



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
LIBERIA INVESTMENT, FINANCE AND TRADE PROJECT (LIFT-P)
 INSURANCE BUILDING, 5TH STREET-SINKOR, OPPOSITE CONEX GAS STATION
 P.O. Box 9041, 1000 Monrovia, 10 Liberia
www.moci.gov.lr

Special Procurement Notice
(Open International Competitive Bidding)
Request for Bid for Supply, Installation and Commissioning of
Digital Audio Recording and Transcription Solution for the
Commercial Court of Liberia

Project Name:	Liberia Investment, Finance and Trade Project (LIFT-P)
Project ID No.:	P171997
Purchaser:	Ministry of Commerce and Industry
Country:	Republic of Liberia
Credit No.:	D9690
Loan No.:	V3830
Contract ID No.:	LR-MOCI-548324-GO-RFQ
Date Issued:	July 15, 2026

1. The **Government of the Republic of Liberia** (hereinafter called “Borrower”) has been allocated grant and loan funds (the “Financing”) from The *World Bank* which are administered by the International Development Association (IDA) (the “Bank”) and executed by the **Ministry of Commerce and Industry** (“the Client”). The Client now intends to apply part of the proceeds towards the contract for **Supply, Installation and Commissioning of Digital Audio Recording and Transcription Solution for the Commercial Court of Liberia**.
2. The Ministry of Commerce and Industry now invites sealed Quotations from eligible and qualified Suppliers for supply of the below Solutions for the Commercial Court of Liberia.

Item	Description of Service	Quantity	Delivery Period
1	Design, Supply, Installation and Commission of Courtroom Digital Audio Recording and Transcription Solution for the Commercial Court of Liberia.	Assorted	Within 90 Days After Contract Award

3. Bidding will be conducted through **Shopping procedure** specified in the World Bank's "Procurement Regulation for IPF Borrowers" **July 2016 revised November 2017, August 2018, November 2020, September 2023, February 2025 and September 2025** ("Procurement Regulations"), and is open to all eligible Bidders as defined in the Procurement Regulations.
4. The Ministry of Commerce and Industry now invites sealed Quotations from eligible and qualified bidders for the supply of the **Supply, Installation and Commissioning of Digital Audio Recording and Transcription Solution for the Commercial Court of Liberia**. Interested eligible Bidders may obtain further information from the Liberia Investment, Finance and Trade (LIFT) Project Implementation Unit (PIU), 2nd Floor, Insurance Center, Opposite Conex Gas Station, 5th Street, Sinkor, Monrovia-Liberia and during office hours **0900 to 1600 Hours GMT** Mondays to Fridays.
5. All Bidders (whether international or local) shall submit the following additional documents in their Bid:
 - Valid business registration or incorporation documents from their country of origin
 - Valid Tax Clearance Certificate
 - Notarized Power of Attorney authorizing the signatory
 - Bid Security in the form of bank guarantee
 - Company profile, including relevant experience, capacity and proof of similar services provided (at least three years' experience).
 - Signed and completed price and delivery schedules
6. Any clarification request regarding this RFQ may be sent in writing to **Julius Yenwon Saye Keh-nel, Project Coordinator-LIFT-P**, jsayekehnel@gmail.com
Cc copy jvanyanbah-lift@moci.gov.lr/ vanyanbah.julius@yahoo.com/
fahnco76@yahoo.com before **Wednesday July 22, 2026 at 1400 Hours GMT**. The Purchaser will forward copies of its response to all bidders including a description of the inquiry but without identifying its source.
7. The Request for Quotation Documents including detailed Technical Specifications/ System Requirements in "**English**" may be purchased by interested eligible Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee of **Fifty United States Dollars (US\$50.00)**. The method of payment will be direct payment to the project account; Account No.: **6101905782** at **ECOBANK Liberia** and indicate "**Payment for Request for Quotation Documents for Supply, Installation and Commissioning of Digital Audio Recording and Transcription Solution for the Commercial Court of Liberia**". The Request for Quotation Document will be sent only by email to the official email address indicated in the firm's Letter of interest that must accompany the payment details.
8. Quotations in the required format must be delivered to the address below on or before **1100 Hours GMT on Monday, July 27, 2026** by hand or by email, to the address below address. Late bids will be rejected. Meanwhile, there will be **no public opening of Quotations**, however, details of quotation submission will be emailed to all participating suppliers.

9. Quotations shall be valid for a period of ninety (90) days after the deadline for Quotations submission.
10. All Quotations must be accompanied by a “**Bid Security**” of **Five Thousand United States Dollars (US\$5,000.00)**
11. The address (es) referred to above are:

For Inspection of Quotation Document:

Julius Yenwon Saye Keh-nel

Project Coordinator

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