

UNICEF LIBERIA REQUEST FOR PROPOSAL

PURPOSE: UNICEF Liberia Country Office (LCO) is seeking a qualified National institutional contractor under a Long-term institutional Arrangement (LTA) for provision of Customs Clearing & Forwarding Services 2025-2030.

The company will track, clear and pay the required fees and deliver to locations designated. UNICEF will reimburse all approved expenses based on certified invoices.

Reference No.: LRPS-2025-9196751

Qualified institutions and companies 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
- b) Copy of Company's registration in country of origin (if applicable)
- c) Copy of company's registration in Liberia
- d) Company Profile which should include:
 - Company structure
 - Company line of business
 - Number and type of employees
 - Trade License- (English Version)
 - Certificate of incorporation (if applicable)
 - Tax Registration Certificate (most current)
 - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
- e) At least five (5) references of major customers/clients
- f) Companies must not have prior record of inappropriate conduct in ethical, social, or environmental issues (corporate responsibility)
- g) UNGM registration number (see direction provided in annex 3)
- h) Signed copy of UNICEF PSEA form

For all clarifications/questions, please contact lbr-procurement@unicef.org no later than **16th May 2025 local time.**

An online pre-bid meeting will be held via Zoom Meeting for interested bidders on **14 May 2025 2PM** (GMT Time).

Meeting ID: <https://unicef.zoom.us/j/96732762906?from=addon>
 Passcode: 040216

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

The Official bid response email (for submission of all bids) is lbr.bids@unicef.org (This email MUST NOT be used for questions) or to the address contained in the RFP package.

Bid Submission Deadline is **Tuesday, 20th May 2025 by 12:00 PM midnight, GMT time.**

The Request for proposal for services (LRPS) package can be obtained from UNICEF Liberia Supply Office (Only by email request to lbr-procurement@unicef.org) between 29th April to 19th May 2025.