



Republic Of Liberia
Ministry Of Foreign Affairs
Capitol Hill, Monrovia

Invitation for Bids (IFB)

Date: January 18, 2018

1. The Ministry of Foreign Affairs has received funding from the Government of Japan to fund the below contract packages for Fiscal Year 2017/2018, and intends to enter into procurement contracts with reputable and eligible vendors on a **CASH BASIS**.

2. The Ministry now invites sealed bids from eligible and reputable vendors for the supply of the below procurement contract packages.

Contract Package Code	Contract Package	Deadline
1. IFB: No. MFA/IECI-CDP/NCB/001/17/18	Supply of ICT equipment	February 16,2018
Category of ICT Equipment		
1.1	Laptops (26pcs)	
1.2	Modems (7pcs)	
1.3	Printers (9pcs)	
2. IFB No. MFA/IECI-CDP/NCB/002/17/18	Stationery (Assorted)	February 16,2018

3. Bidding will be conducted through the **National Open Bidding procedures** specified in the Public Procurement and Concessions Act of 2010 as amended and restated and are open to all eligible Bidders as defined in the Policy and Regulations.

4. A complete set of Bidding Documents in *English* is available at the Bureau of Procurement of the Ministry of Foreign Affairs, Capitol Hill, and can be picked up by Tuesday, January 23, 2018 from 9:00 A.M to 4:00 P.M for fifty United States Dollars (**USD 50.00**).

5. REQUIREMENTS FOR ELIGIBILITY

- ❖ *PPCC vendor registration receipt/certificate*
- ❖ *Business registration certificate*
- ❖ *LRA Tax Clearance*
- ❖ *Past performance reference*

6. Interested Bidders may obtain further information in writing from the *Procurement Bureau, 1st Floor, E-mail: podiascosmith@gmail.com, copy to algeorgis9@gmail.com at the latest one (1) week before the deadline of submission of the bids.*

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

8. All bids in one original plus *three (3) copies*, properly filled and enclosed in plain envelopes must be delivered to the address below on or before **Friday, February 16, 2018, 15:00 hrs local time**

Tender Box

*Ministry of Foreign Affairs
Bureau of Procurement, 1st Floor
Capitol Hill, Monrovia*

9. Bids will be opened promptly thereafter in public and in the presence of bidders' representatives who choose to attend the opening at the Conference Room on the 4th Floor of the Ministry of Foreign Affairs, **at 15:00hrs local time**

10. Late bids, portion of bids, electronic bids, and bids not received, bids not opened and not read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

Signed: _____
Edward M. Eesiah, Deputy Minister for Administration