



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P. O. Box 9041
Tel. 226283 - 223922
226355 - 227942 - 223296
Cable address: MINCOM
Telex: 44331

**Request for Expression of Interest
(REOI)
National Single Window (NSW)
REOI No MoCI/ICB/BOT/001/2018/19**

1. BACKGROUND:

1.1 The Ministry of Commerce and Industry (MoCI) was established by an Act of the National Legislature in 1987 with a mandate which include the promotion, development, regulation; control, operation and expansion of commercial industrial enterprises and activities in the Republic. In further execution of its functions the Ministry shall also;

- a) Establish and regulate commodity and trade standards;
- b) Collect, evaluate and publish data pertaining to commerce, industry and transportation;
- c) Establish and enforce standards of business practice;
- d) Promote sound and development of foreign and domestic commerce; and
- e) Develop plans for movements of goods and people within and without the Republic.

1.2 The Ministry of Commerce and Industry (MoCI) in collaboration with the Liberia Revenue Authority (LRA) in their quest to more effectively and efficiently discharge their responsibilities in accordance with international best practice has embarked on series of transformation and modernization initiatives. It is envisaged that the implementation of these initiatives will improve the taxpaying process for taxpayers,

customs clearance process, strengthen voluntary compliance, transparency, tax justice, administration of the tax regime and ultimately enhance Domestic Resource Mobilization (DRM). One of the transformations and modernization initiatives planned for implementation is the introduction of National Single Window.

1.3 In support of this revenue protection and DRM drive, the Government of Liberia through the Ministry of Commerce and Industry (MoCI) now invites interested and experienced companies with the requisite financial and technical capacity on a build, operate and transfer basis to implement the National Single Window. The firm shall provide the equipment; software, maintenance, technical training and hands-on knowledge transfer to designated custom staff to effectively manage the system. Interested firms must have working experience in providing similar service to at least a Revenue Agency.

2. EVALUATION CRITERIA:

Interested companies are required to respond to the following information:

- a. Comprehensive company's profile to include but not limited to company's charter, certificate of business registration, business and postal address, contact persons, telephone number, company's experience in the management of such project.
- b. Business ownership (Names of Directors/ Proprietors);
- c. Description of the financial standing of the company to include letter of recommendation(s) from your banker(s) regarding your financial credibility;
- d. Curriculum vitae of Senior Management and Technical staff; and
- e. Any other relevant information excluding financial bids and business plan;
- f. Local (Liberia) contact mailing address, phone and email if Firm is not registered in Liberia.

FINANCIAL CAPABILITY:

Company(s) should demonstrate its capability to source the funding required for the project. The Company should also present a certified audited financial statement for the 2015, 2016 and 2017) by an accredited auditing firm.

TECHNICAL EXPERIENCE:

Company should show proof of experience that it has delivered and provided similar system and service of this nature during at least the last four (4) years prior to the date of submission of applications. Experience in Africa with a Revenue Authority is an added advantage.

2.1 Against each of these parameters, applicants would be required to meet the evaluation criteria as detailed in this Section. The evaluation shall be carried out in terms of Yes/No or Compliant / non-compliant of the applicants to meet at minimum both of the above

mentioned parameters separately. Applicant(s) meeting all the criteria will be shortlisted or qualified to submit their bid(s) for the proposed project.

Note: The Ministry reserves the right to reject any application, which is non-responsive.

3. SUBMISSION OF EOI:

EOI application must be submitted in hard copies and in a sealed envelope having the title of the envelope as: **“EOI application for National Single Window”, REOI Number: REOI No. MoCI/ICB/BOT/001//18.** The envelope must contain the following information in 7 sets (One Original plus 6 Copies)

- Covering Letter;
- Audited Financial information certified by an accredited auditing firm;
- In case of consortium or Joint Venture (JV), copy of notarized Consortium or Joint Venture agreement;
- List of contracts previously executed with Revenue authorities or of similar nature.

Note: Liberian participation is highly encouraged considering our Local Content Policy.

4. DEADLINE FOR SUBMISSION OF EOI:

- 4.1 All applications should be submitted on or before 14:00 GMT on December 5, 2018 at the Ministry of Commerce and Industry Office, Ashmun & Garley Street – Monrovia, Liberia
- 4.2 The Ministry may, in its sole discretion, extend the deadline for submission due date by issuing an addendum
- 4.3 EOIs shall be submitted at the below listed address by courier or in person on or before 14:00 GMT on December 5, 2018

Address:
Procurement Unit
Ministry of Commerce and Industry
Ashmun & Garley Street
Monrovia, Liberia

5. AMENDMENT OF EOI:

5.1 At any time prior to the deadline for submission due date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an applicant, modify the EOI by issuance of an addendum. However, such addendum(s) shall not reduce the requirements but may increase the number of requirements.

5.2 The EOI and any addendum thereto will be published in widely read newspapers and on the following websites: www.nic.gov.lr, www.moci.gov.lr, www.lra.gov.lr, www.ppcc.gov.lr and www.emansion.gov.lr