



## Procurement of Life Insurance Coverage (Medical) No. FDA/COC/SBA/NCB/010/2026

1. The Chain of Custody of the Forestry Development Authority (FDA) has received funds from the Government of Liberia Budgetary allotment for the year 2026 and intends to apply part of its towards the Procurement of Medical Personnel Insurance Service.
2. The Forestry Development Authority (FDA) now invites sealed bids from eligible and qualified bidders for the Procurement of Life Insurance Coverage for the year 2026.
3. Bidding will be conducted through the National Competitive Bidding process enshrined in the Public Procurement Concessions Act (PPCA) as amended and restated in 2010.

### Schedule of Requirement:

No.	Service Description	Quantity	Delivery
	Medical Personnel Insurance Service	652 staff	At any time during the Contract Period

4. Interested eligible bidders may obtain further information from the Procurement Unit Annex # 2 of the Forestry Development Authority, Whein Town Bernard Farm, Mount Barclay, Liberia. E-mail Address: [wynnbryant@gmail.com](mailto:wynnbryant@gmail.com) or [georgiasaygbah@gmail.com](mailto:georgiasaygbah@gmail.com), and inspect the Bidding Documents on working days from 9:00 AM to 2:00PM at the Forestry Development Authority, Procurement Unit, Whein Town, Mount Barclay.
5. Qualifications requirements include:
  - a. Valid Tax Clearance Certificate
  - b. Valid Business Registration Certificate with Business Activity Code G-4741
  - c. PPCC Certification of Registration
  - d. Past performance records, including the names and contact numbers of at least five clients.
  - e. Bid Securing Declaration
  - f. Article of Incorporation
  - g. Current certificate of registration with the Insurance Regulatory Authority (Central Bank of Liberia)
6. A complete set of Bidding documents in English may be picked up from the Procurement Unit by interested Bidders Upon the submission of a written application to the address below.
7. Bid must be delivered to the address below on or before **May 27, 2026 at 2:00 PM**. Bids shall be valid for a period of 90 days after the deadline of Bid submission. All Bids must be accompanied by a Bid-Securing Declaration. Late Bid will be received recorded and return unopen. Tenders will be opened in the presence of the Bidders' representatives who chooses to attend at the address below at **2:00 PM, May 27, 2026**
8. The addresses referred above regarding bids submission and opening are:

Address for Bid Submission	Address for Bid Opening
The Procurement Unit	Annex # 1 Conference Room

Forestry Development Authority  
Annex # 2  
*Whein Town, Bernard Farm*

Forestry Development Authority  
Whein Town, Bernard Farm

Signed: \_\_\_\_\_  
Wynn G. Bryant, Jr  
**Manager, Procurement Unit**

Approved: \_\_\_\_\_  
Hon: Victor W. Kpaiseh  
**Deputy Managing Director  
Administration/Finance**