



Republic of Liberia
National Road Fund Office
9th & 10th Streets, Paynes Avenue, Building #134
Monrovia, Liberia



Invitation for Bids

National Competitive Bidding (NCB)

PROVISION OF IDENTIFICATION CARD (EMPLOYEE'S BIOMETRIC IDENTIFICATION CARDS & BIOMETRIC DOORS WITH SECURITY FEATURES)

Contract Identification **No: IFB No. NRF/SBA/NCB/005/2024**

The National Road Fund of Liberia was established by an act of the National Legislature in 2016 and published on January 26, 2017, for the purpose of financing road and bridge maintenance works and its directly associated planning, programming, and maintenance activities in Liberia. The primary source of revenue generation for the National Road Fund of Liberia is fuel levy collection on petroleum products imported. The Government of Liberia through the National Road Fund has received an approved budget for Fiscal Year 2024 and intends to use part of this proceed towards payment under the Contract Package: **Identification Card.**

PURPOSE

- The Objective of this procurement is intended to securely identify employees and visitor as well as avoiding unauthorized entry.

SCHEDULE OF REQUIREMENT:

Service Description: Provision of NRF Employees' Biometric Identification Cards and biometric doors.

Biometric Features:

- (a.) Provision of Employee's Biometric Identification Cards
- (b.) Two biometric doors to enrolment of staff onto the doors system using fingerprint of selected staff
- (c.) To log employee's details based on their names, positions, date, and time of entry
- (d.) Log details should be made accessible when needed from the door memory
- (e.) The biometric door system should be connected to the solar, generator, & LEC lines
- (f.) The system should have at least one-year warranty

Commencement Date: Upon acceptance of an approved contract.

The National Road Fund now invites sealed bids from all eligible and qualified bidders for the provision of **Employee's Biometric Identification Card**. Bidding will be conducted through the National Competitive Bidding (NCB) procedure specified in the Public Procurement Concession Act of 2010.

All eligible bidders are encouraged to come and do an assessment at the NRF Office and obtain further information from the Procurement Unit Monday to Friday during office hours from **Thursday July 18, 2024 9:30am to 5:00pm work days**.

QUALIFICATION REQUIREMENTS:

- Letter of Intent signed and stamped by authorized personnel
- Company Profile
- Valid Tax Clearance and Current Business Registration Certificate
- PPCC Vendor Registry
- Indicate at least three (3) references of past clients, addresses and contact numbers
- Indicate at least three (3) references of present clients, addresses and contact numbers
- Provision of Bid securing declaration

Price shall be quoted in United States Dollars (USD) and Liberian Dollars (LRD) equivalent using CBL current rate. The bid shall be valid for a period of ten (10) days from the date of submission.

Successful bidder shall be contacted by emails or telephone numbers, after the procurement committee's designated evaluation panelist have evaluated the bids internally.

All Bids must be delivered to the National Road Fund Procurement Unit no later than **Tuesday August 13, 2024 at 10:00am** in a sealed envelope. Late submitted bid (s) will be rejected and returned unopened. Electronic bids will not be permitted.

All interested Bidders should submit one (1) original copy and two (2) photo copies of their bids/proposal.

Bids will be **opened August 14, 2024 in the Conference Room** of the National Road Fund of Liberia at **11:00am**, in the presence of bidders' representatives who will choose to attend.

Following acceptance of the selected firm, the procuring Entity will negotiate a finalized scope of work, agreed contract cost and conditions of contract. The Service Provider will be engaged on a contract for service basis.

Approved

Hon. Josefa Neufville-Wento

Manager, National Road Fund of Liberia

Procurement Unit

National Road Fund of Liberia

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