

INVITATION FOR BID

*Republic Of Liberia
Ministry Of Foreign Affairs
P.O.BOX 9002
1000 Monrovia, 10 Liberia
West Africa*

Leasing of available cafeteria

Contract Identification No.: ***IFB No: MFA/NCB/008/16/17***

1. The Ministry of Foreign Affairs (MFA) now invites sealed bids in the form of proposal from eligible and qualified bidders for the lease of its cafeteria. The cafeteria is located on the 1st floor of the Ministry of Foreign Affairs Building.
2. Qualification requirements include the following:
 - ***Company Profile;***
 - ***Current Business Registration Certificate (Liberia Business Registry);***
 - ***Current Tax Clearance Certificate (Liberia Revenue Authority);***
 - ***Social Security Clearance (NASSCORP)***
 - ***Ministry of Health Certificate***
 - ***Provision of track record of clients or institutions;***
 - ***Three (3) letters of recommendation from reputable businesses and institutions;***
 - ***CVs of managerial personnel and restaurant staff highlighting related experience;***
 - ***Must have liability insurance; and***
 - ***Must be registered with the Public Procurement and Concessions Commission (PPCC).***
3. ***Financial conditions:***
The highest bidder will be considered for contract award.
4. Interested and eligible bidders may obtain the key to tour the cafeteria and request further information from the Office of the Procurement Director on the 1st floor of the Ministry, Monday – Friday (9:00 AM – 5:00 PM)
5. A pre-bid meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Tuesday, December 27, 2016 at 1:00 PM to answer questions relevant to the bidding process. Six (6) days after which, all clarification request would remain unanswered.
6. Bids must be submitted at the Procurement Bureau, 1st floor on or before Tuesday, January 3, 2017 at 2:00 PM. Bid opening will be done promptly after closing at 2:20 PM in the main Conference Room on the 4th Floor of the Ministry in the presence of bidder's representatives or those who choose to attend.
7. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: ***(IFBNo:MFA/NCB/008/16/17) CONFIDENTIAL BID- for the lease of cafeteria , Ministry of Foreign Affairs and addressed to:***

Director of Procurement
First (1st) Floor
Ministry of Foreign Affairs
Capitol Hill
1000 Monrovia, 10 Liberia
Mobile number: +231-886-109378
Web address: www.mofa.gov.lr

8. The Ministry of Foreign Affairs reserves the right to reject or accept any bid submitted and to annul the entire process for reasons to be communicated to Bidders without incurring any liability.

Signed: _____

Albert L. George
Procurement Director

Approved: _____

Edward M. Eesiah
Deputy Minister for Administration