



# **STANDARD OPERATING PROCEDURES FOR PROCUREMENT DEPARTMENT OF THE NATIONAL TRANSIT AUTHORITY (NTA)**

**SOP NUMBER: NTA: PROCUREMENT  
DEPT. 01: 2024  
VERSION NUMBER: 01**

## **1.0 Introduction**

The Procurement Department of the National Transit Authority (NTA), facilitates the timely acquisition of goods, works or services needed to run the daily activities of the NTA, ensuring that the goals of the entity are attainable. These processes are completed through planning, identifying the need for goods or services, vetting a qualified vendor, negotiating terms, creating Purchase Order, and receiving the delivery, in accordance with the PPCC Act, and other established regulations and guidelines. In order to have a monotonous and unified work process, this Standard Operating Procedures is documented to provide detailed steps in the various procurement processes.

## **2.0 Purpose**

To provide instructions in relation to the procurement processes of the NTA's Procurement Department.

## **3.0 Scope**

This SOP is limited to the procurement processes, which encompass:

- Request for Quotation (RFQ)
- National Competitive Bidding (NCB)
- Request for Proposal for Work (RFP)
- Request for Expression of Interest (REOI), and
- Procurement Planning

## **4.0 Legal Basis**

### **PFM Act 2009**

#### **Part P. Consolidated Fund Payments**

- P.4 Control of Commitment against Procurement Plan
- P.5 Contracts & Procurement
- P.6 Commitment Control or Vote Service Ledger

#### **Part U. Government Stores & Inventory**

- U.3 Procurement of Inventory

## **PPCC Act 2005**

## **5.0 SOP Owner**

The Procurement Department of the NTA

## **6.0 Definition**

DSA            Daily Subsistence Allowance

MD	Managing Director
NCB	National Competitive Bidding
NTA	National Transit Authority
PFM	Public Financial Management
PO	Purchase Order
PPCC	Public Procurement & Concession Commission
REOI	Request for Expression of Interest
RFP	Request for Proposal for Work
RFQ	Request for Quotation

## 7.0 Review Period

Annually

## 8.0 Availability

Internal only.

## 9.0 Exception to the instructions

This SOP does not cover the processes for non-procurable items, such as; personnel emoluments, the urgent purchase of materials by the Fixed Asset Section for the coding of assigned assets, the payment of petit cash, and etc. It focuses only on the procurement processes performed by the Procurement Department of the NTA.

## 10.0 Penal Provision

The supervisors and staff of the Procurement Department, and other actors involved with the procurement processes should guarantee due penalties for the action of unauthorized and wasteful expenditure as stipulated in the PFM Act, PPCC Act, the NTA Act and other legal, and regulatory framework for staff acting against these procedures.

## 11.0 Procedural Guidelines

PROCEDURES (Step-by-Step)		Responsible Section/Staff
<b>11.1 Request for Quotations (RFQ)</b>		
11.1.1.	Requester sends in their request to the MD or DMDA for approval to procure item(s).	Requester
11.1.2.	The MD or DMDA receives the request, reviews and approves if satisfactory.	MD / DMDA
11.1.3.	Forwards the approved request to Procurement Department for action.	MD /DMDA

11.1.4.	Receives the request, records and sends to the Procurement Assistant Manager for onward processing.	Procurement Assistant
11.1.5.	Receives, reviews and instructs the filing clerk to photocopy and file copy of the request.	Assistant Manager
11.1.6.	Receives the request, does photocopy, files copy of the photocopy and returns the original copy to the Assistant Manager.	Filing clerk
11.1.7.	Receives the original copy of the request and instructs the Procurement Officer to solicit at least three (3) quotations for the requested items.	Assistant Manager
11.1.8.	Receives the request and solicits three (3) quotations from vendors, analyzes and submits to the Assistant Manager within one (1) working day.	Procurement officer
11.1.9.	Receives and reviews the analyzed quotations. If okay, it is sent to the Procurement Assistant for preparation of Purchase Order (PO) but if not, the Assistant Manager raises query and sends to the Procurement Officer for correction.	Assistant Manager
11.1.10.	Receives the instruction, prepares the Purchase Order (PO) and returns same to the Assistant Manager for review.	Procurement Assistant
11.1.11.	Receives the Purchase Order (PO) and reviews. If okay, it is sent to the Manager for signature. If not, it is sent back to the Procurement Assistant for correction.	Assistant Manager
11.1.12.	Receives the Purchase Order (PO) and reviews. If okay, signs and submits to the Comptroller and the Managing Director (MD) for approval. If not, it is returned to the Assistant Manager for correction.	Manager
11.1.13.	Receives and reviews the Purchase Order (PO) attached with the request. If okay, it is approved and returned to the Procurement Department.	Comptroller & Managing Director
11.1.14.	Receives the approved Purchase Order (PO) and instructs the Procurement Officer to take the PO to the vender for supply.	Manager
11.1.15.	Receives the Purchase Order (PO) and delivers it to the vendor for the supply of goods requested.	Procurement Officer
11.1.16.	Receives the Purchase Order (PO) and supplies goods to the NTA warehouse.	Vendor
<b>11.2 National Competitive Bidding (NCB)</b>		

11.2.1.	The Procurement Committee along with the Procurement Unit, identifies priority contract packages on the plan and instructs the Procurement Manager to prepare the adverts, consistent with the PPCC required format.	Procurement Committee / Procurement Dept.
11.2.2.	Ensures that the Communication Department prepares the adverts as required, and signed by the Procurement Manager and the Procurement Committee Head.	Procurement Committee Head / Procurement Manager
11.2.3.	Sends the approved adverts to Communication Department for publication.	Procurement Manager
11.2.4.	Receives the communication and does the advertisement in the print and electronic media for a competitive bidding process in three (3) weeks' time.	Communication Department
11.2.5.	Receives the bid documents submitted in three (3) weeks' time from the bidders to the Procurement Department and submits same to the Procurement Manager.	Procurement Officer
11.2.6.	Receives the bid documents and in consultation with the Procurement Committee, open the bid documents on the date of submission.	Procurement Manager
11.2.7.	After the closure of the bid, the Procurement Committee, chaired by the Managing Director (MD), constitutes the Bid Evaluation Committee or Panel, to evaluate the bid documents submitted.	Procurement Committee
11.2.8.	Receives the bid documents submitted, evaluates, and subsequently sends an Evaluation Report to the Procurement Committee.	Evaluation Panel
11.2.9.	Receives the Evaluation Report and convenes a Procurement Committee meeting to make determination on the bid documents evaluated by Evaluation Panel.	Procurement Committee
11.2.10.	If the bid is rejected on the basis of cancellation, it is sent back to the Procurement Department for re-advertisement, but if it is rejected on the basis of re-evaluation, it sent back to the Evaluation Panel for re-evaluation.	Procurement Committee
11.2.11.	If the bid is endorsed, the committee awards the contract to the vender considering the PPCC threshold. That means, if the bid is above US \$250,000.00 or when the	Procurement Committee

	contract amount is more than what the plan carries, the committee writes PPCC for no objection to award the contract. Such contract amount of 250,000 or more are jointly implemented by PE, MFDP and MoJ. If the contract is below the US \$250,000.00 thresholds, the contract is awarded to the winner of the bid.	
<b>11.3 Request for Proposal for Work (RFP)</b>		
11.3.1.	The Procurement Committee along with the Procurement Unit, identifies priority contract packages on the plan and instructs the Procurement Manager to prepare the adverts, consistent with the PPCC required format.	Procurement Committee / Procurement Dept.
11.3.2.	Ensures that the Communication Department prepares the adverts as required, and signed by the Procurement Manager and the Procurement Committee Head.	Procurement Committee Head / Procurement Manager
11.3.3.	Sends the approved adverts to Communication Department for publication.	Procurement Manager
11.3.4.	Receives the communication and advertises in the print and electronic media for a competitive bidding process in three (3) weeks' time.	Communication Department
11.3.5.	Receives proposals for bid submitted in three weeks' time, from the bidders brought to the Procurement Department and submits same to the Procurement Manager.	Procurement officer
11.3.6.	Receives the bid documents and in consultation with the Procurement Committee opens the bid documents on the date of submission	Procurement Manager
11.3.7.	After the closure of the bid, the Procurement Committee, chaired by the Managing Director (MD), constitutes the Bid Evaluation Committee or Panel, to evaluate the bid documents submitted.	Procurement Committee
11.3.8.	Receives the request for proposals bid documents submitted, evaluates, and submits a report to the Procurement Committee, thereafter.	Evaluation Panel
11.3.9.	Receives the Evaluation Report and convenes a meeting to make determination on the request for proposals bid documents evaluated by the Evaluation Panel.	Procurement committee

11.3.10.	If the Evaluation Panel's report is rejected on the basis of cancellation, it is sent back to the Procurement Department for re-advertisement, but if it is rejected on the basis of re-evaluation, it is sent back to the Evaluation Panel for re-evaluation.	Procurement Committee
11.3.11.	If the bid is endorsed, the committee awards the contract to the vender considering the PPCC threshold. <b>That means, if the bid is above US \$250,000.00 or when the contract amount is more than what the plan carries, the committee writes PPCC for no objection to award the contract. Such contract amount of 250,000 or more are jointly implemented by PE, MFDP and MoJ. If the contract is below the US \$250,000.00 thresholds, the contract is awarded to the winner of the bid.</b>	Procurement Committee
<b>11.4 Request for Expression of Interest (REOI)</b>		
11.4.1.	<b>The Procurement Committee along with the Procurement Unit, identifies priority contract packages on the plan, for the Request for Expression of Interest for Consultancies or Services, and instructs the Procurement Manager to prepare the adverts, consistent with the PPCC required format.</b>	Procurement Committee / Procurement Dept.
11.4.2.	<b>Ensures that the Communication Department prepares the adverts as required, and signed by the Procurement Manager and the Procurement Committee Head.</b>	Procurement Committee Head / Procurement Manager
11.4.3.	<b>Sends the approved adverts to Communication Department for publication.</b>	Procurement Manager
11.4.4.	Receives the communication and does advertisement in the print and electronic media for a competitive bidding process in three (3) weeks' time.	Communication Department
11.4.5.	Receives bids submitted to the Procurement Department, by the various bidders, in three (3) weeks' time and forwards same to the Procurement Manager.	Procurement Officer
11.4.6.	Receives the bid documents and in consultation with the Procurement Committee, open the bid documents on the date of submission.	Procurement Manager
11.4.7.	<b>After the closure of the bid, the Procurement Committee, chaired by the Managing Director (MD),</b>	Procurement Committee

	constitutes the Bid Evaluation Committee or Panel, to evaluate the bid documents submitted.	
11.4.8.	Receives the Request for Expression of Interest bid documents submitted, evaluates, and submits report to the procurement committee, thereafter.	Evaluation Panel
11.4.9.	Receives the evaluation report and convenes a Procurement Committee meeting to make determination on the Request for Expression of Interest bid documents evaluated by Evaluation Panel.	Procurement Committee
11.4.10.	If the panel's evaluation report is rejected on the basis of cancellation, it is sent back to the procurement department for re-advertisement, but if it is rejected on the basis of re-evaluation, it is sent back to the Evaluation Panel for re-evaluation.	Procurement Committee
11.4.11.	If the bid is endorsed, the committee awards the contract to the vender considering the PPCC threshold. That means, if the bid is above US \$250,000.00 or when the contract amount is more than what the plan carries, the committee writes PPCC for no objection to award the contract. Such contract amount of 250,000 or more are jointly implemented by PE, MFDP and MoJ. If the contract is below the US \$250,000.00 thresholds, the contract is awarded to the winner of the bid.	Procurement Committee
<b>11.5. Procurement Planning</b>		
11.5.1.	Constitutes a Budget Preparation Committee.	Senior Management
11.5.2	Conducts need assessment to draft the budget.	Budget Committee
11.5.3.	Drafts budget and forwards to the Procurement Committee Chair.	Budget Committee
11.5.4.	Receives, reviews and forwards the draft budget to the Procurement Department Manager for procurement planning.	Procurement Chairman
11.5.5.	Receives the draft budget, drafts the Procurement Plan and submits same to Procurement Chairman.	Procurement Manager
11.6.6.	Receives, reviews and submits the Procurement Plan, with cover letter to PPCC approval.	Procurement Chairman
11.5.7.	Receives, reviews and approves.	PPCC

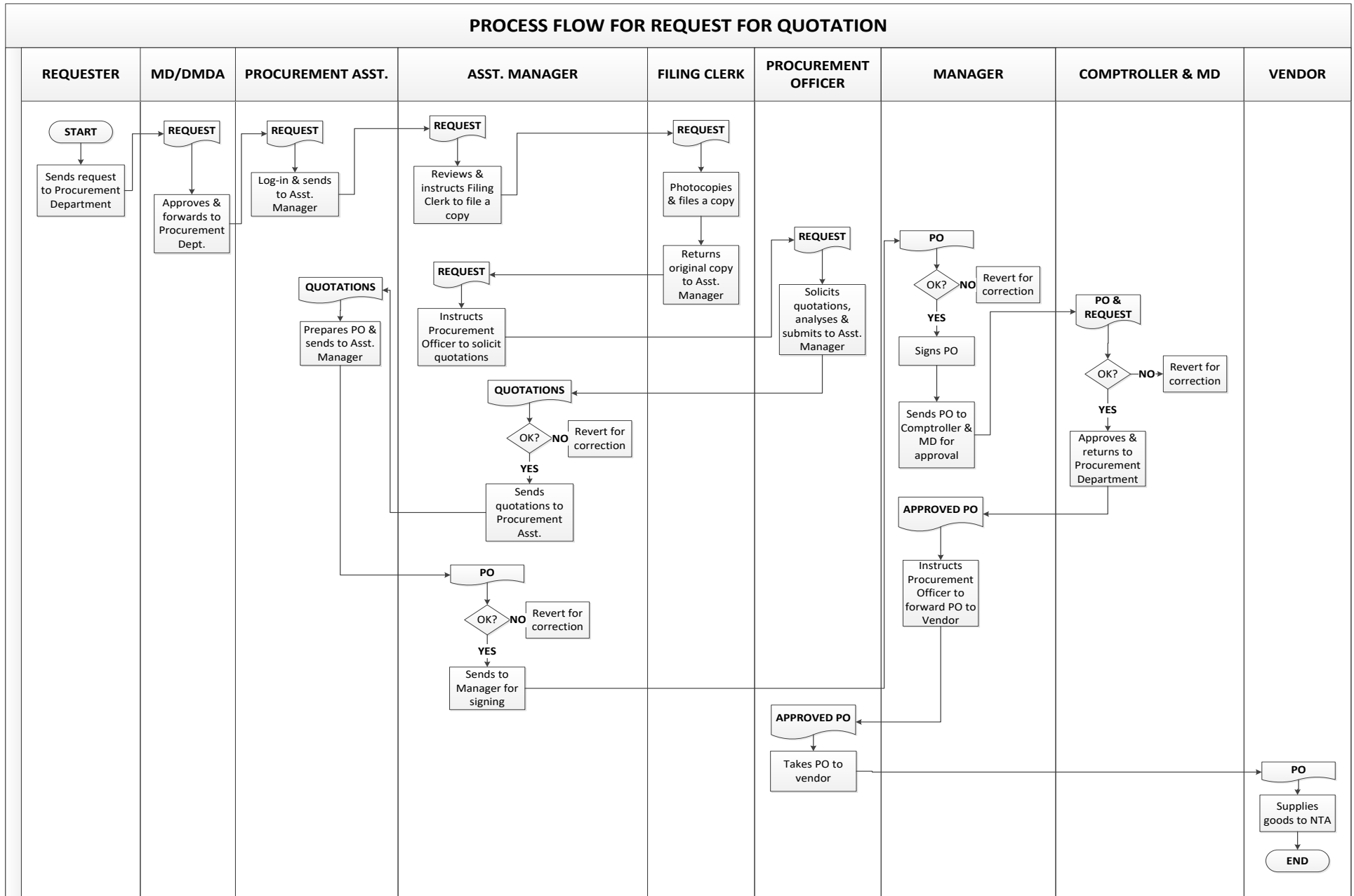


11.5.8.	If approved, the procurement plan goes into effect.	Procurement Section
---------	---	------------------------

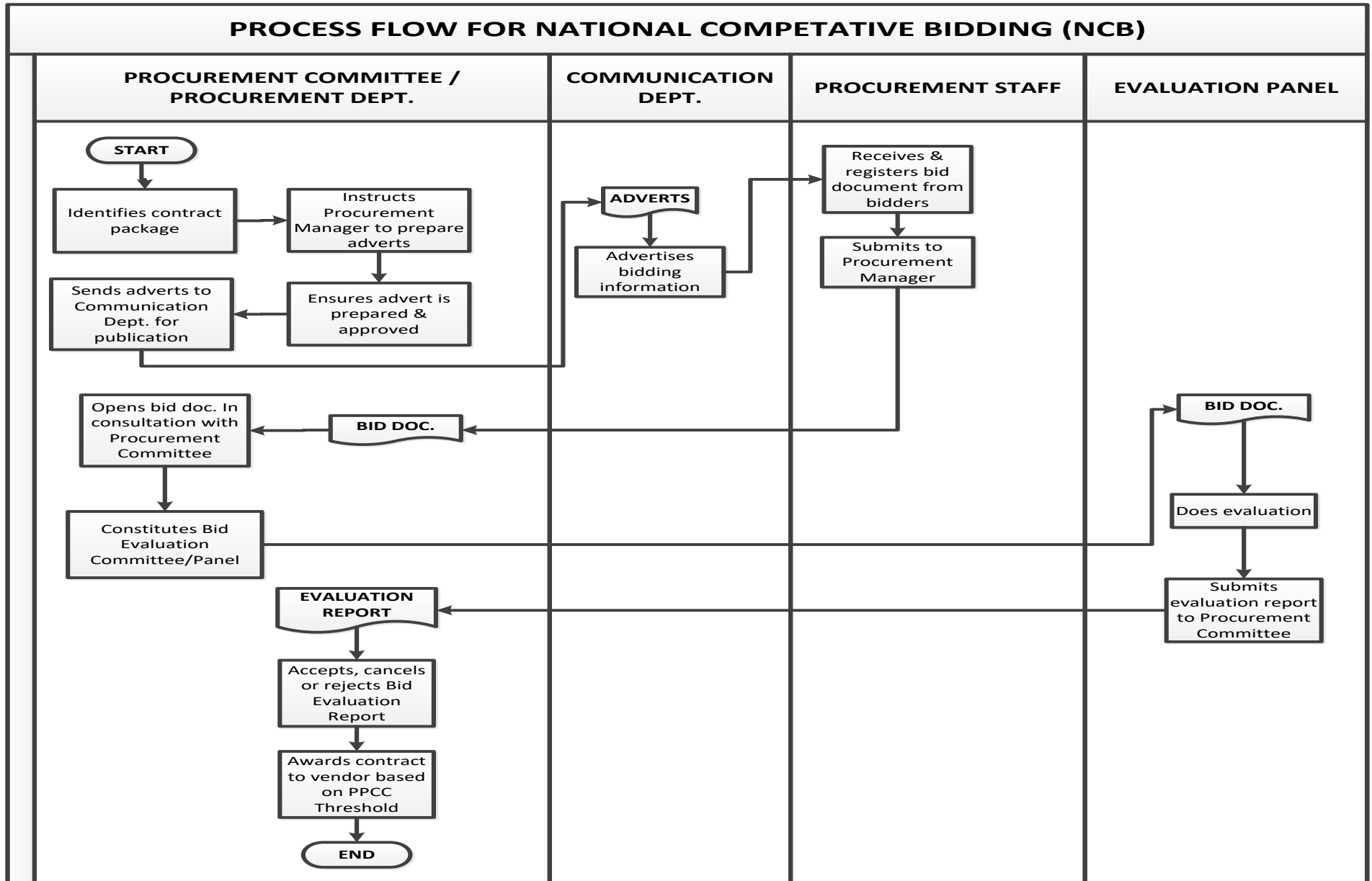
## **12.0 Forms and Records**

- Bid Advertisement
- Bid Documents
- Bid Evaluation Report
- Budget
- Cover Letter
- Procurement Plan

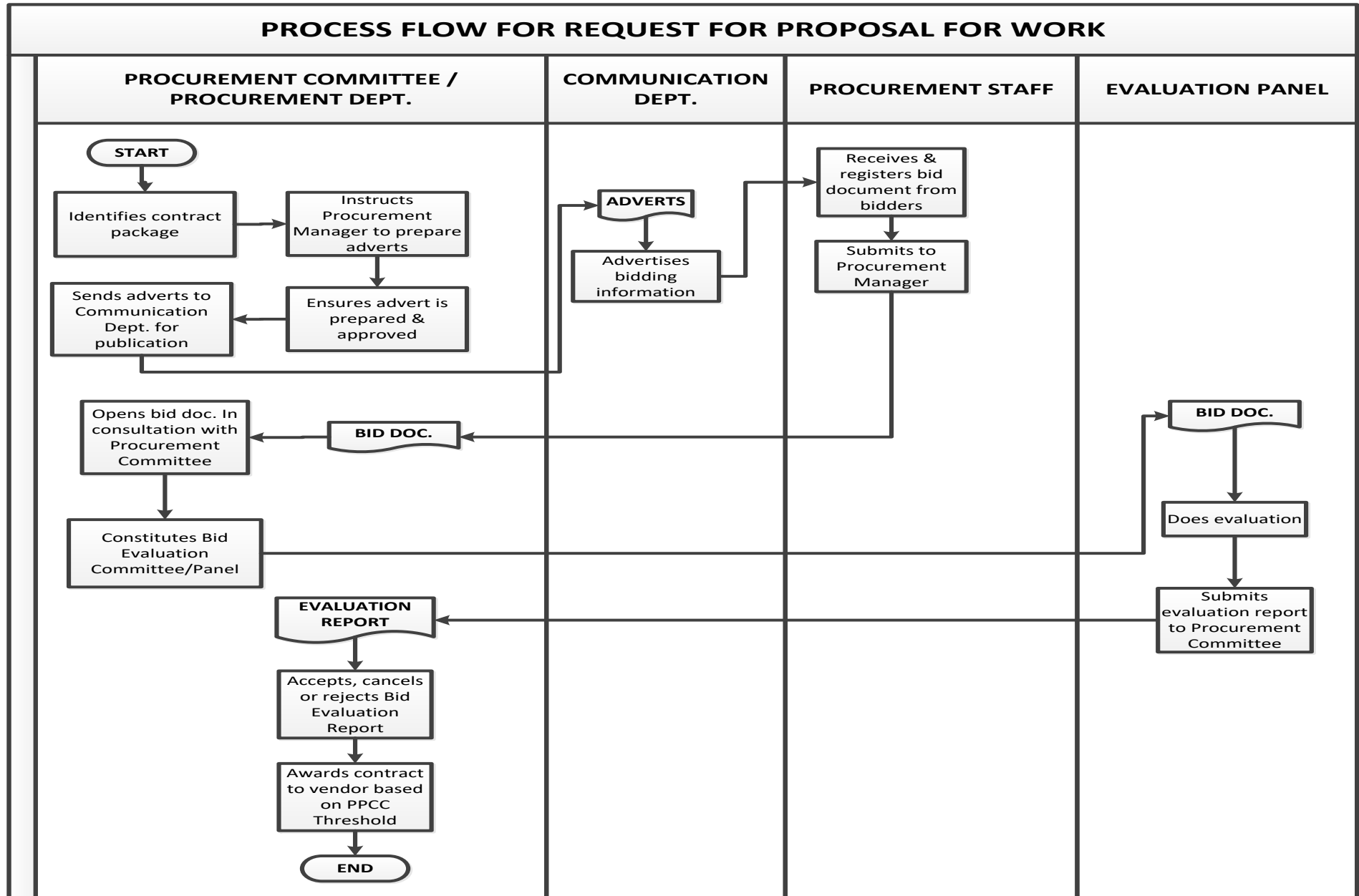
## 13.0 Flowchart



## 14.0 Flowchart

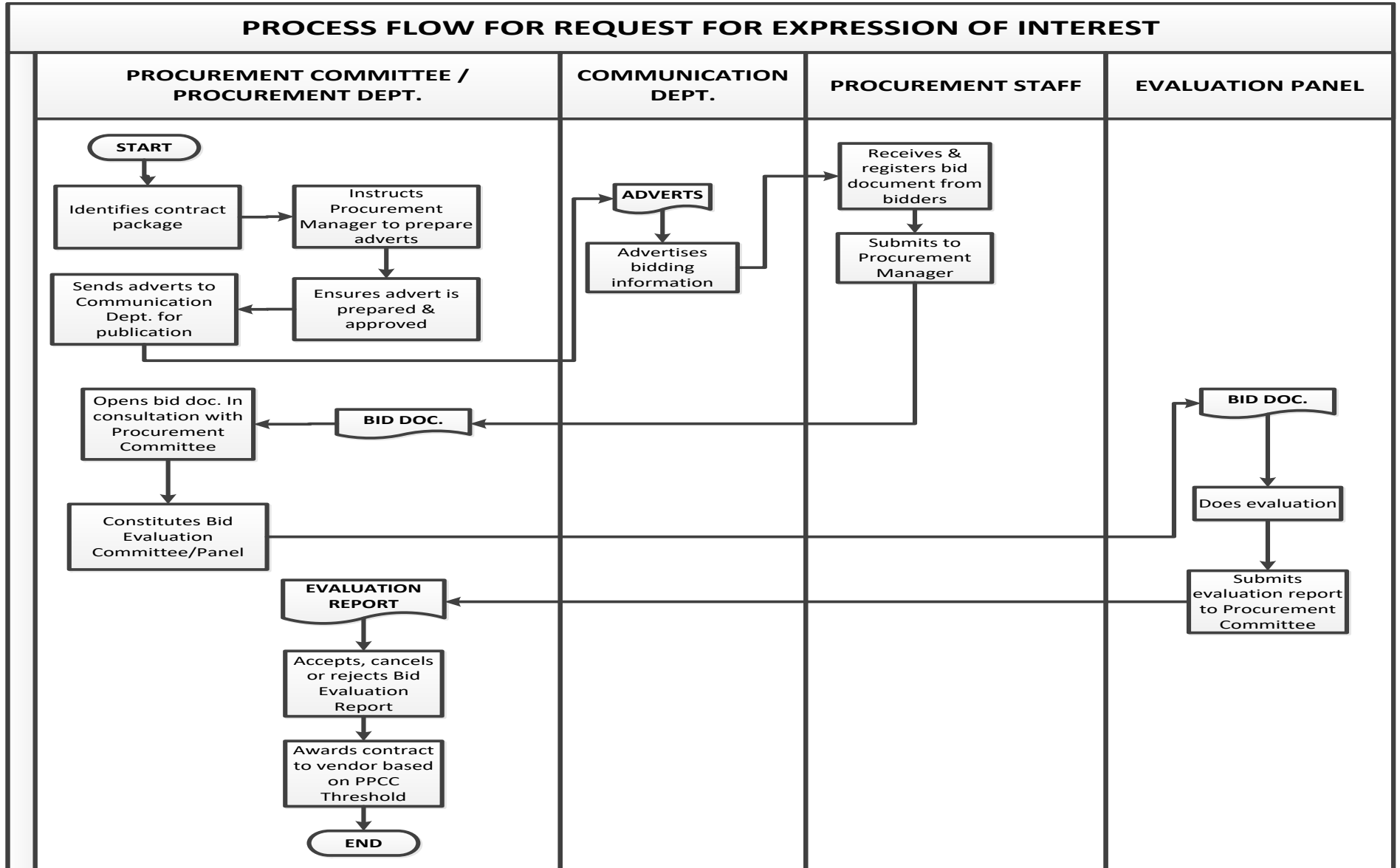


## 15.0 Flowchart

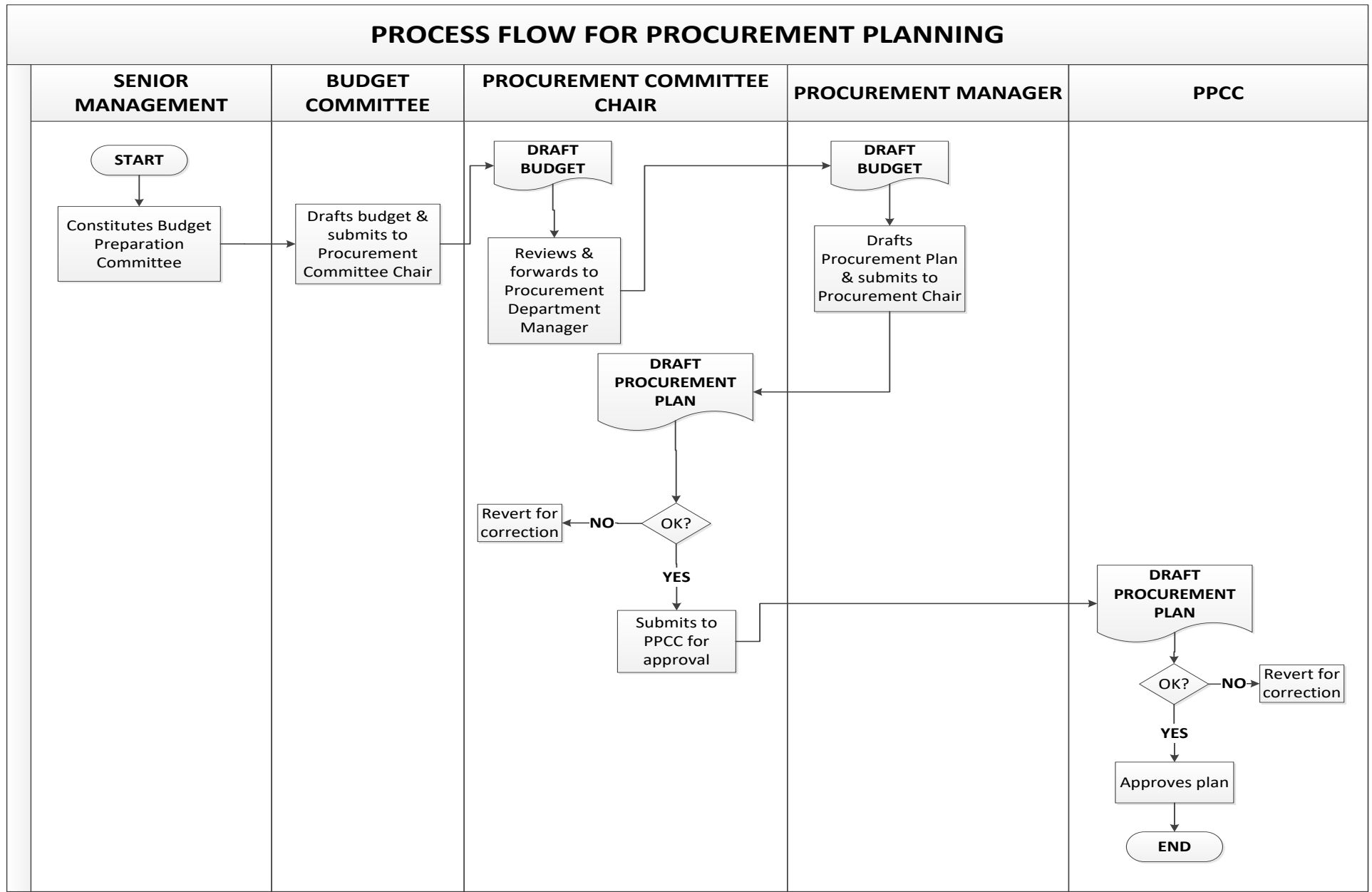


## 16.0 Flowchart

P



## 17.0 Flowchart





**16.0 Approval**

**Procurement Manager:** Samuel G. Hney

**Signature:**  5/07/25

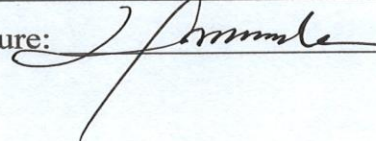
**Date:** MAY 7, 2025

**DMDA:** T. Meunier Cephas

**Signature:**  05-07-2025

**Date:** 05-07-2025

**MD:** Edmund F. Farh

**Signature:** 

**Date:** 05/07/25