

+Section 1: Invitation to Bid

Invitation to Bid (ITB)
Procurement of Security Guard Services
National Competitive Bidding
IFB No./MTNLIB/NCB/001/024

1. Lonestar Cell MTN has the need to hire a security **FIRM** to provide **SECURITY GUARD SERVICES** for all its assets at the head office and all other sub-branches (POS) in Liberia.
2. Lonestar Cell MTN now invites sealed bids from **only eligible and qualified** firms for the provision of Security Guard Services.
3. Bidding will be conducted through the National Competitive Bidding (NCB) and is open to all eligible bidders.
4. Schedule of Events: This bidding process will be governed by the following schedule:

| No. | Activity | Date |
|-----|--|--|
| 1. | Publication of Invitation to Bid and release of bidding document | Monday October 7, 2024 |
| 2. | Pre-Bid submission meeting (optional) | Friday October 11, 2024 at 11:30 AM |
| 3. | Deadline for Submission | Friday November 1, 2024 at 12 noon |
| 4. | Opening of bids | Monday November 4, 2024 at 1:00 PM (IN THE CEO BROADROOM) |
| 5. | Evaluation of bids | Wednesday November 6, 2024 |
| 6. | Transmission of Notification of Award and Outcome of the bidding process | Wednesday November 13, 2024 |
| 7. | Contract negotiation and award | Thursday November 14, 2024 to Tuesday November 26, 2024 |
| 8. | Commencement of contract | Tuesday December 1, 2024 |

5. Interested and eligible bidders may obtain further information from

I-Ishmael F. Niemah
Global Sourcing and Supply Chain Manager
Supply Chain-Finance Department
Lonestar Cell MTN
LBDI Building, Congo Town
P.O. BOX 10-4673
Monrovia, Liberia
Mobile: +231-886-501269 |
Ishmael.niemah@mtn.com

6. **Qualifications requirements:** All bids must be accompanied by;
- ❑ Valid Business Registration Certificate
 - ❑ Valid Tax Clearance
 - ❑ Company Profile
 - ❑ Proof of similar services rendered (a list of at least 3 clients including contacts to whom the firm have provided similar services)
 - ❑ Bid Security in the amount of US\$3,000.00 in the form of a Managers Check/Bank Guarantee
 - ❑ Permit from Ministry of Justice
 - ❑ PPCC Vendor Registration Certificate
 - ❑ Ability to pre-finance up to US\$30,000 (Proof is either signed bank statement (2023 to current)/Access to Credit (valid for 2 years)/Audited financial statement for calendar year 2023)
 - ❑ Valid and active email address
7. Bids must be delivered to the address below on or before **Friday November 1, 2024, at 12:00 noon**. Bids shall be valid for a period of **Sixty (60) days** after the deadline of bid submission.
8. A pre-bid submission meeting will be held via MS Teams and in the conference room of the Lonestar Cell MTN head office in Congo Town on **Friday October 11, 2024, at 11:30 am** to answer questions relevant to the bidding process.
9. Bids will be opened on **Monday November 4, 2024, at 1:00 PM** in the presence of bidders' representatives who choose to attend, at the address below:
- Lonestar Cell MTN**
Conference Room
LBDI Building, Congo Town
Monrovia, Liberia
10. A complete set of bidding document in **English** may be picked up by interested bidders at the Lonestar Cell MTN Head Office between 9:00 am & 3:00 pm daily.
11. All bids must be clearly marked with the address indicated below.

12. **Bids must be submitted only in hard copy.** Late bids will be rejected and returned unopened.
13. **The most responsive Bidder will be issued a Framework Contract valid for one year subject to renewal based on satisfactory performance.**
14. The address is:
I-Ishmael F. Niemah
Global Sourcing and Supply Chain Manager
Supply Chain-Finance Department
Lonestar Cell MTN
LBDI Building, Congo Town
P.O. BOX 10-4673
Monrovia, Liberia

Mobile: +231-886-501269 |
Ishmael.niemah@mtn.com
15. **Lonestar Cell MTN** reserves the right to reject or accept any bid submitted and to annul the entire process at any time for reasons to be communicated to bidders without incurring any liability.

Signed:

I-Ishmael F. Niemah
Global Sourcing and Supply Chain Manager
Lonestar Cell MTN