



August 16, 2018  
PSA/LRA-006/FY-18/19

## Invitation for Bids (IFB) National Competitive Bidding Procurement of Cleaning Materials IFB No./LRA/SBA/NCB/002/018-019

1. The Liberia Revenue Authority (LRA) has received funds from the Government of Liberia through budgetary allocations and intends to use portion of it to fund eligible payment under the contract for the procurement of **CLEANING MATERIALS** for the fiscal year 2018/2019.
2. This bidding covers the Supply of Cleaning Materials for the LRA as fully detailed under Section V- Technical Specification as indicated below:

No	Description	Quantity
1	Supply of Cleaning Materials	Assorted

3. The LRA now invites sealed bids from **only eligible and qualified Liberian vendors** for the Supply and Delivery of **CLEANING MATERIALS**. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPCC Act 2010**.
4. Interested eligible bidders may obtain further information from  
**Walter J. Dean,**  
**Liberia Revenue Authority LRA Headquarters**  
**Basement Floor**  
**ELWA Junction Paynesville, Liberia Tel: 231-(0886) -517-891**  
**Email: [walter.dean@lra.gov.lr](mailto:walter.dean@lra.gov.lr) and [procurement@lra.gov.lr](mailto:procurement@lra.gov.lr)**
5. **Qualifications requirements:** All bids must be accompanied by;
  - A bid security (in the form of a **Managers Check/Bank Guarantee**)
  - Current tax clearance and Current business registration
  - PPCC Vendors Registration
  - Submission of Company Profile
  - Must be 100% Liberian Owned
6. Bids must be delivered to the address below on or before **Monday, September 17, 2018 at 3:00pm.**  
**Procurement Section**  
**Liberia Revenue Authority Headquarter**  
**Basement Floor ELWA Junction**  
**Paynesville, Liberia**
7. Bids shall be valid for a period of **Ninety (90)** after the deadline of bid submission. All Bids must be accompany by Bid Security of USD500.00 (**Five Hundred United State**

**Dollars**) and shall be valid for the period of **Twenty Eight (28) days** after the Tender validity period.

8. Bids will be opened on **Monday, September 17, 2018 at 3:00pm**, in the presence of bidders' representatives who choose to attend, at the address below.

**LRA Headquarters,  
Basement Floor  
ELWA Junction Paynesville,  
Liberia**

9. A complete set of Bidding Document in **English** may be picked by interested bidders from the procurement section at LRA headquarters, Basement Floor between 9:00 am & 3:00 pm daily at no charge.

10. A Pre- Bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Monday, September 3, 2018 at 12:00pm** to answer questions relevant to the bidding process.

11. **Bids must be submitted both in hard and electronic copies.** Electronic bid should be submitted through the link: [procurement@lra.gov.lr](mailto:procurement@lra.gov.lr). Late bids will be rejected and returned unopened.

12. All bids must be clearly marked with the address indicated below.

13. The address is:

**Procurement of Cleaning Materials,  
Ref: IFB No. LRA/SBA/NCB/002/018-019  
Liberia Revenue Authority LRA Headquarters,  
Basement Floor ELWA Junction, Paynesville, Liberia  
Tel: 231-(0886) -517-891  
Email: [walter.dean@lra.gov.lr](mailto:walter.dean@lra.gov.lr) and [procurement@lra.gov.lr](mailto:procurement@lra.gov.lr)**

14. The Liberia Revenue Authority reserves the right to reject or accept any bid submitted and to annul the entire process at any time for reasons to be communicated to bidders without incurring any liability.

Signed:

Signed:

Oliver N. Rogers, II  
**Deputy Commissioner General  
Administrative Affairs**

Walter J. Dean  
**Procurement Manager**