



# Liberia Telecommunications Authority



Building # D-168, Congo Town Back Road  
Monrovia, Liberia

## INVITATION FOR BIDS (IFB)

1. The Government of Liberia through the Liberia Telecommunications Authority (LTA) has apportioned funds from its budget towards the cost of procuring the following goods and non-consulting services through *framework agreements*: **Office Supplies & Stationery, Office & Media Equipment, Office Furniture & Fixtures, Vehicle Rental Services, Vehicle Repairs & Maintenance Services and Catering Services.**
2. The LTA now invites qualified and eligible firms to submit sealed bids for the provision of the goods and non-consulting services listed below. Bidding will be conducted through National Competitive Bidding (NCB) as specified in the Amendment and Restatement of the Public Procurement and Concessions Act 2005.
3. Bidders can now bid for one or more lots with reference to bids mentioned. Please also include LTA's requirements as stated in the Bidding Documents below:

Ref No:	Description	Items		Quantity	Bid Security USD
IFB NO. LTA/NCB/005/14/15	Office Supplies & Stationery	Lot 1A	Papers & Stationery	Assorted	750.00
		Lot 1B	Ink & Cartridges	Assorted	500.00
IFB NO. LTA/NCB/008/14/15	Office & Media Equipment	Lot 2A	Office equipment	Assorted	700.00
		Lot 2B	Media equipment	Assorted	400.00
IFB NO. LTA/NCB/021/14/15	Office Furniture & Fixtures	Lot 3A	Furniture	Assorted	500.00
		Lot 3B	Fixtures	Assorted	300.00
IFB NO. LTA/NCB/003/14/15	Catering Services	Continental Breakfast & Lunch		500.00	
		Local Breakfast & Lunch			
		Dinner & Cocktail			
IFB NO. LTA/NCB/002/14/15	Vehicle Rental	SUVS		10	500.00
IFB NO. LTA/NCB/025/14/15	Vehicle Repairs & Maintenance	Lot 4A	Toyota Hilux	3	550.00
		Lot 4B	Ford Expedition	4	600.00
		Lot 4C	Nissan Patrol	6	700.00
		Lot 4D	Hyundai Tucson	5	650.00

4. A complete set of bidding documents can be ***obtained free of charge*** by qualified and eligible bidders at the address below. Bid Securities must be submitted together with bid document, and ***must specifically reflect exact amount for each lot*** in a ***Manager's Check or Bank Guarantee***.
5. Qualification requirements include the following:
- Current Business Registration (Liberia Business Registry);
  - Current Tax Clearance (Ministry of Finance);
  - Article of Incorporation/Partnership Agreement;
  - Audited financial records within the last 2 years;
  - Social Security Certificate (NASSCORP);
  - performance history from at least five (5) current or previous clients with their addresses and telephone numbers;
  - Availability of supplies at all time ( office supplies & stationery, office equipment & office furniture& fixtures);
  - Management structure and key personnel being proposed ( Catering, Vehicle Rental, & Vehicle Repairs & Maintenance Services); and
  - The ability to pre-finance for at-least 14 days.
6. Interested and eligible bidders may obtain bidding documents and further information from the Liberia Telecommunications Authority (LTA) Procurement Section from Monday-Friday (9:00 am-4:00 pm).
7. All submissions with the requested information must be signed, sealed and clearly marked: ***(IFB No. LTA/NCB/005/14/15)-Confidential Bid for the Supply of Office Supplies and Stationery to the Liberia Telecommunications Authority for Fiscal Year 2014-2015***, and address to:
- Procurement Section  
3rd Floor, Room 302  
Liberia Telecommunications Authority (LTA)  
Building # D-168, Congo Town Back Road  
Monrovia, Liberia  
[www.lta.gov.lr](http://www.lta.gov.lr)
8. A pre-bid meeting will be held on Monday, March 2, 2015 at LTA's Conference Room # 202 on the 1<sup>st</sup> Floor @ 1:00 PM to answer questions relevant to the bidding process. Seven days after which all questions will remain unanswered to.
9. Bids will be submitted at the Procurement Section as indicated below:

Reference No.	Description	Submission/Opening Date	Submission Time	Opening Time
IFB NO. LTA/NCB/005/14/15	Office Supplies & Stationery	March 18, 2015	2:00 PM	2:00 PM
IFB No. LTA/NCB/008/14/15	Office & Media Equipment	March 18, 2015	2:00 PM	2:00 PM
IFB NO. LTA/NCB/021/14/15	Office Furniture & Fixtures	March 18, 2015	2:00 PM	2:00 PM
IFB NO. LTA/NCB/003/14/15	Catering Services	March 18, 2015	2:00 PM	2:00 PM

IFB NO. LTA/NCB/002/14/15	Vehicle Rental Services	March 18, 2015	2:00 PM	2:00 PM
IFB NO. LTA/NCB/025/14/15	Vehicle Repairs & Maintenance Services	March 18, 2015	2:00 PM	2:00 PM

10. Bids opening will be done in the main Conference Room # 202 on the 1<sup>st</sup> floor, Bidders or their Representatives are welcome to attend.
  
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.