



## Invitation for Bids

### National Competitive Bidding/Procurement of Cleaning Materials IFB No./LRA/NCB/007/2022

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 2022.
2. This bidding covers the Supply of cleaning Materials for the LRA as Full detailed under Section V- Technical Specification as indicated below:

Lot	Description	Quantity
1	Supply of various Cleaning Material	Assorted
2	Supply of Liberia made Hand soap and liquid floor soap	Assorted

3. The LRA now invites sealed bids from eligible and qualified bidders for the supply and delivery of **CLEANING MATERIALS**. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPC Act of 2010** and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information from  
**Lovetta W.J. Williams**  
**Liberia Revenue Authority**  
**LRA Headquarters**  
**Basement Floor**  
**ELWA Junction**  
**Paynesville, Liberia**  
**Tel: 231-(0886) -676-046**  
**Email: [lovetta.johns@lra.gov.lr](mailto:lovetta.johns@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** (US\$500.00)
  - Current tax clearance and Current business registration
  - Proof of Registration on the PPCC Vendors Registrar
  - Submission of Company Profile with Proof of similar goods and past Performance
  - Ability to One Hundred percent (100%) Pre-finance.
6. Bids must be delivered to the address below on or before **Thursday, December 30, 2021 at 2:00pm**

**Procurement Section**  
**Liberia Revenue Authority Headquarters**  
**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 accompanied by Bid Security and shall be valid for the period of **Twenty-Eight (28) days** after the Tender validity period.
8. Bids will be opened on **Thursday, December 30, 2021 at 2:00pm**, 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 at a non-refundable cost of **US 25.00** beginning **December 2, 2021** between 9:30 am & 4:00 pm daily.
10. A pre bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Thursday, December 16, 2021 at 2:00pm** 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. **The most responsive Bidder will be issued a Framework Contracts.**
13. All bids must be clearly marked with the address indicated below.
14. The address is:  
**Procurement of Cleaning Materials,  
Ref: IFB No. LRA/NCB/007/2022  
Liberia Revenue Authority  
LRA Headquarters, Basement Floor  
ELWA Junction, Paynesville, Liberia  
Tel: 231-(0886) -676-046  
Email: [lovetta.johns@lra.gov.lr](mailto:lovetta.johns@lra.gov.lr) and [procurement@lra.gov.lr](mailto:procurement@lra.gov.lr)**
15. 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**