



# **Standard Procurement Documents**

## **Request for Expression of Interest (Non-consulting Service)**

### **Recruitment of a Service Provider for the provision of Comprehensive Vehicle Repairs and Maintenance Services for the STAR Project**

**Reference no.: LBR-2000001194-0001-NC-NPP**

Smallholder Agriculture Transformation and Agribusiness Revitalization  
Project (STAR-P)  
Ministry of Agriculture

January 26, 2026

# REQUEST FOR EXPRESSIONS OF INTEREST

## (Non-consultant Service)

### Vehicle Repairs and Maintenance Services

**Issued Date: January 26, 2026**

**Country:** Liberia

**Project:** Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)

**Assignment title:** *Recruitment of Service Providers/Firms for the Provision of Comprehensive Vehicle Repairs and Maintenance Services for the STAR/ILSA Project*

**Reference no.:** LBR-2000001194-0001-NC-NPP

#### 1. Background

The *Ministry of Agriculture* has received additional financing from the International Fund for Agricultural Development (IFAD) towards the cost of the *Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)* and intends to apply part of the proceeds to payments under the non-consulting service contract for the **Provision of Comprehensive Vehicle Repairs and Maintenance Services**.

The STAR Project now invites eligible Vehicle Repair and Maintenance Firms (“Service Providers”) to express their interest in providing the required services.

#### 2. Assignment Title and Description

**Title:** Provision of Comprehensive Vehicle Repairs and Maintenance Services.

**Description:** The Ministry seeks qualified and experienced service providers to maintain a fleet of project vehicles to ensure reliable, safe, and cost-effective transportation for project implementation activities.

#### 3. Objective of the Assignment

The primary objective is to ensure the operational readiness and longevity of project vehicles. The selected service provider must not only service vehicles in **Monrovia** but also demonstrate the capability to perform routine maintenance in the **project counties** through partnerships or branch workshops. This decentralized approach is intended to minimize vehicle downtime, reduce operational costs, and prevent excessive wear and tear.

#### 4. Objective of the Assignment

The scope includes, but is not limited to, the following services for the fleet of vehicles for the STAR Project and the Ministry of Agriculture (predominantly 4x4 SUVs and double-cabin pickups):

- Conducting thorough assessments and providing detailed diagnostic reports for all vehicles requiring service or repair.
- Performing all scheduled preventative maintenance and unscheduled repairs (mechanical, electrical, bodywork) efficiently and to professional standards.
- Proactively advising the STAR Project on potential mechanical issues and recommending preventive solutions.
- Completing all service and repair tasks within agreed, time-bound schedules.
- Supplying and fitting genuine or manufacturer-certified spare parts and accessories promptly upon request.

#### 5. Eligibility and Evaluation Criteria

Interested firms must provide information demonstrating their qualifications and eligibility to perform the services (brochures, descriptions of similar assignments, experience in similar conditions, availability of appropriate skills and equipment, etc.). The minimum eligibility criteria are:

- Valid business registration certificate to operate as an automotive service provider in Liberia for at least **five (5) years**.
- Valid PPCC Vendors' Registration Certificate (if applicable).
- Demonstrable experience of a minimum of **three (3) years** of continuous operation in vehicle repair/maintenance services for at least **three (3) major contracts**, with references (preferably for government, NGO, or donor-funded projects).
- Availability of a fully equipped workshop with necessary tools, diagnostic equipment, and certified technical staff.
- Sound financial standing, supported by audited financial statements or bank statements for the last two (2) years.
- Tax Compliance Certificate and proof of social security contributions.
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## 6. Conflict of Interest

Service Providers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the STAR Project. Service Providers/Firms shall disclose any potential conflict of interest in their Expression of Interest.

## 7. Conflict of Interest

The IFAD Policy on Preventing Fraud and Corruption in its Activities and Projects applies to this procurement. Consultants will be selected in accordance with the procedures set out in IFAD's Project Procurement Guidelines.

## 8. Shortlisting Criteria

Expressions of Interest will be evaluated, and a shortlist of qualified firms will be invited to submit Technical and Financial Proposals. Shortlisting will be based on:

- **Legal Status (10%)**: Certificate of Business Registration/Incorporation and valid PPCC Vendors' Registration Certificate
- **Specific Experience (30%)**: Relevance and scale of similar contracts.
- **Technical Capacity (30%)**: CVs/Qualifications of key personnel, workshop facilities, and equipment.
- **Financial Capacity (20%)**: Audited financial statements or certified accounts for the last two (2) financial years (2024 & 2025).
- **Local Presence & Coverage (10%)**: Proximity to the PIU headquarters in Monrovia and ability to serve project regions.

## 9. Submission Requirements

Interested firms must submit their Expression of Interest in **English in a single PDF**, comprising:

- **Cover Letter** formally expressing interest.
- **Firm's Profile**, including year of establishment, ownership structure, and core business.
- **Relevant Experience**: Summary of at least three (3) most relevant contracts executed in the last five years, including client name, contract value, duration, and scope. Provide contact details for reference.
- **Technical Capacity**: Summary of key technical staff (CVs to be submitted later), description of workshop location, facilities, and major equipment.
- **Financial Capacity**: Copies of audited financial statements (or equivalent) for 2024 and 2025, and a valid tax clearance from LRA.
- **Legal Documents**: Copies of Certificate of Incorporation/Registration, Valid Business Registration, and other relevant certificates.

## 10. Duration of the Assignment

All services are to be contracted for a period of one year, renewable upon satisfactory performance.

## **11. Submission of EOI**

Please send a soft copy of your Expression of Interest in a format that cannot be edited (PDF) on or before **9<sup>th</sup> February 2026 by 4.00 pm** to: [starp-bids@moa.gov.lr](mailto:starp-bids@moa.gov.lr), copies to [rglaydor@moa.gov.lr](mailto:rglaydor@moa.gov.lr), and [smarvie@moa.gov.lr](mailto:smarvie@moa.gov.lr)

The subject line should read: **EOI for Non-Consulting Services: Provision of Comprehensive Vehicle Repairs and Maintenance Service.**

**NOTE: ONLY PRE-SELECTED SERVICE PROVIDERS/FIRMS WILL BE CONTACTED.**

Please address all EOIs to the address below:

Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)

Attn: Stephen T. Marvie

The Project Coordinator

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