



**Invitation to Bid
Procurement of Non-Consulting Services
National Competitive Bidding
Provision of Foreign Travel Management Services
IFB No./LRA/SBA/NCB/009/2024**

- The Liberia Revenue Authority (LRA) has received funds from the Government of Liberia through national budgetary allocations for the fiscal year 2024 and intends to use portion of it to fund eligible payment under the contract for the provision of Foreign Travel Management Services towards the cost of procuring Air 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

- The LRA now invites sealed bids from **only eligible and qualified Liberian firms** for the provision of Foreign Travel Management Services. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the PPC Act and is opened to all eligible bidders.
- A complete set of Bidding Document in **English** may be picked up by interested bidders at the Procurement Section at LRA Headquarters from **Friday, July 5, 2024 at 9:30 am & 3:30 pm** daily at a nonrefundable cost of **US\$ 25.00**
- Interested and eligible **Liberian** bidders may obtain further information 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
- Qualifications requirements:** All bids must be accompanied by;
 - A Bid Security in the form of a Manager's Check/bank Guarantee (**\$500.00**)
 - Current Tax Clearance
 - Current Business Registration with Business Code: **N7911**
 - Must show evidence to Pre-Finance up to **\$10,000 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
- Bids must be delivered to the address below on or before **Friday, July 19, 2024 at 12:00 noon** Bids shall be valid for a period of **Ninety (90)** after the deadline of bid submission.
- Bids will be opened on **Friday, July 19, 2024 at 12:00 noon** 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. Late bids will be rejected and returned unopened.
- The most responsive Bidder will be issued Framework Contracts.**
- All bids must be clearly marked with the address indicated below.
Provision of Foreign Travel Management Services
Ref: IFB No. LRA/SBA/NCB/009/2024
Liberia Revenue Authority
LRA Headquarters,
Basement floor
Paynesville, Liberia
Tel: 231-(0886) -676-046 Email: lovetta.johns@lra.gov.lr and procurement@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.
Acting Deputy Commissioner General
Administrative Affairs