



Section I. Invitation for Bidders

The Forestry Development Authority

Whein Town, Bernard Farm

Montserrado County, Liberia

Invitation for Bids for the Procurement of Non-life Insurance (Vehicle) Coverage

IFB No. FDA-COC/SBA/NCB/002/2024

The Chain of Custody of the Forestry Development Authority (FDA) has received funds from the Government of Liberia Budgetary allotment for the Calendar year 2024. It intends to apply part of it towards the Procurement of Vehicle Insurance Service.

1. The Chain of Custody of the Forestry Development Authority (FDA) now invites sealed bids from eligible and qualified bidders for the Procurement of **Non-life Insurance (Vehicle) Coverage** for Fiscal year 2024
2. Bidding will be conducted through the National Competitive Bidding process enshrined in the Public Procurement Concessions Act (PPCA) as amended and restated in 2010.

3. Schedule of Requirement:

No.	Service Description	Quantity	Delivery
1.	Non-life Insurance Coverage	39 Units	At any time during the Contract

4. Qualification requirements are:

- Article of Incorporation
- Valid Business registration certificate
- Valid Tax clearance
- Bid Securing Declaration
- PPCC Vendor Registration Receipt
- All Participating bidders must submit a signed and notarized listing of both legal and beneficial owners of their businesses.

5. All interested eligible bidders may obtain copy of bidding documents from the Forestry Development Authority upon a written letter of interest. The letter must be delivered to the Procurement Unit at FDA in order to receive hard copy of the bidding document.

6. All bids must be accompanied by a **Bid Securing Declaration**, a sample of which is attached at Section VII (Sample Forms) in the bidding document.

7. Sealed Bids must be delivered to the Procurement Unit not later than **1:00 PM September 11, 2024.**

Address for Bid Submission:

The Procurement Unit

Forestry Development Authority

Annex # 2

Whein Town, Bernard Farm

8. Late bids will be rejected and returned to Bidders unopened. Bids will be opened in the presence of bidders who choose to attend or their representatives on **September 11, 2024 at 1:00 PM**

Address for Bid Openings:

Main Building Conference Room

Forestry Development Authority

Whein Town, Bernard Farm

9. The address referred is:

Procurement Unit

Forestry Development Authority

Whein Town, Bernard Farm

Montserrado County, Liberia

Tel: 0775893716/0776-378-225/0776063643

Email: wynnbryant12@gmail.com/dracebaar@gmail.com

Signed: _____

Wynn G. Bryant, Jr.
Procurement, Manager

Approved: _____

Hon. Victor W Kpaiseh
Deputy Managing Director Administration/Finance



Section I. Invitation for Bid
The Forestry Development Authority
Whein Town, Bernard Farm
Montserrado County, Liberia

Invitation for Bid for the Procurement of Repair & Maintenance (Vehicle) Service
IFB No. FDA/COC/SBA/NCB/001/2024

1. The **Chain of Custody** of the **Forestry Development Authority (FDA)** has received funds from the Government of Liberia Budgetary allotment for Calendar year 2024 and intends to apply part of it towards the Procurement of Repair & Maintenance (Vehicles) Service.
2. The Forestry Development Authority (FDA) now invites sealed bids from eligible and qualified bidders for the Procurement of Repair & Maintenance (Vehicle) Service.
3. Bidding will be conducted through the **National Competitive Bidding** process enshrined in the Public Procurement Concessions Act (PPCA) as amended and restated in 2010.
4. Schedule of Requirement:

No.	Description	Quantity	Delivery
1.	Land Cruiser Prado (Suv)	2 Unit	Upon completion of service
1.1	Toyota Land Cruiser (SUV)	11units	
1.2	Toyota Hilux (SUV)	5units	
1.3	JAC Pickup (Suv)	1unit	
1.4	Mitsubishi pickup (SUV)	1unit	
2.	Coaster Bus	2units	
2.1	AG 100 Yamaha Motorbike	17units	
2.2	Honda Motorbike	13units	

5. Qualification requirements:
 - Valid Tax Clearance
 - Sign bid form
 - PPCC vendor registration certificate
 - Valid Business Registration Certificate
 - Past performance records-including the names and contact numbers of at least two clients.
 - Availability of parts at all time
6. All interested eligible bidders may obtain copy of bidding documents from the Forestry Development Authority upon a written letter of interest. The letter must be delivered to the Procurement Unit at FDA in order to receive hard copy of the bidding document.

7. All bids must be accompanied by a **Bid Securing Declaration**, a sample of which is attached at Section VII (Sample Forms) in the bidding document.
8. Sealed Bids must be delivered to the Procurement Unit not later than **1:00 PM**
Address for Bid Submission:
The Procurement Unit
Forestry Development Authority
Annex # 2
Whein Town, Bernard Farm
9. Late bids will be rejected and returned to Bidders unopened. Bids will be opened in the presence of bidders who chooses to attend or their representatives on **September 11, 2024** at **1:00 PM**

Address for Bid Openings:
Main Building Conference Room
Forestry Development Authority
Whein Town, Bernard Farm

10. The address referred is:
Procurement Unit
Forestry Development Authority
Whein Town, Bernard Farm
Montserrado County, Liberia
Tel: 0886-551-249/0776-378-225/
Email: dracebaar@gmail.com/wynnbryant12@gmail.com

Signed: _____
Drace S. Baar
Project procurement manager

Approved: _____
Hon. Victor W. Kpaiseh
Co-chair Procurement Committee