



NOVEMBER 6, 2020

INVITATION FOR BIDS

Liberia Telecommunications Authority (LTA)
Menetamba Road, Cooper's Beach Community
Paynesville, Liberia

Supply of Goods & Provision of Non-Consultancy Services

Contract Identification No:

- IFB No. LTA/NCB/001/20/21 (Vehicle Maintenance & Repairs)
- IFB No. LTA/NCB/002/20/21 (Vehicles Spare Parts)
- IFB No. LTA/NCB/003/20/21 (Generator Maintenance & Repair)
- IFB No. LTA/NCB/004/20/21 (Generator Spare Parts)
- IFB No. LTA/NCB/005/20/21 (Stationery & Office Supplies)
- IFB No. LTA/SBA/NCB/002/20/21 (Security Guard Services)

1. The Government of Liberia through the Liberia Telecommunications Authority (LTA) has apportioned funds from its budget towards the cost of procuring assorted goods and services in different categories as stated in Lots.
2. The Liberia Telecommunications Authority now invites qualified firms to submit sealed bids for the supply/provision of the below mentioned items/services. Bidding will be conducted through National Competitive Bidding (NCB) Procedures as specified in the Amended and Restated Public Procurement and Concessions Act (PPC Act) of September 2010. The supply of these items as per LTA's needs, quantities and requirements are included in various bid documents to be issued.

Ref: No	Package Description	Description of Lot		Quantity	Bid Security (USD)
IFB LTA/NCB/001/20/21	No. Vehicle Maintenance & Repairs	N/A	N/A	Assorted	300.00

IFB LTA/NCB/002/20/21	No.	Vehicles Spare Parts	N/A	N/A	Assorted	300.00
IFB LTA/NCB/003/20/21	No.	Generator Maintenance & Repairs Service	N/A	N/A	Assorted	500.00
IFB LTA/NCB/004/20/21	No.	Generator Spare Parts	N/A	N/A	Assorted	500.00
IFB LTA/NCB/005/20/21	No.	Stationery & Office Supplies	Lot 1	Stationery	Assorted	300.00
			Lot 2	Ink/Cartridge	Assorted	300.00
IFB LTA/SBA/NCB/002/20/21	No.	Security Guard Services	N/A	N/A	Assorted	500.00

3. Complete sets of soft copy of bidding documents can be obtained **free of charge** at the below address. Bid security and all requirements must be submitted together with bid document, and **must be per the amount stated in each lot above in Manager's Check or Bank Guarantee. Bids submitted electronically will not be accepted.**

Qualification requirements include the following:

- **Current Business Registration Certificate (Liberia Business Registry);**
 - **Current Tax Clearance Certificate (Liberia Revenue Authority);**
 - **Must provide two (2) references of previous or current clients over the last two (2) years;**
 - **Must provide proof of being registered with the Public Procurement & Concessions Commission (PPCC);**
 - **Company's profile**
 - **Ability/preparedness to provide services/deliver goods upon the issuance of an approved Local Purchase Order (LPO) within a minimum period of 10 days.**
 - **Ability to pre-finance on an approved local purchase order after which payment will be made in two (2) weeks**
 - **All bids must be signed and sealed within an envelope before submission**
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4. You are required to obtain soft copies of bidding documents and further information from the Procurement & Logistics Section, Liberia Telecommunications Authority (LTA), 2nd Floor Room # 029, from Monday- Friday (9:00 A.M- 5:00 P.M) daily.
5. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: For Example: **(IFB No: LTA/SBA/NCB/002/20/21) CONFIDENTIAL BID- for the Provision of Security Guard Services to the Liberia Telecommunications Authority (LTA) for Fiscal Year 2020/20201. ONLY LIBERIAN OWNED BUSINESSES ARE ALLOWED TO PARTICIPATE IN THIS PROCUREMENT (LTA/SBA/NCB/002/20/21-SECURITY GUARD SERVICE).**

6. Address for submission of bids:

Procurement & Logistics Section

Liberia Telecommunications Authority

2nd Floor, Room # 029

Menetamba Road, Cooper's Beach

ELWA Community, RIA Highway

Paynesville, Liberia

Mobile number: +231-886591857/777591857/886564210

Web address: www.lta.gov.lr

7. A pre-bid opening meeting will be held at the Liberia Telecommunications Authority (LTA) P&LS Conference Room # 029 on Thursday, November 27, 2020 at 1:00 PM to answer questions relevant to the bidding process. Seven (7) days after which, all clarification requests would not be answered.
8. Bid must be submitted at the Procurement Section, Room # 029, 2nd Floor, on Monday, December 7, 2020 on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, in the P&LS Conference Room # 029 on the 2nd Floor, in the presence of bidders' representatives or those who choose to attend. Bid submitted electronically will not be accepted. Every bidder is required to send one representative in adherence to COVID-19 Protocols.
9. All bidders shall observe COVID-19 Protocols including wearing of mask, social distancing, use of hand sanitizer, hand washing, etc.
10. Execution of these procurement packages are subject to the availability of funding during the Fiscal Year 2020-2021. Winning bidders shall be willing to accept payments either in Liberian or United States Dollars using the Central Bank of Liberia exchange rate.
11. The Liberia Telecommunications Authority reserves the right to reject or accept any bid submitted including the annulment of the entire process through notifying bidders without incurring any liability thereof.

Signed: _____

Prince G. Goah, Jr.

Procurement & Logistics Manager

Approved: _____

S. Blidi Elliott

Director of Administration