



**Invitation to Bid**  
**Procurement of Non-Consulting Services**  
**National Competitive Bidding**  
**Provision of Janitorial Services**  
**IFB No. LRA/SBA/NCB/004/2026**

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 the **PROVISION OF JANITORIAL SERVICES** for its FY-2026 operations.
2. This procurement covers **Janitorial and Fumigation Services** separated under two lots as indicated below;

Lot	Item Description	Quantity	Location
1	Janitorial Services	8 Months	To be provided in the Bidding Document
2	Fumigation Services	3 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 **Provision of Janitorial Services**. Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the **PPCA, 2026** and is opened to all eligible bidders.
4. A complete set of Bidding Document in **English** can be download from the e-GP platform (PPCC e-Procurement Platform)
5. Interested eligible bidders may obtain further information from the below address within the hours of 9:30 am to 4:00pm daily  
**Lovetta W.J. William**  
**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)**
6. Qualification requirements include the following:
  - A bid security in the form of Managers Check/Bank Guarantee (US\$500.00)
  - A valid Tax Clearance Certificate
  - A valid Business Registration Certificate with registration code **N8121**
  - Must be registered on PPCC vendor registry
  - Company profile
  - Power of Attorney

- List of Janitorial and Fumigation Equipment (should be available during site visit)
  - Proof of similar services rendered (past and current clients and their contracts)
7. Bids must be submitted on or before **April 20, 2026, at 12:00noon** on the **e-GP platform** and shall be valid for a period of **Ninety (90) days** after the deadline of bid submission. All Bids must be accompanied by Bid Security and shall be valid for the period of **Twenty-Eight (28) days** after the Tender validity period.
  8. All bids must be clearly marked with the address indicated below.
  9. Bids will be opened on **April 20, 2026 at 12:30noon** on the e-GP platform
  10. The address is: **Procurement of Janitorial Services**  
**Ref: IFB No. LRA/SBA/NCB/004/2026**  
**Liberia Revenue Authority, Headquarters**  
**Paynesville, Liberia**  
**Tel: 231-(0886) -676-046**  
**Email: [lovetta.johns@lra.gov.lr](mailto:lovetta.johns@lra.gov.lr)**
  11. 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**