



August 16, 2018
PSA/LRA-008/FY-18/19

**Invitation to Bid (ITB)
Procurement of Goods
National Competitive Bidding
Procurement of Air Tickets for Foreign Travel Services
IFB No. LRA/SBA/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 Procurement of Air Tickets for Foreign Travel Services (IFB No.: LRA/SBA/NCB/001/018-019) towards the cost of procuring Airline tickets for Foreign and Regional Travels for the LRA.

Item	Lot	Description of Services
1	1	Procurement of Air Tickets for Regional Travel Services for the LRA within West African Countries
	2	Procurement of Air Tickets for Foreign (International) Travel Services for the LRA outside of West African Countries

2. The LRA now invites sealed bids from **only eligible and qualified Liberian** firms for the procurement of Air Tickets for Foreign Travel Services.
3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPCC Act** and is open to all eligible bidders.
4. Interested and eligible **Liberian** bidders may obtain further information from

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

5. A complete set of Bidding Document in **English** may be picked up by interested bidders at the LRA Headquarters between 9:00 am & 3:00 pm daily at no charge.
6. Qualification requirements include the availability of the following:
 - Valid Business Registration and Tax Certificates;
 - Bid Security (Manager's Check or Bank Guarantee);
 - List of current and past clients and their contact details;
 - Copy of Permit to operate as a Travel Agency;
 - Submission of Company Profile
 - PPCC Vendor Registration

7. Bids must be delivered to the address below on or before **Monday September 17, 2018 at 2:00 p.m.** Bids shall be valid for a period of **Ninety (90)** after the deadline of bid submission.

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

8. Bids will be opened on **Monday, September 17, 2018 at 2:00 p.m.**, including in the presence of Bidders' representatives who choose to attend, at the address below.
9. **Bids must be submitted both in hard and electronic copies.** Electronic bid should be submitted through this link: procurement@lra.gov.lr . Late bids will be rejected and returned unopened.
10. All bids must be clearly marked with the address indicated below
11. A pre bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Monday Sept 3, 2018 at 11:00 a.m.** to answer questions relevant to the bidding process.
12. 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.
13. The address is:

Procurement of Air Tickets for Foreign Travel Services for the LRA
Ref: IFB No. LRA/SBA/NCB/001/018-019
Liberia Revenue Authority Headquarters
ELWA Junction,
Paynesville, Liberia
Tel: 231-(0886) -517-891
Email: walter.dean@lra.gov.lr and procurement@lra.gov.lr

Signed:

Oliver N. Rogers
**Deputy Commissioner General/Admi.
Affairs**

Signed:

Walter J. Dean
Procurement Manager