

UNICEF LIBERIA REQUEST FOR PROPOSAL

PURPOSE: UNICEF Liberia Country Office (LCO) is seeking qualified National institutional contractors under Long-Term Arrangement (LTA) for provision of Motor vehicle repair and maintenance services categories A, B, C, and other major mechanical corrections, including specialized services for the UN Agencies' fleet in Liberia.

Reference No.: LRPS-2025-9199383

Qualified institutions and 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
- b) Copy of Company's registration in country of origin (if applicable)
- c) Copy of company's registration in Liberia
- d) Company Profile which should include:
 - Company structure
 - Company line of business
 - Number and type of employees
 - Trade License- (English Version)
 - Certificate of incorporation (if applicable)
 - Tax Registration Certificate (most current)
 - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
- e) At least five (5) references of major customers/clients
- f) Companies must not have prior record of inappropriate conduct in ethical, social, or environmental issues (corporate responsibility)
- g) UNGM registration number (see direction provided in annex 3)
- h) Signed copy of UNICEF PSEA (Annex-A) form

For all clarifications/questions, please contact lbr-procurement@unicef.org no later than **10th September 2025 by 5PM local time.**

An online pre-bid meeting will be held via Zoom for interested bidders on 3 September 2025 at 2PM (GMT Time).

Meeting ID: <https://unicef.zoom.us/j/98805896355?from=addon>
Passcode: 098278

Note that it is important that interested **Companies** 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 their proposals.

The Official bid response email (for submission of all bids) is lbr.bids@unicef.org (This email MUST NOT be used for questions).

Bid Submission Deadline is **Monday, 15th September 2025 by 12:00 PM midnight, GMT time.**

The Request for proposal for services (LRPS) package can be obtained from UNICEF Liberia Supply Office (Only by email request to lbr-procurement@unicef.org) between 21 Aug. to 12th Sept. 2025.