



INVITATION FOR BIDS (IFB)

REPUBLIC OF LIBERIA

LIBERIA ELECTRICITY CORPORATION

Provision of Group Life & Medical Insurance Coverage for LEC Personnel

IFB No: LEC/ NCB/004/2016/17

National Competitive Bidding (NCB)

1. **The Liberia Electricity Corporation** has received funds from its approved Budget for Fiscal Year 2016/2017 and intends to apply part of it to fund eligible payments under the contract for **the Provision of Group Life & Medical Insurance Coverage for LEC Personnel** as per the Schedule of Requirements below:

Schedule of Requirements

NO.	CATEGORY	NUMBER OF EMPLOYEES
1.	High Risk Employees	216
2.	Group Life Regular Insurance	239
	Total Employees	455

2. The Liberia Electricity Corporation now invites sealed bids from eligible bidders and qualified bidders for the **Provision of Group Life & Medical Insurance Coverage for LEC Personnel**.
3. Bidding will be conducted through the National Competitive Bidding procedures as specified in the Public Procurement and Concessions Act (PPCA) and approved by the Public Procurement and Concessions Commission (PPCC), and is open to all bidders from Eligible Source Countries as defined in the Guidelines.
4. Interested eligible bidders may obtain further information from Liberia Electricity Corporation and inspect the Bidding Documents at the address given below from 0900 to 1500 hours, Monday to Friday excluding public holidays. More information on how to purchase bidding documents can be obtained by contacting Procurement Unit at procurement@lecliberia.com.
5. Qualification requirements include:
 - a. *Valid Tax Clearance;*
 - b. *Evidence of Certification by the Central Bank of Liberia;*
 - c. *Must be a Liberian Owned Business*
 - d. *PPCC Vendor Registry Form (VRF)*
 - e. *History of Past Performance;*
6. A complete set of bidding documents in **English** may be purchased by interested eligible bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee of **US\$100.00**. The method of payment will be by Banker's Check in favor of LEC or paid in cash to the Chief Accountant Office, 1st Floor, LEC Central Office. Alternatively, a direct by payment into **Liberia Electricity Corporation Cash EPP No: 0011134701652405, (Swift Code No.**

ECOCLRLM) held with **ECO BANK LIBERIA LTD** and submitting the payment advice as evidence to collect the Bid Documents.

7. Bids must be delivered to the address below; at or before, **10:00 am local time on Wednesday, September 28, 2016** Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address at the end of this IFB at **10:00 am local time on Wednesday, September 28, 2016** in the LEC's Central Office Conference room on the 3rd floor. All bids must be accompanied by a Bid Security of **Fifteen Thousand United States Dollar (USD\$15,000.00)** or an equivalent amount in a freely convertible currency, in the format specified in the bid document.
8. The addresses referred to above are:

For inspection and purchase of bidding documents: Mr. Curtis J. Lavallee Acting Chief Executive Officer Liberia Electricity Corporation Water Street, Waterside, Monrovia, 10 Liberia Email: clavallee@mhi.ca cc: procurement@lecliberia.com	For Submission of bids: Attention: Acting Chief Executive Officer Liberia Electricity Corporation Water Street, Waterside, Floor/Room number: 3 rd Floor, LEC's Conference Room Monrovia, 10 Liberia
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