



Deputy Commissioner General  
Administrative Affairs



LRA/SGB-DCGAA/lwjw/12-560/2022

**Section I. Invitation to Bid (ITB)  
Procurement of Non-Consulting Services  
National Competitive Bidding  
Provision of Foreign Travel Management Services  
IFB No./LRA/SBA/NCB/002/2023**

1. The Liberia Revenue Authority (LRA) has received funds from the Government of Liberia through the national budgetary allocations for the fiscal year 2023 and intends to use portion of it to fund eligible payment under the contract for the Provision of Foreign Travel Management Services (IFB No: LRA/SBA/NCB/002/2023) towards the cost of procuring Airline 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 **only eligible and qualified Liberian** firms for the provision of Foreign Travel Management Services from:

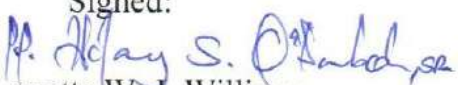
**Lovetta W.J. Williams**  
**Liberia Revenue Authority**  
**LRA Headquarters**  
**ELWA Junction,**  
**Paynesville, Liberia**  
**Tel: 231-(0886) -676-046; Email: [lovetta.johns@lra.gov.lr](mailto:lovetta.johns@lra.gov.lr)**


3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPCC Act 2010** and is open to all eligible bidders.
4. **Qualifications requirements:** All bids must be accompanied by;
  - A Bid Security in the form of a Manager’s Check/Bank Guarantee
  - Current Tax Clearance and Business Registration Certificate (registered with Business Code: **N7911**)
  - Must show evidence to Pre-Finance up to \$15,000 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

5. You may obtain copy of the bidding document from the Procurement Section at a non-refundable cost of **US\$25.00** beginning **December 21, 2022** from the LRA Headquarters at **9:00 am to 3:30 pm** daily.
6. Bids must be delivered to the address below on or before **Wednesday, January 18, 2023 at 2:00 p.m.**
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 of **USD500.00 (Five Hundred United State Dollars)** and shall be valid for the period of **Ninety (90) days** after the Tender validity period.

**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 **Thursday, January 5, 2023 at 11:00 am** to answer questions relevant to the Bidding process.
9. Bids will be opened on **Wednesday, January 18, 2023 at 2:00 p.m.**, 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. The address is:  
**Provision of Foreign Travel Management Services  
Ref: IFB No. LRA/SBA/NCB/002/023  
Liberia Revenue Authority  
LRA Headquarters  
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)**
12. **Bids must be submitted both in hard and electronic copies.** Electronic bid should be submitted through this link: [procurement@lra.gov.lr](mailto:procurement@lra.gov.lr) . Late bids will be rejected and returned unopened.
13. **The most responsive Bidder will be issued a Framework Contract.**
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  
Affairs**

Approved:  
  
Samuel G. Bennett, Jr. 12/20/22  
**Acting Deputy Commissioner General Administrative**