



Deputy Commissioner General
Administrative Affairs



LRA/SGB-DCGAA/lwjw/12-557/2022

**Section I. Invitation for Bid
National Competitive Bidding
Provision of Medical Insurance Services**

Ref: IFB No. LRA/NCB/002/2023

1. The Liberia Revenue Authority has received funds from the Government of Liberia and intends to use portion of it to fund eligible payment under the contract for an Insurance Company to provide **Medical Insurance Services** to LRA employees.
2. The Authority now invites sealed bids from eligible and qualified bidders with expertise in providing the below insurance services.

Item	Description	QTY
1	Medical Insurance: Personnel & Dependents	1000 + 3 dependents each

3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the **PPCA** and approved by the PPCC, and is open to all bidders from eligible source country as defined in the PPCA.
4. Interested eligible bidders may obtain further information and inspect the Bidding Documents at the below address
Lovetta W. J. Williams
Liberia Revenue Authority
NASSCORP Building,
ELWA Junction
Monrovia, Liberia
Tel: 231-(0886) -676-046
lovetta.johns@lra.gov.lr
5. A complete set of Bidding Documents in English may be pickup by interested Bidders form the LRA Procurement Section at the nonrefundable cost of **US\$25.00**, beginning **Tuesday, December 20, 2022** from **9:30am to 3:30pm daily**.
6. **Qualifications requirements:** All bids must be accompanied by;
 - A bid security in the form of a Managers Check/Bank Guarantee (**US\$500.00**)
 - Current tax clearance,
 - Current business registration (must registered with Business Code: **K6512**)
 - Proof of similar services been provided including name of clients and contacts.
 - Proof of completion of PPCC Vendor Registration.



- Network of medical facilities associated with insurer
 - Copy of insurance license from CBL
 - List of Current and past clients and their contact details
7. A pre-bid meeting will be held at the conference room of the LRA Headquarters, Basement Floor on **Tuesday, January 3, 2023 @ 11:00am.**
 8. Bids must be delivered to the address below on or before **Tuesday, January 17, 2023 at 2:00pm.** Bids shall be valid for a period of **Ninety (90) days** after the deadline of bid submission.
 9. Bids will be opened on **Tuesday, January 17, 2023 at 2:00pm,** in the presence of bidders' representatives who choose to attend, at the address below.

Basement Floor
Liberia Revenue Authority
NASSCORP Building,
ELWA Junction
Monrovia, Liberia

10. All bids must be clearly marked with the address indicated below.
11. **Bid must be submitted both in hard and electronic copies.** Electronic bid should be submitted through the link: procurement@lra.gov.lr Late bids will be rejected and returned unopened.
12. **The most responsive Bidder will be issued a Framework Contract.**
13. The address is:

Personnel Insurance Service,
Ref: IFB No. LRA/NCB/002/2023
Liberia Revenue Authority
NASSCORP Building,
ELWA Junction
Monrovia, Liberia
Tel: 231-(0886) -517-891
lovetta.johns@lra.gov.lr

The Liberia Revenue Authority (LRA) reserves the right to reject or accept any bid submitted and to annul the entire process at time without incurring any liability.

Signed


 Lovetta W. J. Williams

Manager/Procurement Section

Approved

 12/20/2023
 Samuel G. Bennett Jr.

Acting Deputy Commissioner
General Administrative Affairs