



Republic of Liberia

**NATIONAL IDENTIFICATION REGISTRY**

Allison Street, Congo Town, Behind YWCA Compound



**Invitation for Bid  
Procurement of Non-Consultant Services  
(Medical Insurance)  
(IFB NO.: NIR/SBA/NCB/003/20/21)**

November 23, 2020

Dear Sir/Madam:

The National Identification Registry invites sealed bids from eligible and qualified Insurance Companies for provision of Group Medical and Life Insurance Coverage for it Employees and four dependents within Monrovia and the Counties.

**BRIEF DESCRIPTION OF SERVICES:**

No.	Item	Number of Employees
1	Medical and Life Insurance Coverage	96 Persons + spouse and 3 dependents

The bidding process will be conducted according to the National Competitive Bidding process enshrined in the PPCC Act of 2010 and is opened to **ONLY THOSE BUSINESSES IN LIBERIA** that are registered with the Public Procurement & Concessions Commission (PPCC) and the government of Liberia.

All quotations must be delivered to the address below on or before **Monday, December 21, 2020 at 10:00 am.** Quotations will be opened thirty minutes thereafter at **10:30 am** in the presence of Bidders and Bidders’ representatives who choose to attend, in the NIR Procurement Unit. Quotations submitted after this date and time will be rejected and returned unopened.

Bidders must submit the following qualification requirements along with their quotations package:

Qualification Requirements include:

- a. Valid CBL License for Operation
- b. Evidence of CBL Tax Levy compliance
- c. Valid tax Clearance Certificate
- d. Valid Business Registration Certificate
- e. Evidence of PPCC Vendor Registration
- f. Evidence of past performance for at least three years i.e. must indicate at least three references of past clients, addresses and contact numbers. Please indicate full listing of medical facilities of each client
- g. Good record/history of claims payment
- h. Most recent audited financial statement (2018 and 2019)
- i. Must have offices in the counties/regions of Liberia
- j. Proof of reinsurers and their profile
- k. Proof of being in the insurance industry in Liberia for the last five years

A complete set of bidding document in English can be picked up from the Procurement Unit for a minimum fee of **Fifty United States Dollars (US\$50.00)**.

**The address is:**  
Procurement Unit  
National Identification Registry  
**Allison Street, Congo Town,**  
Monrovia, Liberia  
**Email:nirprocurementunit@gmail.com**  
**Telephone #: 0777519870/0886519870**

Sincerely,



Hon. J. Tiah Nagbe, MSF, ChFC  
**Executive Director**