



Deputy Commissioner General  
Administrative Affairs

LRA/SGB-DCGAA/lwjw/12-565/'2022

**Section I. Letter of Invitation to Bid  
Restricted Bidding  
Procurement of Janitorial Services  
IFB No. LRA/SBA/NCB/001/2023**

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 payments under the contract for **PROCUREMENT OF JANITORIAL SERVICES** for its FY-2023 operations.
2. This procurement covers **Procurement of Janitorial Services** separated under two lots as indicated below;

Lot	Item Description	Quantity	Location
1	Procurement of Janitorial Services	12 Months	To be provided in the Bidding Document
2	Procurement of Fumigation Services	4 Quarters (once every three month)	To be provided in the Bidding Document

3. The Liberia Revenue Authority now invites sealed bids from eligible and qualified bidders for the **Procurement of Janitorial Services**.
4. Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the PPCA and approved by the PPCC, and is open to all eligible bidders.
5. A complete set of Bidding Document in **English** may be pickup at the cost **US\$25.00** by interested bidders at LRA Headquarters between 9:30 am & 3:30 pm daily.
6. Interested eligible bidders may obtain further information from the below address within the hours of 9:30 am to 3:30pm

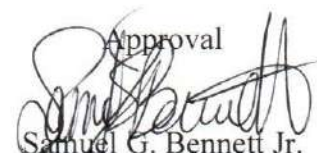
**Lovetta W.J. Williams**  
**Basement Floor**  
**Liberia Revenue Authority Headquarters**  
**ELWA Junction**  
**Paynesville, Liberia**  
**Tel: 231-(0886) – 676-046**  
**Email: [lovetta.johns@lra.gov.lr](mailto:lovetta.johns@lra.gov.lr)**



7. Qualification requirements include the following:
- A bid security (in the form of Managers Check/Bank Guarantee)
  - A valid Tax Clearance Certificate and valid Business Registration Certificate (must registered with Business Code: **N8121**)
  - Prove of registration on PPCC vendor registry
  - Company profile
  - List of Janitorial and Fumigation Equipment (**should be available during site visit**)
  - Proof of similar services rendered (clients & contracts)
8. Bids must be delivered to the address below on or before **Tuesday, January 17, 2023 at 12:00pm**. Bids shall be valid for a period of **Ninety (90) days** after the deadline of bid submission.
9. A pre-bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Tuesday, January 3, 2023 at 12:00 pm** to answer questions relevant to the Bidding process.
10. Bids will be opened on **Tuesday, January 17, 2023 at 12:00pm, in the Conference Room on the Basement Floor of the LRA Headquarter** in the presence of bidders' representatives who choose to attend, at the address below:
11. **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. All bids must be clearly marked with the address indicated below
12. **The most responsive Bidder will be issued Framework Contracts**
13. The address is: **Procurement of Janitorial Services**  
**Ref: IFB No. LRA/SBA/NCB/001/2023**  
**Liberia Revenue Authority, 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)**
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  
Manager/Procurement

Approval  
  
Samuel G. Bennett Jr.  
Acting Deputy Commissioner General  
Administrative Affairs  
12/20  
2022