



**Invitation for Bids (IFB)**  
**National Competitive Bidding**  
**Procurement of Stationery & Computer Cartridges**  
**IFB No./LRA/NCB/001/2022**

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 **STATIONERY & COMPUTER CARTRIDGES** for the fiscal year 2022.

2. This bidding covers the Supply of Stationery & Computer Cartridges to the LRA as Fully detailed under Section V- Technical Specification as indicated below:

Lot	Description	Quantity
1.	Supply of Stationery	Assorted
2.	Supply of Computer Cartridges	Assorted

3. The LRA now invites sealed bids from all **eligible and qualified bidders** for the Supply and Delivery of **STATIONERY & COMPUTER CARTRIDGES**. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPC Act 2010** and is open to all eligible bidders.

4. Interested eligible bidders may obtain further information from  
**Lovetta W.J. Williams,**  
**Liberia Revenue Authority Headquarters**  
**Basement Floor**  
**ELWA Junction Paynesville, Liberia Tel: 231-(0886) -676046**  
**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)**
- Current tax clearance and Current business registration
- PPCC Vendors Registrar
- Submission of Company Profile
- Proof of Similar goods supplied including contacts of previous and current clients

6. Bids must be delivered to the address below on or before **Thursday, December 30, 2021** at **3:30pm**.

**Procurement Section**  
**Liberia Revenue Authority Headquarters**  
**Basement Floor ELWA Junction**  
**Paynesville, Liberia**

7. Bids shall be valid for a period of **Ninety (90) days** after the deadline of bid submission. All Bids must be accompanied by Bid Security of **US\$500.00 (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 **Thursday, December 30, 2021 at 3:30pm**, 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 up by interested bidders from the procurement section at LRA headquarters at a nonrefundable cost of **Twenty-five (US\$25.00) United States Dollars**, Basement Floor beginning **December 1, 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 10:00am** 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 Contract**
13. All bids must be clearly marked with the address indicated below.
14. The address is:  
**Procurement of Stationery & Computer Cartridges,  
Ref: IFB No. LRA/NCB/001/2022  
Liberia Revenue Authority  
LRA Headquarters, Basement Floor  
ELWA Junction,  
Paynesville, Liberia  
Tel: 231-(0886) -676046  
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

Signed:



Aaron B. Kollie  
Deputy Commissioner General  
Administrative Affairs