



**Liberia Airport Authority  
(LAA)**

**Republic of Liberia**

Request for Bids (IFB)

**INTERNATIONAL COMPETITIVE BIDDING FOR THE  
(Rental of Roberts International Airport Terminal Stores/Outlets)**

***IFB No. RIA/ICB/002/16/17***

- The Liberia Airport Authority acting intends to LEASE out stores and outlets in the new Robert International Airport Terminal once the terminal comes on line in the next 3(three months) as of the tender date. To this end, the LAA-RIA is requesting bids from interested and qualified firms with vast experience in operating the below listed airport facilities:

Item No.	Lot No.	Description
1.	1	Business Class Lounge
2.	2	High End Restaurant
3.	3	Duty Free Shop/Outlet
4.	4	Shops

- The LAA-RIA now invites bids for the rental and operation of the aforementioned facilities within the new RIA’s terminal building from firms eligible and qualified firms.
- Bidding will be conducted through the National Competitive Bidding (ICB) as specified in the Amended and Restated Public Procurement & Concessions Act Published and Approved September 11, 2018 and is opened to all bidders from eligible source countries as defined in the guidelines.
- Interested firms must demonstrate a strong commercial vision, expertise, outstanding shops and customer service program, and provide a passenger experience at RIA that is competitive with the world’s leading international terminals.
- Eligibility and Qualification Requirements

Item No.	Lot	Description	Minimum Qualification Requirements
1.	1	Business Class Lounge	<ul style="list-style-type: none"> <li>▪ Valid Business Registration Certificate</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Valid Tax Clearance</li> <li>▪ Article of Incorporation</li> <li>▪ At least five years' experience in Airport Lounge Management or other private lounges</li> <li>▪ Must have a minimum average annual turnover of US\$250,000.00 for the last three (3) years</li> <li>▪ Must provide audited financial statement for the past three (3) years</li> </ul>
2.	2	Duty Free Store	<ul style="list-style-type: none"> <li>▪ Valid Business Registration Certificate</li> <li>▪ Valid Tax Clearance</li> <li>▪ Article of Incorporation</li> <li>▪ At least five years' experience in operating an Airport Duty Free Store/Shop or related store/shop.</li> <li>▪ Must have a minimum average annual turnover of US\$500,000.00 for the last three (3) years</li> <li>▪ Must provide audited financial statement for the past three (3) years</li> </ul>

3.	3	High End Restaurant	<ul style="list-style-type: none"> <li>▪ Valid Business Registration</li> <li>▪ Valid Tax Clearance</li> <li>▪ Sanitary Health Permit</li> <li>▪ At least five (5) years' experience in operating high end restaurants</li> <li>▪ Must have a minimum average annual turnover of US\$150,000.00 for the last three (3) years</li> <li>▪ Must provide audited financial statement for the past three (3) years</li> <li>▪ Must have at least one nutritionist and dietician</li> </ul>
4.	4	Shops	<ul style="list-style-type: none"> <li>▪ Valid Business Registration</li> <li>▪ Valid Tax Clearance</li> <li>▪ At least five (5) years' experience in operating shops in airports or related stores/shops</li> <li>▪ Must have a minimum average annual turnover of US\$75,000.00</li> <li>▪ Must provide audited financial statement for the past three (3) years</li> </ul>

6. A complete set of Bidding Documents and attached copy of historical passenger information from 2013 to 2017 in English may be purchased by interested bidders on the submission of a written application to the address

below and upon payment of a non-refundable fee of One Hundred United States Dollars (**US\$100.00**). Interested Bidder can make payment for the bidding documents at the Roberts International Airport Procurement Section, Margibi County.

7. There will a walk through of the facility for the benefit of participants conducted on Thursday, October 18, 2018.
8. All bids should be delivered to the address below on or before **Tuesday, the 25<sup>th</sup> of October 2018** at **12:00 Noon** Liberian Time. Electronic bid will not be permitted. Late bids will be rejected. Bids will be opened on the same day in the presence of the bidders' representatives who choose to attend in person at the address below on **October 25, 2018** at **12:00 Noon** Local/Liberian Time.

Attention:

**Elton S. Tuning**  
**Head of Procurement Department**  
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