

# REPUBLIC OF LIBERIA



## NATIONAL COMPETITIVE BIDDING

### *For Supply of Stationery & Vehicle Rental Services (Domestic Travels)*

Invitation for Bid No: *MFA/NCB/002/14/15 & MFA/NCB/003/14/15*

Ministry of Foreign Affairs  
P.O.BOX 9002  
Capitol Hill, 1000 Monrovia, 10 Liberia  
*www.mofa.gov.lr*

**Date: JULY 14, 2014**

# INVITATION FOR BIDS

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

1. The government of Liberia through the Ministry of Foreign Affairs (MFA) intends to apportion funds from its core budget towards the cost of procuring **Stationery and Office Supplies & Vehicle Rental Services** through a framework agreement.
  
2. The Ministry of Foreign Affairs now invites qualified and eligible firms to submit sealed bids for the provision of the below goods and services. Bidding will be conducted through National Competitive Bidding (NCB) Procedures as specified in the Amended and Restated Public Procurement and Concession Act (PPC Act), and is opened to all eligible and qualified bidders. These applicable procurement procedures are consistent with the REPUBLIC of LIBERIA Amended and restated PPC Act published and approved: September 18, 2010. Bidders can bid for one or more lots from each line item.
  
3. The supply of each line item as per MOFA requirements included in Bid documents:

Reference No.	Description	Items		Est. Ceiling Qty	Est. Floor Qty	Bid Security
IFB No: MFA/NCB/00 2/14/15	Provision of Vehicle Rental Services	Lot 1	Sedan	50	25	500.00 per lot
		Lot 2	SUV	25	25	500.00 per lot
		Lot 3	Bus (25-35 Seater)	15	10	500.00 per lot
		Lot 4	Bus (10-15 Seater)	25	15	500.00 per lot
IFB No: MFA/NCB/00 3/14/15	Supply of Stationery & Office Materials	Lot 1	Papers	Assorted	Assorted	500.00 per lot
		Lot 2	Stationery Items	Assorted	Assorted	500.00 per lot
		Lot 3	Ink & Cartridges	Assorted	Assorted	500.00 per lot

4. A complete set of bidding documents for each line item may be purchase by qualified and eligible bidders at the below address upon payment of non-refundable fee of USD\$50.00. Bid security must be submitted together with bid document, and **must be USD 500.00 USD per lot in Manager's Check or Bank Guarantee.**
5. Qualification requirements include the following:
  - **Current Business Registration Certificate (Liberia Business Registry);**
  - **Current Tax Clearance Certificate (Ministry of Finance);**
  - **Certificate of Incorporation (Ministry of Foreign Affairs)**
  - **Financial Records for the last two (2) years;**
  - **Social Security Certificate (NASSCORP);**
  - **Past performance Records of at least four (4) previous or current clients with their addresses and telephone numbers;**
  - **Availability of Supplies at all time (Stationery & Office Materials);**
  - **Management Structure and key personnel being proposed (Vehicle Rental Services); and**
  - **Ability to pre-finance for at least four (4) weeks;**
6. Interested and eligible bidder may obtain bidding documents and further information from the Ministry of Foreign Affairs Bureau of Procurement from Monday- Friday  
(9:00 A.M- 4:00 P.M).
7. All Submissions must be signed and sealed in an envelope, including other requested information as follows: **Example (1) (IFB No: MFA/NCB/002/14/15) CONFIDENTIAL BID- for the provision of Vehicle Rental Services to the Ministry of Foreign Affairs for Fiscal Year 2014/2015. Example (2) (IFB No: MFA/NCB/003/14/15) CONFIDENTIAL BID-For the supply of Stationery and Office Materials to the Ministry of Foreign Affairs for Fiscal Year 2014/2015.** and addressed to:

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

8. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2<sup>nd</sup> floor on Tuesday, July 29, 2014 at 1:00 PM to answer questions relevant to the bidding process. Seven (7) days after which, all clarification request would remain unanswered to.

9. Bid must be submitted at the Procurement Bureau as indicated below:

<b>Reference No.</b>	<b>Description</b>	<b>Submission / Opening Date</b>	<b>Submission Time</b>	<b>Opening Time</b>
IFB No: MFA/NCB/002/14/15	Provision of Vehicle Rental Services	Wednesday, August 6, 2014	2:00 PM	2:00 PM
IFB No: MFA/NCB/003/14/15	Supply of Stationery & Office Materials	Wednesday, August 6, 2014	2:00 PM	2:00 PM

10. All Bid Openings will be done in the main Conference room on the 4<sup>th</sup> Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.

11. 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 bidder without incurring any liability.

Signed: \_\_\_\_\_  
Albert L. George  
**(Procurement Director)**

Approved: \_\_\_\_\_  
Hon. Augustine Kpehe Ngafuan  
**(Head of Entity)**