



Section I. Invitation for Bid
National Competitive Bidding
Procurement and Supply of Laptop Computers
IFB No. LRA/PRJ/NCB/001/2024

1. The Liberia Revenue Authority (LRA) has received funds from the **Excise Tax Stamps Funding** as its contribution towards revenue collections and intends to apply it to fund eligible payments under the contract for **Procurement of Laptop Computers**.

2. This procurement covers **Procurement and Supply of Laptop Computers** under a single lot as indicated below;

No	Item Description	Quantity
1	Laptop Computers	20 Pieces

3. The Liberia Revenue Authority now invites sealed bids from eligible and qualified bidders for the **Procurement and Supply of Laptop Computers**

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. Interested eligible bidders may obtain further information from the below address within the hours of 9:30 am to 4:00pm

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

6. Qualification requirements include the following:

- A Bid Security of **US\$500.00** (in the form of Managers Check/Bank Guarantee)
- A valid Tax Clearance Certificate and Valid Business Registration
- Must be registered on the PPCC vendor registry
- Must be registered with business activity code: **G4741**
- Company profile
- Names of current past/clients and their contact details
- Proof of similar goods provided

7. Bids must be delivered to the address below on or before **Tuesday, April 2, 2024 at 2:00pm**. Bids shall be valid for a period of **Ninety (90) days** after the deadline of bid submission.

8. 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 to 4:00 Monday to Friday.

9. A pre-bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Tuesday, March 19, 2024 at 2:00 pm** to answer questions relevant to the Bidding process.
10. All bids must be clearly marked with the address indicated below.
11. Bids will be opened on **Tuesday, April 2, 2024 at 2:00pm**, in the presence of bidders' representatives who choose to attend, at the address below:
12. **Bids must be submitted both in hard and electronic copies.** Electronic bid should be submitted through this link: procurement@lra.gov.lr . Late bids will be rejected and returned unopened.
13. The address is:
Procurement and Supply of Laptop Computers
Ref: IFB No. LRA/PRJ/NCB/001/2024
Liberia Revenue Authority, Headquarters
Paynesville, Liberia
Tel: 231-(0886) -676-046 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
Manager/Procurement Section

Approved:



Samuel G. Bennett, Jr.
Deputy Commissioner General Adm.
Affairs



