



Deputy Commissioner General
Administrative Affairs



LRA/SGB-DCGAA/lwjw/12-558/'2022

**Section I. Invitation to Bid (ITB)
National Competitive Bidding
Procurement of Cleaning Materials
IFB No./LRA/NCB/007/2023**

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 2023.
2. This bidding covers the Supply of Cleaning Materials to the LRA as Fully detailed under Section V- Technical Specification as indicated below:

Lot	Description	Quantity
1.	Supply of Cleaning Materials	Assorted

3. The LRA now invites sealed bids from all **eligible and qualified vendors** for the Supply 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 Headquarters
Basement Floor
ELWA Junction Paynesville, Liberia Tel: 231-(0886) -676046
Email: lovetta.johns@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 with Business Activity Code: **(G-4773)**
 - Proof of register on PPCC Vendors Registrar
 - Copy of Company Profile
 - Proof of Similar goods supplied including contacts of previous clients
6. Bids must be delivered to the address below on or before **Thursday, January 19, 2023 at 11:00 am.**

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 **USD500.00 (Five Hundred United State Dollars)** and shall be valid for the period of **Ninety (90) days** after the Tender validity period.
8. Bids will be opened on **Thursday, January 19, 2023 at 11:00 am**, 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 between 9:00 am & 3:30 pm daily.
10. A Pre-Bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Friday, January 6, 2023 at 11:00 am** 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. All bids must be clearly marked with the address indicated below.
13. The address is:
**Procurement of Cleaning Materials,
Ref: IFB No. LRA/NCB/007/2023
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 most responsive Bidder will be issued a Framework Contract.**
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
Affairs**

Approved:


Samuel G. Bennett, Jr.

Acting Deputy Commissioner General Administrative