



Invitation for Bid

Invitation for Bid for the Procurement of Repair & Maintenance (Vehicle) Service

IFB No. FDA/COC/SBA/NCB/001/2025

1. The **Chain of Custody** of the **Forestry Development Authority (FDA)** has received funds from the Government of Liberia Budgetary allotment for Calendar year 2025 and intends to apply part of it towards the Procurement of Repair & Maintenance (Vehicles) Service.
2. The Forestry Development Authority (FDA) now invites sealed bids from eligible and qualified bidders for the Procurement of Repair & Maintenance (Vehicle) Services.
3. Bidding will be conducted through the **National Competitive Bidding** process enshrined in the Public Procurement Concessions Act (PPCA) as amended and restated in 2010.
4. Schedule of Requirement:

	Description	Quantity	Delivery
Lot. 1	Repairs of Vehicles		
1.1	Land Cruiser Prado (SUV)	3 Unit	Upon completion of Repaired
1.2	Toyota Land Cruiser (SUV)	16 Units	
1.3	Toyota Hilux Pickup	7 Units	
1.4	JAC Pickup	1 Unit	
1.5	Mitsubishi Pickup	3 Unit	
1.6	Toyota Land Cruiser (Pickup)	7 Units	
Lot 2.	Servicing Materials	Assorted	One week after the receipt of an approved LPO from the FDA

5. Qualification requirements:
 - Valid Tax Clearance
 - Sign bid form
 - PPCC Certification of Registration
 - Valid Business Registration Certificate with Activities Code: G-4520
 - Past performance records-including the names and contact numbers of at least two clients.
 - Availability of parts at all time
6. All interested eligible bidders may obtain copy of bidding documents from the Forestry Development Authority upon a written letter of interest. The letter must be delivered to the Procurement Unit at FDA in order to receive hard copy of the bidding document.

7. All bids must be accompanied by a **Bid Securing Declaration**, a sample of which is attached at Section VII (Sample Forms) in the bidding document. Sealed Bids must be delivered to the Procurement Unit not later than **1:00 PM September 11, 2025**

Address for Bid Submission:

**The Procurement Unit
Forestry Development Authority
Annex # 2
Whein Town, Bernard Farm**

8. Late bids will be rejected and returned to Bidders unopened. Bids will be opened in the presence of bidders who chooses to attend or their representatives on **September 11, 2025 at 1:00 PM**

Address for Bid Openings:

***Main Building Conference Room
Forestry Development Authority
Whein Town, Bernard Farm***

9. The address referred is:

**Procurement Unit
Forestry Development Authority
Whein Town, Bernard Farm
Montserrado County, Liberia
Tel: 0886-551-249/0777-017-752/**

Email:

georgiasaygbbeh@gmail.com/wynnbryant12@gmail.com/stephenkaizerwinker@gmail.com

Signed: _____

Wynn G. Bryant, Jr.

Manager, Procurement Unit

Approved: _____

Hon: Victor W. Kpaiseh

Deputy Managing Director Administration/Finance