



Invitation to Bid (ITB)
Procurement of Non-Consulting Services
National Competitive Bidding
Provision of Foreign Travel Management Services
IFB No./LRA/SBA/NCB/002/2022

1. The Liberia Revenue Authority (LRA) has received funds from the Government of Liberia through the national budgetary allocations for the fiscal year 2022 and intends to use portion of it to fund eligible payment under the contract for the provision of Foreign Travel Management Services towards the cost of procuring Air tickets for Foreign and Regional Travels for the LRA.

Item	Lot	Description of Services
1	1	Provision of Regional Travel Management Services for the LRA within West African Countries
	2	Provision of Foreign (International) Travel Management Services for the LRA Outside of West African Countries

2. The LRA now invites sealed bids from **eligible and qualified Liberian** business for the provision of Foreign Travel Management 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 and inspect the Bidding Documents at the below address
Lovetta W. J. Williams
Liberia Revenue Authority
LRA Headquarters
ELWA Junction,
Paynesville, Liberia
Tel: 231-(0886) -676-046;
Email: lovetta.johns@lra.gov.lr
5. A complete set of Bidding Document in **English** may be picked up by interested bidders at the LRA Headquarters between 9:30 am & 3:30 pm daily.
6. **Qualification requirements:** All bids must be accompanied by;
- A Bid Security in the form of a Manager's Check/bank Guarantee (**US\$500.00**)
 - Current Tax Clearance and Business Registration
 - Must show evidence to Pre-Finance up to \$20,000 USD
 - Proof of Registration on PPCC Vendor Registrar
 - Proof of similar services rendered or past performance
 - List of current and past clients and their contact details
 - Copy of Permit to operate as a Travel Agency

7. Bids must be delivered to the address below on or before **Friday, December 17, 2021 at 11:00am**. 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**

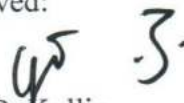
8. A pre-bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Friday December 3, 2021 at 1:00pm** to answer questions relevant to the Bidding process.
9. Bids will be opened on **Friday, December 17, 2021 at 11:00am.**, in the presence of bidders' representatives who choose to attend, at the address below.
10. All bids must be clearly marked with the address indicated below.
11. **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.
12. **The most responsive Bidder will be issued Framework Contracts.**
13. The address is:
**Provision of Foreign Travel Management Services
Ref: IFB No. LRA/SBA/NCB/002/2022
Liberia Revenue Authority
LRA Headquarters
Paynesville, Liberia
Tel: 231-(0886) -676-046
Email: lovetta.johns@lra.gov.lr and 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:



Lovetta W.J. Williams
Procurement Manager

Approved:



Aaron B. Kollie
**Deputy Commissioner General
Administrative Affairs**