



**Invitation to Bid**  
**National Competitive Bidding**  
**Repairs & Maintenance of Elevators**  
**IFB No. LRA/SBA/NCB/005/2024**

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 **REPAIRS AND MAINTENANCE OF ELEVATORS** for its FY-2024 operations.

This procurement covers **REPAIRS and MAINTENANCE of ELEVATORS** as indicated below;

Lot	Item Description	Quantity	Location
1	Repairs and Maintenance of Elevators	2pcs	Detail to be provided in the Bidding Document

The Liberia Revenue Authority now invites sealed bids from eligible and qualified bidders for the **Repairs and Maintenance of Elevators**.

Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPCA, 2010** and is open to all eligible bidders.

A complete set of Bidding Document in **English** may be pickup at nonrefundable cost **US\$25.00** by interested bidders at LRA Headquarters beginning **Monday, July 29, 2024** between 9:30 am & 3:30 pm daily.

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)**

Qualification requirements include the following:

- A bid security in the form of Managers Check/Bank Guarantee (**US\$500.00**)
- A valid Tax Clearance Certificate
- Valid Business Registration Certificate (with Business Code: **F4329**)



- PPCC vendor registration certificate
- Company profile
- List of Repairs & Maintenance Equipment (**should be available during site visit**)
- Proof of similar services rendered (clients & contracts)

Bids must be delivered to the address below on or before **Monday, August 12, 2024 at 2:00pm**. Bids shall be valid for a period of **Ninety (90) days** after the deadline of bid submission and must be accompany by a Bid Security and must be valid for 90 days .

A pre-bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Monday, August 5, 2024 at 2:00pm** to answer questions relevant to the Bidding process.

Bids will be opened on **Monday, August 12, 2024 at 2:00pm, 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:

**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

The address is: **Procurement of Repairs & Maintenance of Elevators**

**Ref: IFB No. LRA/SBA/NCB/005/2024**

**Liberia Revenue Authority, Headquarters**

**Paynesville, Liberia**

**Tel: 231-(0886) -676-046**

**Email: [lovetta.johns@lra.gov.lr](mailto:lovetta.johns@lra.gov.lr)**

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:



Samuel G. Bennett Jr.  
**Deputy Commissioner General  
Administrative Affairs**

