



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



National Transit Authority

PROCUREMENT PLAN--CORE BUDGET
SOURCE OF FUNDING: NATIONAL BUDGET & INTERNAL REVENUE
Fiscal Year: 2025 (January 1 – 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 (USS)	Procurement Method	Technical Specs/Q/Drawin	PC Approval Bid	Invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid	PC Approval Bid	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection & Substantial Completion	Acceptance & Final Payment	Remarks		
1	IEBNO:NTA:SS:001/2025	Spare Parts-GEN	G-4530	Associated	205,702.00	SS	4/1/25	4/16/25	4/25/25	5/09/25	6/05/25	6/13/25	6/20/25	6/27/25	n/a	11/28/25	12/19/25		
2	IEBNO:NTA:LG:001/2025	Lubricants	G-4581	980 drums	63,780.00	NCB	12/10/24	1/17/24	1/15/25	1/22/25	2/2/25	2/27/25	3/03/25	3/06/25	n/a	12/22/25	12/30/25		
3	IEBNO:NTA:AGB:003/2025	Scratch Cards	G540	5,208 pcs	26,040.00	NCB	12/2/24	1/29/24	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		
4	IEBNO:NTA:GCB:004/2025	Office Equipment	G-4741 G-4753	Associated	96,256.00	NCB	12/10/24	1/20/24	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		
5	IEBNO:NTA:AR:001/2025	Vehicles	G4510	6	180,916.00	RB	4/11/25	4/18/25	4/25/25	5/03/25	6/06/25	6/13/25	6/20/25	6/27/25	n/a	11/28/25	12/19/25		
SUB-TOTAL										\$374,682.00									

Prepared by: Edmund F. Foth Date: 2-29-25

Carroll C. Hines
Procurement Manager

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

Edmund F. Foth



National Transit Authority

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 (USS)	Procurement Method	Technical Specs/Bidders Drawn	Prep. of Bid Document	PC Approval	Bid Invitation & Release of Bid Doc.	Bid Submission /Public Opening	Bid of Bid	PC Approval – Evaluation Report	Bid Evaluation Report	PC Approval – Award and Signing	Contract Payment (Mobilization)	Advance Payment (Substantial completion)	Delivery, Acceptance & Final Payment	Delivery, Acceptance & Final Payment
Planned	6 IFBNQ:NTA:IFCB#05/2025	Cleaning Materials	G4773	Assorted	13,768.00	NQB	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 IFBNQ:NTA:IFC#06/2025	Stationeries	G4761	Assorted	22,565.00	NQB	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 IFBNQ:NTA:IFC#07/2025	Spare Parts/OC	G4530	Assorted	108,843.00	NQB	12/10/24	12/19/24	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 IFBNQ:NTA:IFC#01/2025	Mechanical Equipment	G4559	Assorted	6,610.00	RFQ	4/04/25	4/11/25	4/18/25	4/25/25	5/02/25	5/09/25	5/16/25	5/22/25	n/a	12/03/25	12/29/25		
Update																			
Actual																			
Planned	10 IFBNQ:NTA:IFC#02/2025	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: Samuel G. Hickey Date: 1-29-25

Procurement Manager

Approved by: Edmund F. Forh Date: 01/29/25

Head of Entity/Chairman Proc. Committee



National Transit Authority

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
EASIC DATA												IMPLEMENTATION DATES							
Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BQ & Drawings	Prep of Bid Document	PC Approval Bid	Invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid	PC Approval – Bid	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	Remarks	
1anned	11 IFBNO:NTA/RFQ/003/2025	Repair & Maintenance Services/Mobile	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		
1anned	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		
1anned	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		
1anned	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		
1anned	15 IFBNO:NTA/RFQ/007/2025	Safety Gears	G4771	Assorted	7,880.00	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		
1anned	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		
SUB-TOTAL												\$32,872.00							

Prepared by: *Samuel G. Hindey* Date: *1-29-25*

Samuel G. Hindey
 Procurement Manager

Approved by: *Edmund F. Forth*

Edmund F. Forth
 Head of Entity/Chairman Proc. Committee

Date: *01/29/25*



National Transit Authority

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

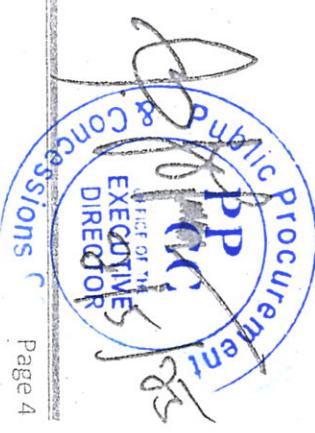
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA												IMPLEMENTATION DATES							
Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/SO Q/Drawin gs	Prep. of Bid Document	PC Approval Bid	Bid invitation & Release of Bid Doc.	Bid Submission /Public Opening	Bid Evaluation Report	Submission of Bid	PC Approval Bid	Contract Award and Signing	Advance Payment (Mobilizat ion)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	Renta rks
Planned	17	IFBNO:NTAIRP01009/2025	Mechanics 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																			
Planned	18	IFBNO:NTAIRP01012/2025	Talk Show	J6931	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																			
SUB-TOTAL												US\$15,950.00							\$778,643.00
GRAND-TOTAL																			

Prepared by: Samuel G. Hney Date: 1-29-25

Samuel G. Hney
Procurement Manager

Approved by: Edmund F. Forh Date: 6/1/22/25

Edmund F. Forh
Head of Entity/Chairman Proc. Committee



National Transit Authority

**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/ASS/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/NCE/001/2025	Lubricants	This package originates from the budget line "Fuel / Lubricants/ Others" and it's intended to purchase 80 drums of Engine Oil (SAE 15W50 CH-4), 4 drums Gear Box Oil (80 W 90), 3 drums Heavy Grease (RRB), 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/NCE/003/2025	Scratch Cards	This package is from the budget line "Communication & ICT" and is intended to procure 98 drums of assorted lubricants for the entity's fleet of buses. 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/004/2025	Vehicle	This package is from the budget line "Capital Expenditure" and it's intended to six (6) vehicles as shown below: One (1) pickup [US\$28,000.00]. Three (3) Executive Status Vehicles [US\$100,00.00]. Two (2) mini-buses [US\$52,906.00].

Prepared By: 5-20-2025 / 29 / 25

PROCUREMENT MANAGER

Date: 1-29-25

Approved: Chairman-Procurement Committee
Date: 01/29/25



National Transit Authority

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

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN		
6	IFBNO:NTA/NCB/005/2025	Cleaning Materials
7	IFBNO:NTA/NCB/006/2025	Stationeries
8	IFBNO:NTA/NCB/007/2025	Spare Parts-LOCAL
9	IFBNO:NTA/RFQ/004/2025	Mechanical Equipment
10	IFBNO:NTA/RFQ/002/2025	Media Services
11	IFBNO:NTA/RFQ/003/2025	Repair & Maintenance Services / Vehicle Services
12	IFBNO:NTA/RFQ/004/2025	Furniture & Fixtures
13	IFBNO:NTA/RFQ/005/2025	ICT Services
14	IFBNO:NTA/RFQ/006/2025	Postage Services

Prepared By:

Procurement Manager / Daffy

Date: 7-29-03

Approved

Chairman-Procurement Committee

Date: 01/29/25



National Transit Authority

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	IFBNC: NTA/RFFQ/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/RFFQ/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/RFFQ/009/2025	Mechanical Tools	This package is derived from the budget line "Machinery, Tools and Equipment" and is intended to procure mechanical tools and hand tools for the NTA Garage.
18	IFBNO: NTA/RFFQ/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:

John M. Munro
John M. Munro
PROCUREMENT MANAGER

Approved:

John M. Munro
John M. Munro
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 1-29-25

Date: 01/29/25

John M. Munro
John M. Munro
2/4/25

PROCUREMENT PLAN FOR CONSULTANCY SERVICES

National Transit Authority

PROCUREMENT PLAN -SBA

Fiscal Year: 2025 (January 2 – December 31, 2025)

Prepared by:

Date: 7-24-25

Approved by: J. M. Mire

Date: 7/1/14

Procurement Manager

2

Head of Entity/Chairman Pres. Comm
Edilberta P. Polini

NTA-SBA-CONSULTANCY PROCUREMENT PLAN-FY-2025

PROCUREMENT PLAN FOR CONSULTANCY SERVICES

National Transit Authority

PROCUREMENT PLAN --SBA

Fiscal Year: 2025 (January 2 - December 31, 2025)

Prepared by: John Doe / 29/25 Date: 1-29-25

Samuel G. Hay
Production Manager

Approved by John Doe

Date: 01/29/25

Head of Entity/Chairman Proc. Committee

Edmund F. Fork



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	<p>This package is from the budget line "Professional Services and it's intended to retain the services of Cbcaintor 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.</p>
2	IFBNO:NTA/SBA/LCS/001/2025	Financial Consultancy	<p>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.</p>
3	IFBNO:NTA/SBA/CBS/001/2025	Trainings	<p>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.</p>

Prepared By:

PROCUREMENT MANAGER

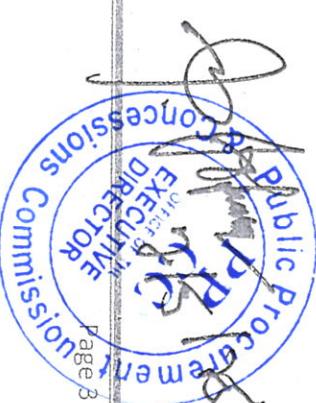
Approved:

J. M. M. Nsande

CHAIRMAN-PROCUREMENT COMMITTEE

Date: 1-29-25

27/4/25



National Transit Authority

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/SO & Drawings	Prep. of Bid Document	PC Approval Bid Document/ Tech. Specs	Bid invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid	PC Approval Bid	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	Remarks	
Planned Update	FBNO:NTAHC5/001/2025	Buses	G-510	1 Firm	510,000.00	ICB	10/15/24	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		
Actual																			
GRAND-TOTAL																			
\$510,000.00																			

Prepared by:

Samuel O. Hiney
Procurement Manager

Date: *1-29-25*

Approved by:

Edmund F. Forh

Head of Entity/Chairman Proc. Committee

Date: *01/29/25*



National Transit Authority

SPECIAL PROJECT PROCUREMENT PLAN—(PPP)
SOURCE OF FUNDING: PARTNER(S) & INTERNAL REVENUE
Fiscal Year: 2025 (January 1 – 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:

Abdullah
1-29-25
PROCUREMENT MANAGER

Approved:

Chairman-Procurement Committee

Date:

1-29-25

Date:

2/4/25

