

July 15, 2019

Ref: INVITATION FOR BID
Contract No. IFB#: NDMA/SBA/NCB/001/19/20
Procurement of security service

1. The government of Liberia through the National Disaster Management Agency intends to apportion funds from its Core Budgetary Appropriation towards the cost of procuring security service (IFB No. *NDMA/SBA/NCB/001/19/20*) through a framework agreement.
2. The National Disaster Management Agency now invites qualified and eligible entities to submit sealed bids for the procurement of security service. Bidding will be conducted through **National Competitive Bidding (NCB)** Procedures as specified in the Amended and Restated Public Procurement and Concession Act (PPC Act), and is opened to all eligible and qualified bidders. These applicable procurement procedures are consistent with the REPUBLIC of LIBERIA Amended and restated PPC Act published and approved: September 18, 2010.
3. The Provision of security service per NDMA quantities and requirements included in Bid documents:

Description	Number	Quantity	Delivery Schedule
Security service	IFB No./NDMA/SBA/NCB/001/19/20	1 firm	To provide service upon deployment

A complete set of bidding documents may be purchased by qualified and eligible bidders at the below address upon payment of non-refundable fee of USD\$30.00.

Bid security must be submitted together with bid document, and ***must be 2.51% of bid price in Manager's check.***

4. Qualification requirements include the following:
 - ***Current Business Registration Certificate (Liberia Business Registry);***
 - ***Current Tax Clearance Certificate (LRA);***


- *Certificate of Incorporation (Ministry of Foreign Affairs);*
- *Statement of satisfaction from three (3) previous or current clients over the last one (1) year;*
- *PPCC Registration Form*
- *Availability of Supplies at all times; and the*
- *Ability to pre-finance for at least four (4) weeks.*

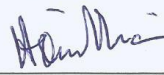
5. You may obtain bidding documents and further information from the National Disaster Management Agency Procurement Unit Office from Monday- Friday (9:00 A.M- 4:00 P.M) .
6. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: **CONFIDENTIAL BID- for the provision of security service to the National Disaster Management Agency for Fiscal Year 2019/2020** and addressed to:

The Director of Procurement
 Gurley Street & UN Drive, Monrovia, Liberia
 P. O. Box 10-9021
 National Disaster Management Agency
 1000 Monrovia 10, Liberia
 Mobile number: +231 886547884 / 0776242986/0770136019/0886233642
 Email: vgwalker2000@gmail.com/ walkervivian@ndmaliberia.org

7. Bid must be submitted to the **National Disaster Management Agency (NDMA) Procurement Unit, on Wednesday, August 21, 2019 on or before 2: 00 PM.** Tenders shall be valid for a period of 90 days after the deadline of the Tender submission. Late bids will be rejected and returned unopened. Electronic bidding will not be permitted. Bid opening will be done promptly after closing on **Wednesday, August 21, 2019**, in the Conference Hall, of the National Disaster Management Agency.
8. Bids will be opened in the presence of bidders or their representatives who choose to attend.
9. High consideration will be given to entities that are able to pre-finance the execution of the contract for at least thirty (30) days.

Sincerely yours,

Signed: 
 Vivian G. Walker
 Director of Procurement/ NDMA

Approved: 
 Mr. Henry O. Williams
 Chairman
 Procurement Committee/ NDMA