



**Invitation to Bid (ITB)**  
**Procurement of Non-Consulting Services**  
**National Competitive Bidding**  
**Procurement of Security Guard Services**  
**IFB No./LRA/SBA/RB/003/019-020**

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 a **FIRM** to provide **SECURITY GUARD SERVICES**.
2. The LRA now invites sealed bids from **only eligible and qualified Liberian** firms for the provision of Security Guard Services.
3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPCC Act** and is open to all eligible bidders.
4. Interested and eligible **Liberian** bidders may obtain further information from

**Walter J. Dean**

**Liberia Revenue Authority**

**LRA Headquarters**

**ELWA Junction,**

**Paynesville, Liberia**

**Tel: 231-(0886) -517-891    Email: [walter.dean@lra.gov.lr](mailto:walter.dean@lra.gov.lr) and [procurement@lra.gov.lr](mailto:procurement@lra.gov.lr)**

5. **Qualifications requirements:** All bids must be accompanied by;
  - Valid Business Registration Certificate
  - Valid Tax Clearance
  - Company Profile
  - Proof of similar Services Rendered
  - Bid Security (in the form of a Managers Check/Bank Guarantee)
  - Permit from Ministry of Justice
  - PPCC Vendor Registration Certificate
  - Ability to Pre-finance up to US\$25,000
6. Bids must be delivered to the address below on or before **June 4, 2019 at 12:00 noon**  
Bids shall be valid for a period of **Ninety (90)** after the deadline of bid submission.
7. A pre-bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **May 21, 2019 at 11:30 am** to answer questions relevant to the Bidding process.

8. Bids will be opened on **June 4, 2019 at 12:00 noon**, in the presence of bidders' representatives who choose to attend, at the address below.

**Liberia Revenue Authority  
LRA Headquarters,  
Basement Floor  
ELWA Junction, Paynesville  
Liberia**

9. A complete set of Bidding Document in **English** may be picked up by interested bidders at the LRA Headquarters between 9:00 am & 3:00 pm daily.

10. All bids must be clearly marked with the address indicated below.

11. **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.

12. **The most responsive Bidder will be issued Framework Contracts.**

13. The address is:

**Procurement of Security Guard Services,  
Ref: IFB No. LRA/SBA/RB/003/019-020  
Liberia Revenue Authority  
LRA Headquarters  
Paynesville, Liberia  
Tel: 231-(0886) -517-891 Email: [walter.dean@lra.gov.lr](mailto:walter.dean@lra.gov.lr) and  
[procurement@lra.gov.lr](mailto: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:

Aaron B. Kollie  
**Deputy Commissioner General  
Administrative Affairs**

Signed:

Walter J. Dean  
**Procurement Manager**