



REPUBLIC OF LIBERIA

**LIBERIA IMMIGRATION
SERVICE**

**Letter of Invitation to Bid for the
Procurement of Electronic Visa and Digital Reentry Permit Card
IFB No. LIS/ICB/001/2023**

INVITATION TO BIDS FOR THE PROVISION OF ELECTRONIC VISA & DIGITAL REENTRY

1. The Government of the Republic of Liberia (GOL), through the Liberia Immigration Service (LIS), has decided to procure the professional services of an ideally competent and experienced International Vendor to deliver Electronic Visa and Digital Reentry permit card under the cost sharing arrangement **beginning JULY 20, 2023** Fiscal Period on the basis of (**IFB No. LIS/ICB//001/2023**).
2. The Liberia Immigration Service now invites qualified and eligible bidders to submit sealed Bid or Proposal for the provision of an electronic visa and digital reentry permit cards. **Detail specification will be in the bid document.**
3. Bidding will be conducted through the International Competitive Bidding procedures as enshrined in the Public Procurement Concession Act of 2010.

Qualification requirement include:

- 1) Valid Business Registration Certificate
- 2) Articles of Incorporation
- 3) Valid Tax Clearance
- 4) Company Profile
- 5) Samples of Electronic Visa and Digital Reentry Permits Cards
4. Letter of Credit from Reputable Int'l. Bank
5. Manufacturer's Authorization
6. Valid Business Registration from your country of origin if international bidder
7. Valid Tax Payment Certificate from your Country of Origin if international bidder
8. Past performance records- including the names and contact numbers of at least three clients in similar Services Rendered.
9. Bid Security (in the form of Managers Check/Bank Guarantee)
10. Current PPCC Vendor Registration Certificate/Consent in your country
11. Current Bank Statement reflecting an indication of demonstrable ability/Potency to Pre-finance the Project
12. ISO 27001 Certification is mandatory and also CMM level 5 certificate
13. Power of Attorney

Interested eligible bidders may obtain copy of the bidding document or RFP from the Procurement Unit of the Liberia Immigration Service for a non-refundable fee of **USD\$500.00** (Five Hundred United States Dollars) beginning Friday **JULY 20, 2023** to **AUGUST 21, 2023** from **9: 00a.m to 4: 00p.m** daily **Liberia time**. As for

international bidder, you can pay through western union or MoneyGram to get a copy of the bid.

All Bids must include **two proposals, (Technical Proposal and Financial Proposal)** and must be accompanied by a Bid Security in the form of Manager's check/Bank Guarantee of **(US\$50,000.00)** fifty thousand United States Dollars from a reputable bank. Bids must be valid for 90 days after the deadline of submission. Four separate hard copies of each RFP with **one marked original** must be submitted on the date of submission.

Sealed bids must be delivered to the Procurement Unit at the address below on or before Wednesday AUGUST 21, 2023 at the precise hour of 12:30 pm Liberia time.

Josiah S.M Gbusseh
HEAD OF PROCUREMENT
Liberia Immigration Service
Ministry of Justice
Mabam Point, Monrovia
Tel: +231777298510
Email: josiahgbusseh@gmail.com

Late bids will be rejected and returned unopened.

Bids will be opened in the presence of bidders who choose to attend or their representatives on **AUGUST 21, 2023 at 12:30** noon in the Conference Room of the Liberia Immigration Service on third floor.

The Government of Liberia, through the Liberia Immigration Service, reserves the right to reject any bid submitted after the deadline, without incurring any liability.

Signed: _____

Josiah S.M Gbusseh
HEAD OF PROCUREMENT/LIS

Approved: _____

Hon. Robert W. Budy, Sr.
COMMISSIONER GENERAL OF IMMIGRATION