



Invitation for Bids (IFB)
National Competitive Bidding/
Procurement of Stationery & Computer Cartridges
IFB No./LRA/NCB/001/2024

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 **STATIONERY & COMPUTER CARTRIDGES** for the fiscal year 2024
2. This bidding covers the Supply of Stationery & Computer Cartridges to the LRA. Full detail Technical Specification will be provided

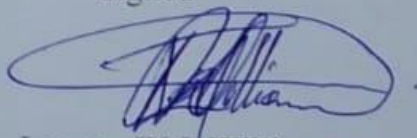
Lot	Description	Quantity
1	Supply of Stationery	Assorted
2	Computer Cartridges	Assorted

3. The LRA now invites sealed bids from all **eligible and qualified vendors** for the Supply and Delivery of **STATIONERY & COMPUTER CARTRIDGES**. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPC Act 2010** and is opened to all eligible bidders.
4. A complete set of Bidding Document in **English** may be picked up by interested bidders from the procurement section at LRA headquarters, Basement Floor from **Monday, July 8, 2024** between 9:30 am & 3:30 pm daily for a nonrefundable cost of US\$25.00
5. 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
 - Current Business Registration (with activity code: **G4761**)
 - Proof of registration on PPCC Vendors Registrar
 - Submission of Company Profile
 - Proof of Similar goods supplied including contacts of current and previous clients
 - Proof of ability to Pre-finance
6. Bids must be delivered to the address below on or before **Monday, July 22, 2024** at **1:00pm**.

**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 **Monday, July 22, 2024 at 1:00pm**, in the presence of bidders' representatives who choose to attend, at the address below.
9. **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.
10. **The most responsive Bidder will be issued a framework Contracts.**
11. All bids must be clearly marked with the address indicated below.
12. The address is:
**Procurement of Stationery & Computer Cartridges,
Ref: IFB No. LRA/NCB/001/2024
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**
13. 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**