



Republic Of Liberia  
Ministry Of Foreign Affairs  
Capitol Hill, Monrovia

Invitation for Bids (IFB)

1. The Ministry of Foreign Affairs has received funding from the Government of Liberia through the National Budget for fiscal year 2018/2019 to procure the items of the below procurement contract packages. In light of this, the Ministry intends to enter into procurement contracts with reputable and eligible vendors for the fiscal year 2018/2019 as indicated on a framework basis.
2. The Ministry now invites sealed bids from eligible and reputable vendors for the supply of items; consistent with the below procurement contract packages:

CONTRACT PACKAGE CODE	CONTRACT PACKAGE TITLE	DEADLINE FOR BIDS SUBMISSION
<b>Contracts for non-Liberian and Liberian Businesses</b>		
IFB No. MFA/NCB/001/18/19	Supply of Stationeries	July 13, 2018
IFB No. MFA/NCB/002/18/19	Cleaning Materials	July 13, 2018
IFB No. MFA/NCB/003/18/19	Food Stuff	July 13, 2018
IFB No. MFA/NCB/004/18/19	Supply of Office Furniture	July 13, 2018
<b>Contracts for Liberian Businesses Only</b>		
IFB No. MFA/SBA/NCB/001/18/19	Publication Services	July 13, 2018
IFB No. MFA/SBA/NCB/002/18/19	Supply of Rice	July 13, 2018

3. Bidding will be conducted through the *National Open Competitive Bidding Procedures* specified in the Public Procurement and Concessions Act of 2010 as amended and restated. This invitation is opened to all eligible bidders as defined in the Act and Regulations of the Public Procurement and Concessions Commission of Liberia.

4. A complete set of Bidding Document (s) in *English* is available at the Division of Procurement, 1<sup>st</sup> Floor, Ministry of Foreign Affairs, Capitol Hill, and can be picked up; beginning Wednesday, June 13, 2018 from 9:30 A.M to 4:30 P.M daily.

5. REQUIREMENTS FOR ELIGIBILITY

- ❖ *PPCC Vendor Registration Receipt/Certificate;*
- ❖ *Valid Business Registration Certificate;*
- ❖ *Valid LRA Tax Clearance;*
- ❖ *Past Performance References; and*
- ❖ *Ability to Pre-Finance*

6. Interested Bidders may obtain further information in writing from the *Procurement Division, 1st Floor or via e-mail to the following addresses: sayebiyie@yahoo.com, stanley\_beain@yahoo.com and podiascosmith@gmail.com, at the latest, one (1) week before the deadline for the submission of bids.*

7. All bids must be accompanied by a bid Security in the format provided in the bid data section of the bidding documents.

8. All bids must be in one original plus *two (2) copies*, properly filled and enclosed in well labelled envelopes with the concerned contract package code and title, and must be delivered to the address below on or before Friday, July 13, 2018 at **3:00 P.M.**

Attn: Mr. Saye J. Biye, Procurement Director  
Tender Box  
Division of Procurement, 1<sup>st</sup> Floor  
Ministry of Foreign Affairs  
Capitol Hill, Monrovia

9. Bids will be opened promptly thereafter in the public and in the presence of representatives of bidders who may choose to attend the opening in the Conference Room of the Minister of Foreign Affairs on the 4<sup>th</sup> Floor at **3:02 P.M on July 13, 2018.**

10. Late bids, partial response to bids, electronic bids, and bids not qualified for receipt shall not be accepted for evaluation; irrespective of the circumstances.

Signed: \_\_\_\_\_

Dee-Maxwell Saah Kemayah, Sr., DEPUTY MINISTER FOR ADMINISTRATION