



Republic of Liberia  
**NATIONAL IDENTIFICATION REGISTRY**  
ALLISON STREET, CONGO TOWN, BEHIND YWCA COMPOUND



OFFICE OF THE EXECUTIVE DIRECTOR

**Invitation for Bid**  
**Procurement of Security Guard Services**  
**(IFB NO.: NIR/SBA/NCB/001/21)**

August 2, 2021

Dear Sir/Madam:

The National Identification Registry has received budgetary allocation from the Government of Liberia for a period of six (6) months (July-December) and intends to apply part of it to the hiring of Security Guard Services.

NIR now invites all firms to submit sealed quotations offering to provide reliable and competent security guard services based on an assessment of the NIR's offices.

The bidding will be conducted according to the National Competitive Bidding process enshrined in the PPCC Act of 2010 and is opened to **ONLY LIBERIAN OWNED SECURITY FIRM** 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, August 30, 2021 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:

- a Valid tax Clearance Certificate
- b. Valid Business Registration Certificate
- c Evidence of PPCC Vendor Registration
- d References of past and current clients with detailed addresses and contact numbers
- e Company profile
- f Certificate from Ministry of Justice

A complete set of bidding document in English can be picked up from the Procurement Unit for a minimum fee of \$40.00USD.

**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**