Request for Proposal - Customs Clearing & Cargo Handling Services

PURPOSE: To enter into a Long-Term Agreement (LLTS) with UNICEF Liberia for the purpose of providing professional Customs Clearing and Cargo Handling Services from the seaport and airport to UNICEF Liberia office and/or other designated locations in and around Monrovia.

Reference No.: LRFP-2022-9173908

Qualified Companies meeting our eligibility criteria are to submit along with their bid response the following documents which will be used in the evaluation process:

a) - Completed UNICEF Supplier/Company Profile Form (Pg. 3 of RFP)
b) - Copy of Company/applicant’s registration in country of origin
c) - Copy of company/applicant’s registration in Liberia
d) - Company Profile which should include:
e) - Company structure
f) - Company line of business
g) - Number and type of employees
h) - Trade License- (English Version)
i) - Certificate of incorporation (if applicable)
j) - TAX Registration Certificate (most current)
k) - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
l) - At least three references of major customers/clients
m) - Suppliers must not have prior record of inappropriate conduct in ethical, social or environmental issues (corporate responsibility)
n) - UNGM registration number (see direction provided in bid package)

The Request for Proposal (LRPS) package can be obtained from UNICEF Liberia Supply Office (Only by email request) from Wednesday, 24th March 2022 to Tuesday, 12 April, 2022 by sending a formal email request to Mr. Henson King, hking@unicef.org or Madam Ruth N.W. Kwabo, rkwabo@unicef.org. This email will also serve to log your addresses for any ensuing meeting invites.

Please note that this is Request for Proposal (LRPS) for an LTA (3 Years duration), and it is important that the interested Company read all provisions of the request to ensure that they understand UNICEF's requirements and can submit compliant proposals. Failure to do so may result in invalidation of your proposals.

The Official bid response will be ONLY by email to lbr.bids@unicef.org. Deadline for submission of Bid is Tuesday, 12 April 2022 by close of business (COB) Liberia local time.

For clarifications, please contact Mrs. Ruth N.W. Kwabo, rkwabo@unicef.org or Mr. Henson King hking@unicef.org; telephone number 0770267301 or 0770267308 respectively.