



Invitation to Bids (IFB)
National Competitive Bidding
Procurement of Non-Consulting Services
Provision of Vehicle and Motorbike Insurance Services
IFB No./LRA/NCB/005/2022

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 **Provision of Vehicle & Motorbike Insurance Services** for the fiscal year 2022.
2. This bidding covers the Provision of Vehicle Insurance Services to the LRA as Fully detailed under Section V- Technical Specification as indicated below:

Lot	Description	Quantity
1a	Vehicle Insurance (Third party insurance)	71
1b	Vehicle Insurance (Comprehensive insurance)	13
2	Motor Bikes Insurance (Third Party insurance)	48

3. The LRA now invites sealed bids from all **eligible and qualified bidder** for the Provision of **Vehicle and Motorbike Insurance Services**. 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) -676-046
Email: lovetta.johns@lra.gov.lr and 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**
 - Current tax clearance and Current business registration
 - PPCC Vendors Registrar
 - Submission of Company Profile
 - Proof of Similar goods supplied
 - Insurance Company must be registered on CBL Insurance Registrar
6. Bids must be delivered to the address below on or before **Thursday, December 30, 2021 at 11:00am.**
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 with a Bid Security of **USD500.00 (Five Hundred United State Dollars)** and shall be valid for the period of **twenty-eight (28) days** after the deadline of submission.
8. Bids will be opened on **Thursday, December 30, 2021 at 11:00am**, 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 fee of **US\$25.00**, Beginning December 2, 2021 between 9:30am & 4:00pm 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 11:00am** 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. 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.
**Provision of Vehicle & Motorbike Insurance Services,
Ref: IFB No. LRA/NCB/005/2022
Liberia Revenue Authority
LRA Headquarters,
Basement Floor
ELWA Junction,
Paynesville, Liberia
Tel: 231-(0886) -676046
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**