

Seal of the Executive Director

REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

P.O. Box 4024

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia



VEHICLE INSURANCE CONTRACT

Between

THE ENVIRONMENTAL PROTECTION AGENCY (EPA)

And

NATIONAL INSURANCE CORPORATION OF LIBERIA (NICOL)

EPA

Website: <http://www.epa.gov.lr>

Mobile: + 231886454493 /+231 776454493

Email: dngeorge@epa.gov.lr

This agreement is dated 28 May 2022.

PARTIES

- (1) The Environmental Protection Agency, a statutory body established under the Act Creating the Environmental Protection Agency of Liberia whose registered office is at 4th Street Sinkor, Monrovia, Liberia and represented by its **Executive Director/ CEO Prof. Wilson K. Tarpeh Sr-** (EPA); and referred to as the "INSURED"
- (2) **National Insurance Corporation of Liberia (NICOL)**, hereinafter known and referred to as the "INSURER", represented by its **MANAGING DIRECTOR, Hon. Sam Mannah** of Buchanan Street, city of Monrovia, County of Montserrado, Republic of Liberia,

AGREED TERMS

1. INTERPRETATION

1.1 The definitions and rules of interpretation in this Clause 1 apply in this agreement.

Appointment: your Insurance service by the EPA on the terms of this agreement.

Commencement Date: 29 May 2022.

End Date: 30 April 2023

Incapacity:

The **INSURED** agrees to hire the services of the "INSURER", and

The **INSURER**" agrees to provide Vehicle Insurance services to the "INSURED",

1. INSURER:

Agrees to provide Vehicle Insurance Services to the "INSURED" as explained in the Vehicle Insurance Policy issued to the "INSURED."

2. IFB. No. EPA/SBA/RB/002/22 FOR Nineteen (19) Vehicles of the ENVIRONMENTAL PROTECTION AGENCY-EPA who are covered under this Vehicle Insurance Policy by the "INSURER".

3. TENDER PRICE:

That due to the nature of the contract which is Vehicle Insurance Contract, the Insured shall pay a Tender Price of **USD\$11,951.00** to the Insurer.

4. DURATION OF CONTRACT:

The contract of insurance shall take effect as of the 28th day of May A.D. 2022, and will have duration of one (1) year the contract ends on the 30 April 2023.

5. TERMINATION:

The contract can be terminated by the insured due to the unsatisfactory performance from the insurer and the insurer can terminate the contract due to non-compliance with the details of the contract by the insured; by giving 15 days notices.



6. NOTICES:

6.1 A notice given to a party under or in connection with this agreement shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at the address given in this agreement or as otherwise notified in writing to the other party; and Unless proved otherwise, any such notice shall be deemed to have been received:

6.2 If delivered by hand, at the time the notice is left at the address given in this agreement or given to the addressee; and if sent by pre-paid first class post or other next working day delivery service, at 9:00 am on the second Business Day after posting or at the time recorded by the delivery service.

7. FORCE MAJEURE:

7.1 The parties mutually agree that in the event of force majeure, which makes it impossible for the 'INSURED' to use or enjoy the Insurance, the terms and conditions of this Agreement shall automatically be suspended and shall remain suspended until such time that the force majeure shall have abated.

7.2 In such case, the period of this agreement shall be deemed automatically extended for the entire period of the Force majeure. Force majeure as used herein is defined as any event beyond the reasonable control of either party, including but not limited to acts of God, War, Storm, Floods, or any extraordinary occurrence which could not have reasonably been anticipated or expected by the **INSURED or INSURER**.

8. ENTIRE AGREEMENT:

This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

8.2 Each party acknowledges that in entering into this agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

8.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement,

8.4 Nothing in this clause shall limit or exclude any liability for fraud.

13. VARIATION:

No variation or agreed termination of this agreement shall be effective unless it is in writing and signed by the parties (or their authorized representatives).

A handwritten signature in black ink, appearing to be a stylized 'M' followed by a flourish.

14. GOVERNING LAW:

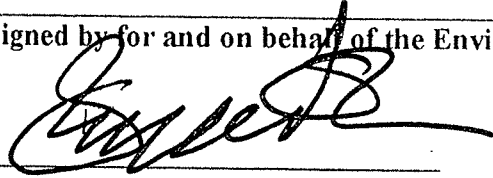
This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of Liberia.

15. JURISDICTION

Each party irrevocably agrees that the courts of Liberia shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

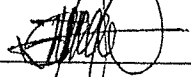
Signed by for and on behalf of the Environmental Protection Agency, ("INSURED")



Prof. Wilson K. Tarpeh Sr

Executive Director/CEO

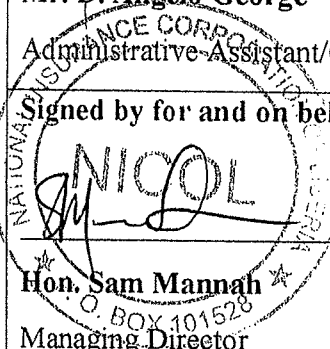
In the presence of



Mr. D. Angelo George

Administrative Assistant/COS

Signed by for and on behalf National Insurance Corporation ("INSURER"),



Hon. Sam Mannah

Managing Director

In the presence of

PRINCETON A. MILLER

Name:

Title: DEPUTY MANAGING DIRECTOR - ADM.



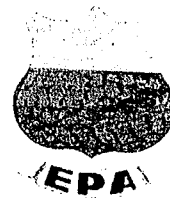
\$5 Revenue Stamp Affixed On the Original.



Office of the Deputy Executive Director

REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

P.O. Box 4024
4th Street Sinkor, Tubman Boulevard,
1000 Monrovia, 10 Liberia



INSURANCE CONTRACT

Between

THE ENVIRONMENTAL PROTECTION AGENCY-EPA

And

SECURE RISK INSURANCE COMPANY, INC.

Website: <http://www.epa.gov.lr>

Mobile: +231886678248/+231777047500

Email: kvanleu@epa.gov.lr

This agreement is dated 1st July 2022.

PARTIES

- (1) The Environmental Protection Agency, a statutory body established under the Act Creating the Environmental Protection Agency of Liberia whose registered office is at 4th Street Sinkor, Monrovia, Liberia and represented by its **Deputy Executive Director/ Acting Executive Director, Hon. Randall M. Dobayou II** (EPA); and referred to as the "INSURED"
- (2) **SECURE RISK INSURANCE COMPANY, INC.** hereinafter known and referred to as the "INSURER", represented by its **ACTING MANAGING DIRECTOR, JOE M. KARPEH** of the city of Monrovia, County of Montserrado, Republic of Liberia,

AGREED TERMS

1. INTERPRETATION

1.1 The definitions and rules of interpretation in this Clause 1 apply in this agreement.

Appointment: your Insurance service by the EPA on the terms of this agreement.

Commencement Date: 1st July 2022.

End Date: 31 December 2022

Incapacity:

The **INSURED** agrees to hire the services of the "INSURER", and

The **INSURER** agrees to provide Medical Insurance services to the "INSURED";

1. NSURER:

Agrees to provide Medical Insurance Services to the "INSURED" as explained in the Group Medical Insurance Master Policy to be issued to the "INSURED".

2. HOSPITALS:

That all employees and staff of the ENVIRONMENTAL PROTECTION AGENCY who are covered under this Group Medical Insurance shall have access to all clinics/hospitals as attached by the "INSURER". Place note that only clinics/hospitals attached or as may be accredited in future by the "INSURER" can be patronized by the "INSURED".

3. INSURER: shall issue the following:

A Group Medical Insurance Master Policy to the INSURED as the policy holder
Medical I.D Cards for the premium paying staff and their dependents.

4. PREMIUMS:

That due to the nature of the contract which is Medical Insurance, the Insured shall pay inclusive all applicable fees and taxes as annual premium for each insured to the Insurer.

(Signature)

5. PROVISION OF ADDITIONAL STAFF:

That the Insured will make provision for additional staff to be added or deleted to the Insured listing which will be submitted by the Insured to the Insurer on a monthly basis

6. DURATION OF CONTRACT:

The contract of insurance shall take effect as of the 1st day of July A.D. 2022, and will have duration of Six (6) months for this fiscal year 2022. The contract ends on the 31 December 2022. The contract can be terminated by the insured due to the unsatisfactory performance from the insurer and the insurer can terminate the contract due to non-compliance with the details of the contract by the insured; by giving 15 days notices.

7. STAFF LISTING:

That the insured shall provide the listing of premium paying client to the insured according to their categories (Senior Management, Middle Management and Junior Staff) on a monthly basis and cover will only be provided for premium paying staff.

8. EXTENSION:

It is agreed by the parties that after the six (6) Months, Insurer should have the right to request for extension on terms and conditions to be agreed by the parties.

9. NOTICES:

9.1 A notice given to a party under or in connection with this agreement shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at the address given in this agreement or as otherwise notified in writing to the other party; and Unless proved otherwise, any such notice shall be deemed to have been received:

9.2 If delivered by hand, at the time the notice is left at the address given in this agreement or given to the addressee; and if sent by pre-paid first class post or other next working day delivery service, at 9:00 am on the second Business Day after posting or at the time recorded by the delivery service.

10. FORCE MAJEURE:

10.1 The parties mutually agree that in the event of force majeure, which makes it impossible for the 'INSURED' to use or enjoy the Insurance, the terms and conditions of this Agreement shall automatically be suspended and shall remain suspended until such time that the force majeure shall have abated.

10.2 In such case, the period of this agreement shall be deemed automatically extended for the entire period of the Force majeure. Force majeure as used herein is defined as any event beyond the reasonable

Storm, Floods, or any extraordinary occurrence which could not have reasonably been anticipated or expected by the **INSURED** or **INSURER**.

11. BENEFITS: The benefits/premium of the contract shall be as follows;

CATEGORY	ANNUAL MEDICAL BENEFIT (IN & OUT PATIENT) PER INSURED & BENEFICIARY US\$	NUMBER OF SPOUSE AND DEPENDENTS	MONTHLY MEDICAL PREMIUM PER INSURED & DEPENDENTS US\$	NUMBER OF STAFF	TOTAL ANNUAL PREMIUM FOR ALL STAFF
SENIOR STAFF	2,000.00	3	26.00	TBA	TBA
MIDDLE MGT STAFF	1,500.00	3	22.00	TBA	TBA
JUNIOR STAFF	1,000.00	3	20.00	TBA	TBA

12. ENTIRE AGREEMENT:

12.1 This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

12.2 Each party acknowledges that in entering into this agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

12.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement.

12.4 Nothing in this clause shall limit or exclude any liability for fraud.

13. VARIATION:

No variation or agreed termination of this agreement shall be effective unless it is in writing and signed by the parties (or their authorized representatives).

14. GOVERNING LAW

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of Liberia.

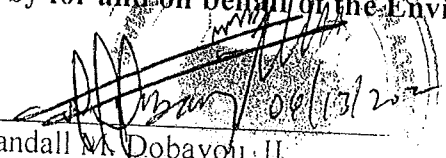


15. JURISDICTION

Each party irrevocably agrees that the courts of Liberia shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

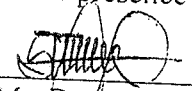
This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Signed by for and on behalf of the Environmental Protection Agency, ("INSURED")


Hon. Randall M. Dobayou, II

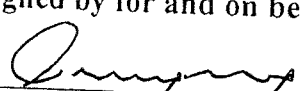
Deputy Executive Director/Acting Executive Director

In the presence of


Mr. D. Angelo George

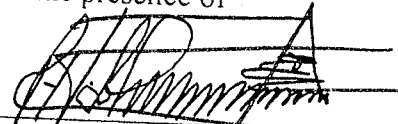
Administrative Assistant/Chief of Staff to the Executive Director

Signed by for and on behalf SECURE RISK INSURANCE COMPANY, INC ("INSURER",)


Mr. Joe M. Karpeh

Acting Managing Director

In the presence of

 ROBERT HENRY JOHNSON, II

Name:

Title: CLAIMS MANAGER

\$5 Revenue Stamp Affixed On the Original



ENVIRONMENTAL PROTECTION AGENCY (EPA)

P.O. Box 4024
4th Street, Tubman Blvd, Sinkor
1000 Monrovia 10, Liberia

INTERNAL PURCHASE ORDER (IPO)

No: 1665

AUGUST 16, 2022

IPO#:

NATIONAL INSURANCE CORPORATION OF LIBERIA (NICOL)

IE OF VENDOR

CORNER OF FRONT & BUCHANAN STREET

07779664265

M	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
9	9	Vehicles SUV Comprehensive 5% (178,550.00) D Less 20% Fleet Adjusted (Disc- USD 1,785.50)	\$7,142.00	
9	9	Adjusted -Premium INSURANCE Stickers (4xUSD15) ECOWAS BROWN CARD (4xUSD10)	15.00\$ 60.00 10.00\$ 40.00	
9	9	vehicles Insurance SUV Comprehensive	Total \$7,242.00	
9	9	vehicles (4) pick-ups & (1) Bus Third party motor insurance TPL Less 15% Fleet 10/20/5-Disc (USD\$296.25) (1,975.00) ADJUSTED Premium Insurance Stickers-(9xUSD15) ECOWAS BROWN CARDS(9x USD\$10)	\$1,678.75 135.00 90.00	
		Total \$1,903.75		
		USD \$9,145.75		

Verified by:

CONTROLLER

Prepared by:

ASSISTANT MANAGER
PROCUREMENT

Signed by:

MANAGER/ADMINISTRATION

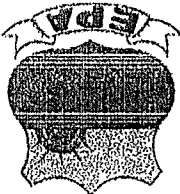
Approved by:

EXECUTIVE DIRECTOR

ATTACHMENT: Three (3) Proforma Invoice, Copy of Purchase Request Order.

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐

info@nicolinsuranceservices.com



ENVIRONMENTAL PROTECTION AGENCY (EPA)

1666
No: 1666

INTERNATIONAL PURCHASE ORDER (IPO)

NATIONAL INSURANCE CORPORATION OF LIBERIA (NICOL)

CORNER OF FRONT & BUCHANAN STREET

01/77964265

QTY	ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		NOTE: IPO, Representing the payment of both Comprehensive and THIRD party mot- or insurance policies in the sum of NINE THOUSAND ONE HUNDRED FORTY FIVE UNITED STATES DOLLARS AND SEVENTY FIVE CENTS, FOR EPA's vehicles in favor of NATIONAL INSURANCE COR- PORATION OF LIBERIA (NICOL).	USD	9,145.75
		TOTAL		9,145.75

Verified by: CONTROLLER

Prepared by: ASSISTANT MANAGER

Signed by: MANAGER / ADMINISTRATION

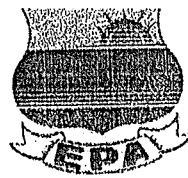
Approved by: EXECUTIVE DIRECTOR

ATTACHMENT: Three (3) Proforma Invoice, Copy of Purchase Request Order.
COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐

info@nicolinsuranceliberia.com

ENVIRONMENTAL PROTECTION AGENCY (EPA)

P. O. Box 4024
4th Street, Tubman Blvd, Sinkor
1000 Monrovia 10, Liberia



INTERNAL PURCHASE ORDER (IPO)

No: 1665

AUGUST 16, 2022

IPO#:

OF VENDOR NATIONAL INSURANCE CORPORATION OF LIBERIA (NICOL)
CORNER OF FRONT & BUCHANAN STREET
RESS: 0777964265

QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
9	Vehicles SUV Comprehensive 5% (178,550.00) D Less 20% Fleet Adjusted (Disc-USD 1,785.50)		\$7,142.00
9	Adjusted -Premium	15.00\$	60.00
9	INSURANCE Stickers (4xUSD15)	10.00\$	40.00
9	ECOWAS BROWN CARD (4xUSD10)		
9	vehicles Insurance SUV Comprehensive	Total	\$7,242.00
9	vehicles (4) pick-ups & (1) Bus Third party motor insurance TPL Less 15% fleet 10/20/5-Disc(USD\$296.25)(7,975.00) ADJUSTED Premium		\$1,678.75
9	Insurance Stickers-(9xUSD15)		135.00
9	ECOWAS BROWN CARDS(9x USD\$10)		90.00
		Total	\$1,903.75
	TOTAL P.T.O P.T.O P.T.O	USD	\$9,145.75

Verified by:

CONTROLLER

Prepared by:

ASSISTANT MANAGER
PROCUREMENT

Signed by:

MANAGER / ADMINISTRATION

Approved by:

EXECUTIVE DIRECTOR

ATTACHMENT: Three (3) Proforma Invoice, Copy of Purchase Request Order.

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐

info@nicolinsuranceservices.com

ENVIRONMENTAL PROTECTION AGENCY (EPA)



Bridgetown Blvd, Sinkor
Bridgetown, Barbados 10, Liberia

PURCHASE ORDER (IPO)

No: 1666

IPO#: _____

VENDOR: NATIONAL INSURANCE CORPORATION OF LIBERIA(nicol)

ADDRESS: CORNER OF FRONT & buchanan street

TEL: 0777964265

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		NOTE: IPO, Representing the payment of both Comprehensive and THIRD party mot- or Insurance policies in the sum of NINE THOUSAND ONE HUNDRED FORTY FIVE UNITED STATES DOLLARS AND SEVENTY FIVE CENTS, FOR EPA's vehicles in favor of NATIONAL INSURANCE COR- PORATION OF LIBERIA (NICOL).		
		TOTAL	USD	9,145.75

Verified by: 
CONTROLLER

Prepared by:  16/22
**ASSISTANT MANAGER
PROCUREMENT**

Signed by:  05/16/22
MANAGER / ADMINISTRATION

Approved by: _____
EXECUTIVE DIRECTOR

ATTACHMENT: Three (3) Proforma Invoice, Copy of Purchase Request Order.

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐

info@nicolinsuranceservices.com



E-mail: securinkinsurance2000@yahoo.com / info @

Cell No. +231 (0) 886 513285 / 886 562865 / 886 576525 / 886 513287 / 886 688091

DATE SEP 12, 2022

Received with thanks from Environ. Sci. Pol. Office _____ Agent _____
Address 1111 1st St. N.E.

Address W. Street St. Environmental Protection Agent

The sum of Nineteen Thousand Eight Hundred Twenty Five Rupees only
being payment for: (i) Premiums _____ Policy No. _____
(ii) Others _____

ing payment for: (i) Premiums _____ Policy No. _____
(ii) Others _____

LIFE ASSURANCE			GENERAL INSURANCE		
Class	\$				
Individual Life			Fire/Property Account/Casualty Automobile (Motor) Contractors All Risk	USD \$ 2,825	
Group Life	USD \$ 2,825				
Public Liability					
			Public Liability		
				USD \$ 2,825	

L.S. USD \$ 2,825

LS 480 2,825

1	
506.0168730	

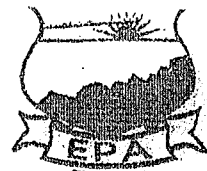

CASHIER/AUTHORIZED OFFICER

PAID

47.1

RECEIPTION AGENCY OF LIBERIA

P.O. Box 4024
 Street, Tubman Blvd, Sinkor
 1000 Monrovia 10, Liberia



PAYMENT VOUCHER

No: 12115

Date: August 15, 2022

to: Secure Risk Insurance

Address: Lynch Street Monrovia Liberia

Received by: Frankie T Sebleh

Date: Sept. 12, 2022

Nature: [Signature]

Receipt No.: 20631

Amount: Two Thousand Eight Hundred Twenty

in Words

Five United States Dollars

\$2,825.00 USD

In Figure

Purpose: Payment for Staff Medical Insurance for the month:

Account No.: CE100064132

IPO No.: N/A

Check No.: 01621730

Drawn on: ECO Bank

Requested by: Gizalith P. Hogard
 Comptroller

Signature: [Signature]

Date: 18/8/22

Prepared by: Thomas J. Y. Fermi
 Asst. Comptroller

Signature: [Signature]

Date: 15/8/2022

Filed by: Thompson S. Dargatzis
 Manager, Adm.

Signature: [Signature]

Date: 18/15/22

Approved by: [Signature]
 EXECUTIVE DIRECTOR

5 Sept 2022

Date: _____

Referred to: Personnel Insurance Code _____

Filed by: [Signature] Date: _____

[Signature]



SECURE RISK INSURANCE COMPANY INC.

SECURE HOUSE

Broad & Lynch Streets

P. O. Box 3860 Monrovia, Liberia

E-mail: securiskinsurance2000@yahoo.com / info@securiskinsurance-lr.com

website: securiskinsurance-lr.com

Cell No. +231 (0) 886 513285 / 886 562865 / 886 576525 / 886 513287 / 886 688091

RECEIPT

DATE

No

20882

Office

Agent

Received with thanks from

Address

Sum of

Payment for:

(i) Premiums

(ii) Others

Policy No.

LIFE ASSURANCE			GENERAL INSURANCE		
Class	\$			\$	
Individual Life			Fire/Property		
Group Life	us\$ 5,650		Account/Casualty		
Public Liability			Automobile (Motor)		
			Contractors All Risk		
	us\$ 5,650				
July 2022 Premium			Public Liability		

TOTAL \$ us\$ 5,650

CASH

CK#

CASHIER/AUTHORIZED OFFICER

Robert #01681609

P.O. Box 4024
4th Street, Tubman Blvd, Sinkor
1000 Monrovia 10, Liberia



PAYMENT VOUCHER No. 11956

Date: July 12, 2022

Pay to: Secure Risk Insurance Company

Address: Lynch & Broad Streets Monrovia, Liberia

Received by: Miatta Sando Johns Date: August 4, 2022

Signature: [Signature] Receipt No.: 20582

Amount: Five Thousand Six Hundred Fifty United

States dollars in Words \$5,650.00 USD In Figure

Purpose: Payment for EPA Staff Medical Insurance for July

Account No: 0600064132

IPO No.: N/A

Check No.: 01681209

Drawn on: ECO Bank

Requested by: Elizabeth P. Hoggard Signature: [Signature] Date: 13/7/22
Comptroller

Prepared by: Thomas J. Y. Gernu Signature: [Signature] Date: 12/7/2022
Asst. Comptroller

Verified by: Josephine T. Dues Signature: [Signature] Date: 13/7/2022
Manager, Adm.

Approved by: [Signature] Date: 27 July 2022
EXECUTIVE DIRECTOR

Argued to: Personal Insurance Code 223101

sted by: _____ Date: _____

INVITATION FOR BIDS

PROCUREMENT OF VEHICLE

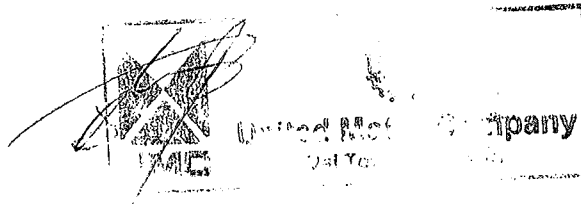
Contract Identification No. IFB No. EPA/RB/007/22

June 20, 2022

The Management
Cactus Motors
10th Street Sinkor
Ruhman Blvd
Monrovia, Liberia

The Management
CICA Motors
UN Drive, Sayon Town
Bushrod Island, Liberia

The Management
United Motor Company, Inc.
Vai Town
Bushrod Island, Liberia



The Management
Africa Motors
18th Street, Sinkor
Monrovia, Liberia

1. The **Environmental Protection Agency (EPA)** through the Government of Liberia (GoL) has received Funds for (Fiscal Year 2022) and intends to apportion part of the funds towards the procurement of **VEHICLE**.
1. The Environmental Protection Agency now invites sealed bids from eligible registered bidders for the supply of **VEHICLE**.
2. Bidding will be conducted through the **Restricted Bidding (RB)** process as specified in the Public Procurement & Concessions Commission Act (PPCA) of 2010.
3. Specification & Quantity

NO.	DESCRIPTION	Specification	QUANTITY
1.	VEHICLE	30 SEATED BUS	2 PCS

4. Qualification and Requirement include :

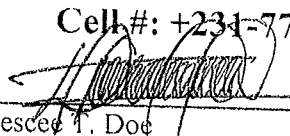
❖ Current business registration certificate

- ❖ **Current tax clearance**
 - ❖ **Reference (s) listing of previous clients supplied over the past three (3) years.**
Please provide contact telephone NOs, e-mail address and any other details that will make due diligent easier.
 - ❖ **Company Profile/ Track Record**
 - ❖ **Letter of Certification from at least three (3) previous clients.; and**
 - ❖ **PPCC vendors registry certificate**
5. Interested eligible bidders can obtain a copy of the bidding documents from the **Procurement Unit** of the **Environmental Protection Agency** beginning Monday June 20, 2022 from 9:00 am- 4 pm daily Mondays through Fridays. A complete set of bidding documents in English are available to be purchased for a non-refundable fee of Twenty Five United States Dollars (US\$25.00).
6. The deadline for submission of bids is on Friday July 15, 2022 at 1:30 pm. Bids received after the deadline will be considered **late** and will be **rejected** and returned unopened. Electronic bids will not be accepted. Bids will be opened in the presence of Firms/Company or their representatives who choose to attend on July 15, 2022 at 1:30 pm in the **Public Awareness Theater** on the ground floor of the EPA.
7. Bids submitted must be sealed and labeled: **IF NO. /EPA/RB/007/22**
8. All Sealed **Bids** must be accompanied by a **Bid Security** of **US\$ \$3000.00** from a reputable bank in the form of Bank Guarantee. Bids shall be valid for a period of **90** days after the deadline of bid submission.

Submissions must be delivered to the address stated below.

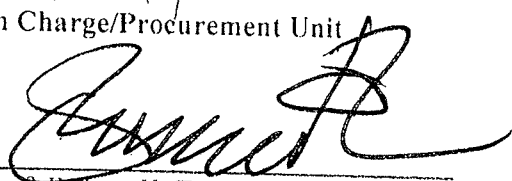
Attention: **The Procurement Unit**
Behind the main building within the compound of the
Environmental Protection Agency (EPA)
4th Street, Sinkor
Monrovia, Liberia
Cell #: +231-775-674-132

Signed: _____


Pesce F. Doe

Officer in Charge/Procurement Unit

Approved: _____


Prof. Wilson K. Tarpeh

Head of Procurement Committee

MINUTES OF PROCUREMENT COMMITTEE MEETING
AGREEMENT FOR THE PROVISION OF VEHICLE INSURANCE

The Environmental Protection Agency through the Government of Liberia (GoL) National Budget -2022 and its Internal Revenue Generation using the (RB) method to solicit bids for the procurement of Vehicle Insurance for the EPA. The letter of invitation for bids was sent out on April 6, 2022. Bid were issued to seven (7) bidders, out of the (7) companies, four (4) companies obtained the bidding documents and submitted their bid at the deadline of submission, which was 3: 00 pm, May 5, 2022.

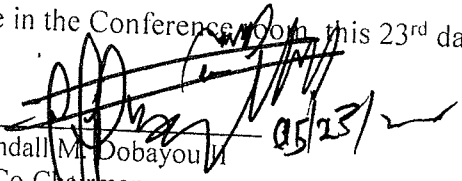
On May 5, 2022, the Restricted Bidding (RB) were opened in the presence of the bidder's representatives and staffs from the Environmental Protection Agency (EPA). After carefully reviewing the submitted bid, The Evaluation panel were constituted to evaluate the submission of bids received.

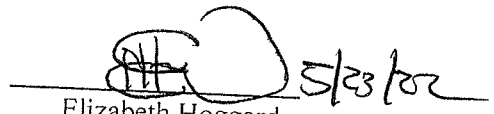
The Committee met on May 23, 2022 in the Conference Room of the Executive Director of the Environmental Protection Agency (EPA). The Assistant Manager for Procurement, stated the purpose of the meeting which was convened to review the bid for bidder for the provision of Vehicle Insurance. The Assistant Manager for Procurement informed the members that the Evaluation panel has recommended National Insurance Company of Liberia (NICOL) for the Provision of Vehicle Insurance

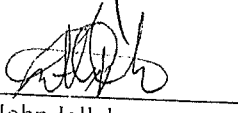
The committee reviewed the panel's evaluation report and recommendations, taking into consideration the eligibility, completeness and substantial responsiveness of the bidder for the Provision of Vehicle Insurance received by the entity through the Procurement Unit. After a careful analysis of the bid submitted by bidder, the panel evaluation report and recommendations, the committee concluded and approved the report and recommendations from the Restricted Bidding (RB) to award the contract for the Provision of Vehicle Insurance.


The meeting was then adjourned at 2:00pm.

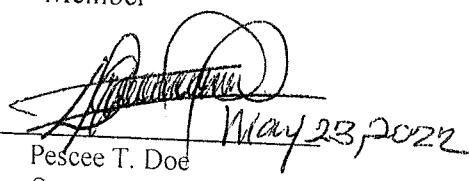
Done in the Conference room, this 23rd day of May A.D. 2022 by:



Randall M. Dobayou
Co-Chairman


Elizabeth Hoggard
Member


John Jallah
Member


Josephine F. K. Doles
Member


Pescee T. Doe
Secretary/Non Member


Frances B. Seydou
Member