/30/25
UPDATE																				
ACTUAL																				
SUB-TOTAL						US\$20,400.00														

Prepared by: Samuel G. Hrey 1/29/25
Procurement Manager

Date: 1-29-25
2/4/25

Approved by: Edmund F. Forh
Head of Entity/Chairman Proc. Committee

Date: 01/29/25
2/5/25

- PROCUREMENT PLAN FOR CONSULTANCY SERVICES



National Transit Authority

**PROCUREMENT PLAN --SBA
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 2 – December 31, 2025)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES														
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	No. of FIRMS /PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD									
								PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARDED & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT			
PLANNED	1	RFP NO. NTA/SBA/CBS/01/2025	Trainings	P8449	1	US\$52,038.00	CBS	12/20/24	12/27/24	1/7/25	1/14/25	1/21/25	1/28/25	2/5/25	2/12/25	3/11/25	3/18/25	3/21/25	3/31/25	12/30/25		
UPDATE																						
ACTUAL																						
SUB-TOTAL						US\$52,038.00																
GRAND-TOTAL						US\$72,438.00																

Prepared by: Samuel G. Hrey 1/29/25
 Procurement Manager

Date: 1-29-25

Approved by: Edmund F. Forh
 Head of Entity/Chairman Proc. Committee

Date: 01/29/25

 EXECUTIVE DIRECTOR

- PROCUREMENT PLAN FOR CONSULTANCY SERVICES

EXPLANATORY NOTES TO PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:NTA/SBA/SSS/001/2025	Legal Services	This package is from the budget line "Professional Services and it's intended to retainer the services of Gbaintor Law Firm, which has provided legal guidance and services to the NTA for the last Fiscal Period. Currently, the entity has several legal cases pending, some of which hearing begun before the end of the fiscal period 2024. Of the remaining US\$79,200.00 from this budget line, \$14,400.00 is for financial consultancy, \$18,000.00 for court and court-related expenses; and \$46,800.00 for the hiring of Security Guards Services.
2	IFBNO:NTA/SBA/LCS/001/2025	Financial Consultancy	This package is from the budget line "Professional Services and it's intended to hire the services of a financial consultant / Consultancy firm to guide the entity in its revenue generation quest as well as to provide financial guidance and to identify and source other sources of revenue aside the regular transit operations. Of the remaining US\$70,800.00 from this budget line, \$6,000.00 is for legal retainer, \$18,000.00 for court and court -related expenses; and \$46,800.00 for the hiring of Security Guards Services.
3	IFBNO:NTA/SBA/CBS/001/2025	Trainings	This package is from the budget line "Capacity Building" and it's intended to build the capacities of employees locally and internationally. Locally, US\$20,035.00 will be used for vocational and technical trainings, and US\$32,000.00 for international trainings.

Prepared By:

[Signature]
PROCUREMENT MANAGER

Date: 1-29-25

Approved:

[Signature]
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 01/29/25

[Handwritten Signature]
2/4/25

[Signature]
 EXECUTIVE DIRECTOR