



August 16, 2018
PSA/LRA-007/FY-18/19

Invitation for Bid

National Competitive Bidding

Procurement of Goods - Supply of Stationery Supplies & Computer Cartridges and Accessories

IFB No. LRA/NCB/001/018-019

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 supply of **STATIONERY SUPPLIES & COMPUTER CARTRIDGES AND ACCESSORIES** for the fiscal year 2018/2019.
2. This bidding covers the supply of **Stationery Supplies & Computer Cartridges and Accessories** for the LRA as fully detailed under Section V - Technical Specifications. This procurement is categorized under two (2) procurement lots as indicated below;

Lot	Description	Quantity
Lot 1	Supply of Stationery Supplies	Assorted
Lot 2	Supply of Computer Cartridges and Accessories	Assorted

3. The LRA now invites sealed bids from eligible and qualified bidders for the supply and delivery of **Stationery Supplies & Computer Cartridges and Accessories**. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPC Act** and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information from the address below from the Procurement Office of the Liberia Revenue Authority Headquarters, Basement, ELWA Junction, Paynesville during working hours (09:00 AM 3:00 PM).

Walter J. Dean
Liberia Revenue Authority
Liberia Revenue Authority Headquarters
Basement Floor
ELWA Junction,
Paynesville, Liberia
Tel: 231-(0886) -517-891
Email: walter.dean@lra.gov.lr and procurement@lra.gov.lr

5. **Qualifications requirements:** All bids must be accompanied by:
 - A bid Security (in the form of Manager's Check)

- Current Tax Clearance & Current Business Registration
- PPCC Vendor Registration
- Submission of Company Profile

8. Bids must be submitted not later than **2:00pm** on **Tuesday, September 18, 2018** in **both hard and electronic copies**. Electronic bid should be submitted through the link: procurement@lra.gov.lr. Late Bids will be rejected and returned unopened.
7. Bids will be opened in the presence of Bidders' representatives who wish to attend at the addresses below;
Liberia Revenue Authority
Liberia Revenue Authority Headquarters
Basement Floor
ELWA Junction
Paynesville, Liberia
Email: walter.dean@lra.gov.lr and procurement@lra.gov.lr
8. Bids shall be valid for a period of **ninety (90) days** after the deadline of Tender submission. All Bids must be accompanied by a Bid Security and should be valid for a period of **twenty eight (28) days** after the tender validity period.
9. A complete set of Bidding Document in **English** may be picked up by interested bidders at the Liberia Revenue Authority Headquarters between 9:00 am to 3:00 pm daily from the Procurement Section at no charge.
10. A **Pre-Bid Meeting** will be held at the conference room of the LRA Headquarters, **Basement Floor on Friday August 31, 2018 at 12:00 p.m.** to answer questions relevant to the bidding process.
11. All bids must be clearly marked with the address indicated below.
12. The address is:

Procurement of Stationery & Office Supplies,
Ref: IFB No. LRA/NCB/001/018-019
Liberia Revenue Authority Headquarters
Basement Floor
ELWA Junction,
Paynesville, Liberia
Tel: 231-(0886) -517-891
Email: walter.dean@lra.gov.lr and procurement@lra.gov.lr

Signed:

Signed:

Oliver N. Rogers, II
Deputy Commissioner General
Administrative Affairs

Walter J. Dean
Procurement Manager