



INVITATION TO BID (ITB)
ROBERTS INTERNATIONAL AIRPORT (RIA) – RAMP SERVICE
SUPPLY OF AIRPORT RAMP EQUIPMENT
ITB #: RIA-RS/ICB/EQP/11/01
INTERNATIONAL COMPETITIVE BIDDING

1. This invitation to bid follows provisions of the Public Procurement and Concessions Act (PPCA) of the Republic of Liberia.
2. The management of Roberts International Airport (RIA) intends to apply funds from the United States Government as part of USAID funded project toward the cost of the supply of Airport Ramp and Utility Equipment.
3. The management of RIA is inviting SEALED BIDS from eligible and qualified bidders for:
 - a. The supply and delivery of various airport ramp and utility equipment to include:
 - a. Toilet (Lavatory) Truck
 - b. Aircraft passenger Stairs (Covered)
 - c. Runway Sweeper
 - d. Aircraft tow tractor
 - e. Water Service Truck
 - b. The delivery period is up to six (6) months from the receipt of the Letter of Acceptance.
4. Bidding will be conducted through the International Competitive Bidding (ICB) procedures specified in the PPCA. Bidding is open to all eligible bidders.
5. Delivery will be CIF Roberts International Airport, Margibi County, Liberia. The cost of insurance and freight shall be shown as separate line items
6. Directions to offerors:
 - a. All offerors must submit offers for each piece of equipment. The offeror must demonstrate that their proposed equipment meets the technical requirements. Alternatives to these specifications and incomplete offers will not be evaluated.
 - b. The offeror must describe its proposed delivery times and implementation program including the qualifications and experience of key personnel. The offerors must also describe its plan to provide familiarization training, after sales service and spare parts, warranties, etc.
 - c. The offeror must provide audited financial reports for the last three years and evidence of access to enough financial resources to finance this procurement.
 - d. The offeror must include a copy of its standard warranty.
 - e. The offeror must describe the number of works of this nature performed, and the amounts, similar to these works over the last three years. For these works, the offeror must provide the names and contact information to include phone and email addresses for RIA to contact.
 - f. The offeror must provide proof of legal existence and a brief history of the company.
 - g. The offeror must provide a person of contact, full address, email, phone number and website (if any)

- h. The offeror must provide tax clearance from the Government of Liberia (that it owes no back taxes to the Government of Liberia) or information about tax payment for last 3 years. Tax clearance must be obtained from the Ministry of Finance, Government of Liberia.
- i. All bids must be accompanied by a Bid Security (Bank Guarantee) of USD\$10,000 or an equivalent amount in a freely convertible currency.
- j. Margin of preference for eligible national contractors/joint ventures shall not apply.
- k. RIA requires bid be valid for 60 days. Offerors must state the required validity period of bids.

7. Evaluation Criteria

All offerors must meet the technical specifications attached. In addition, the following are the evaluation factors and the points assigned to each:

- 1) The ability of the offeror to provide in country maintenance service-30 points;
- 2) The offerors delivery schedule-20 points;
- 3) The ability of the offeror to finance the procurement-25 points;
- 4) The experience of the offeror providing similar works and the quality of the service provided-25 points.

Award will be made to the firm that offers the best value to RIA.

- 8. A complete set of bidding documents in English may be obtained by interested bidders on the following website: <http://www.RobertsInternationalAirport.com>
- 9. Questions and Answers. Question in regard to this bid must be received by Friday June 24, 2011 in writing by email to the individuals in point 11 below. Answers to these questions will posted on the RIA website above 5 days after deadline for questions.
- 10. Deadline for submission of SEALED BIDS is 1400 UTC on Friday July 8, 2011 to the address below. **Electronic bidding will not be permitted.** Late bids will be rejected. Bids will be opened physically in the presence of the bidders' representatives who choose to attend in person at the address below at 1500 UTC on Friday July 8, 2011.
- 11. Interested parties may obtain further information from Mr. Jacob M. Corneh, Chief Accountant (RIA) at email: jacobjusu@yahoo.com or cell # +231 6 517 036 and copy to Mr. James E. Ebanks, General Manager (RIA), email: james.ebanks@paegroup.com or cell# +231 6 765 125 and to inspect the bidding documents at the address given below beginning May 25, 2011 between 0900 – 1600, Monday – Friday.
- 12. Address:
 - Chairman
 - Procurement Committee
 - Roberts International Airport
 - P.O. Box 1, Robertsfield
 - Margibi County, LIBERIA
- 13. RIA reserves the right to accept or reject any bid submitted, and to annul the selection process at any time without incurring any liability and without assigning any reason thereof.

14. The winning supplier must agree to submit the USAID Form 1450-4 Suppliers Certificate and Agreement with the US Agency for International Development for Project Commodities/Invoice and Contract Abstract with each payment request. A copy of the form can be found at:

<http://www.usaid.gov/forms/a1450-4.doc>

15. Statement on Payment of Host Country Taxes

RIA is a state owned enterprise and is exempt from host country taxes.

16. Signature of Bid

The Bid must be signed by a person duly authorized to do so. A bid submitted by a corporation must bear the seal of the corporation.

17. Joint Ventures

Associated companies or joint ventures shall jointly designate in one power-of-attorney persons authorized to obligate all the companies of the association or joint venture. A bid submitted by a joint venture must be accompanied by the document of formation of the joint venture, duly registered or authenticated, in which is defined precisely the conditions under which it will function, its period or duration, the persons authorized to represent and obligate it, the participation of the several firms forming the joint venture, the principal member of the joint venture and address for correspondence for the joint venture. Bidders are advised that the joint venture agreement must include a clause stating that the members of the joint venture are severally and jointly bound.

18. Late Bids

Bidders will be held responsible for ensuring that their bids are received in accordance with the instructions stated herein and a late bid will not be considered even though it became late as a result of circumstances beyond the Bidder's control. A late bid will be considered only if the sole cause of its becoming a late bid was attributable to the Contracting Agency, its employees or agents. Any late Bid shall be returned unopened to Bidder.

19. Modification of Bids

Any Bidder has the right to withdraw, modify, or correct its bid after it has been delivered to the Contracting Agency, provided the request for such a withdrawal, modification, or correction together with full details of such modification or correction is received by the Contracting Agency at the address given above by letter, telegram, or telex before the time set for opening bids. The original bid, as amended by such communication, will be considered as the Bidder's offer. The Contracting Agency may ask any Bidder for a clarification of its bid; nevertheless no Bidder will be permitted to alter its Bid Price or make any other material modification after bids have been opened. However, clarifications which do not change the Bid Price may be accepted. No Bidder may withdraw its bid after the time set for submission of bids.

20. Corruption

No offer, payment, consideration, or benefit of any kind which constitutes an illegal or corrupt practice shall be made, either directly or indirectly, as an inducement or reward for the award of this contract. Any such practice will be grounds for cancelling the procurement, terminating an offeror's consideration for award, or terminating the award of the contract and for such other additional actions, civil and/or criminal, as may be applicable

21. One Bid per Bidder

Each Bidder shall submit only one bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one bid (other than as a subcontractor) shall cause all the proposals with the Bidder's participation to be disqualified.

22. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Contracting Agency shall in no case be responsible or liable for those costs.