



**Invitation to Bid (IFB)
National Competitive Bidding (NCB)
Provision of Vehicles Insurance Services
IFB No./LRA/NCB/005/019-020**

1. The Liberia Revenue Authority (LRA) has received budgetary appropriation from the FY 2019/2020 National Budget for the **Provision of Vehicles Insurance Services (IFB No. LRA/ NCB/005/2019-2020)**, and intends to use portion of it to fund eligible payment under the contract for the procurement of a **FIRM** to provide **Vehicles Insurance Services**.
1. Bidding will be conducted through the **National Competitive Bidding (NCB)** Procurement Method enshrined in the revised **PPC Act 2010**.

2. Description of Vehicles Insurance Services and Quantity is as follow:

LOT	Description	Quantity
1a	Vehicles Third party Insurance	90
1b	Comprehensive Vehicle Insurance	4
2	Motor Bikes third Party Insurance	30

3. Qualification requirement include:
 - a. A Bid Security in the form of a Managers Check/Bank Guarantee
 - b. Current tax clearance & Current business registration
 - c. Proof of Registration on PPCC Vendor Registrar
 - d. Proof of similar services render.
 - e. Insurance Company must be registered on CBL Insurance Registrar
4. You may obtain copy of the bidding documents from the Procurement Section at no charge, beginning Wednesday **May 8, 2019** from the LRA Headquarters at **9:00a.m to 3:00 p.m.** daily.
5. All Bids must be accompanied by a Bid Security in form of Manager's check/Bank Guarantee of US\$500 from a reputable bank. Bids must be valid for 90 days after the deadline of submission.
6. A **pre-bid meeting** will be head at the conference room of the LRA Headquarters, Basement on Thursday, **May 23, 2019** at **12:00 noon**. Bids shall be valid for a period of Ninety (90) days after the deadline of bid submission.

7. Sealed bids must be delivered to the Procurement Section at the address below on or before and not later than **June 4, 2019 at 1:00 p.m.**

Liberia Revenue Authority

LRA Headquarters

Paynesville, Liberia

Tel: 231- (0886)-517891 Email: walter.dean@lra.gov.lr and procurement@lra.gov.lr

8. **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.
9. Bids will be opened in the presence of bidders who choose to attend or their representatives on **June 4, 2019 at 1:00 p.m. in the conference room of the Basement at the LRA Headquarters.**
10. The address referred is:

Provision of Vehicles Insurance Services

Ref: IFB No. LRA/NCB/005/019-020

Liberia Revenue Authority,

LRA Headquarters

Paynesville, Liberia

Tel: 231-(0886) -517-891 Email: walter.dean@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

Signed

Aaron B. Kollie
Deputy Commissioner General Administrative Affairs

Walter J. Dean
Procurement Manager