

LTA FOR PROVISION OF GARAGE/VEHICLE MAINTENANCE SERVICES (A, B & C)

PURPOSE: UNICEF is inviting proposals from reputable garages or vehicle maintenance service providers for establishment of long-term agreements (LTA) to provide repair and maintenance services, A, B and C and other major Mechanical Corrections including Specialized services on Vehicles owned by UNICEF and UN agencies in Liberia for the period 2021/2023.

Reference No.: LRPS-9166230

Qualified service centers & repair garages meeting our eligibility criteria are to submit along with their bid response the following documents which will be used in the evaluation process:

- a) - Completed UNICEF Supplier/Company Profile Form (Pg. 3 of LRPS)
- b) - Copy of Company/applicant's registration in country of origin
- c) - Copy of company/applicant's registration in Liberia
- d) - Company Profile which should include:
- e) - Company structure
- f) - Company line of business
- g) - Number and type of employees
- h) - Trade License- (English Version)
- i) - Certificate of incorporation (if applicable)
- j) - TAX Registration Certificate (most current)
- k) - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
- l) - references of major customers/clients
- m) - Suppliers must not have prior record of inappropriate conduct in ethical, social or environmental issues (corporate responsibility)
- n) - UNGM registration number (see direction provided in bid package)

The Request for Proposal for services (LRPS) package can be obtained from UNICEF Liberia Supply Office (**Only by email request**) till **Wednesday, 28th Apr. 2021** by sending a formal email request to Mr. Henson King, hking@unicef.org or Madam Ruth N.W. Kwabo, rkwabo@unicef.org.

A pre-bidders meeting will be held virtually on 20th April 2021 in view of Covid 19 restrictions on large gatherings. Further instructions will be provided to prospective bidders.

Please note: it is important that the interested **Company** read all provisions of the request to ensure that they understand UNICEF's requirements and must submit compliant proposals. Failure to do so may result in invalidation of your proposals.

Your Official bid response on or before the deadline date will be submitted either by email to lbr.bids@unicef.org (Do not use this email for questions) or by hard copies to the address contained in the RFP package. Deadline for submission of Bid is **Thursday, 29th April 2021 at 12:00 PM Liberia local time.**

For clarifications/questions, please contact Mrs. Ruth N.W. Kwabo, rkwabo@unicef.org or Mr. Henson King hking@unicef.org; telephone number 0770267301 or 0770267308 respectively.