

INVITATION FOR BIDS

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

For the provision Vehicle Rental Services

Contract Identification No.: **IFB No: MFA/SBA/NCB/001/17/18**

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 vehicle rental service (IFB No: MFA/SBA/NCB/001/17/18) through a framework agreement.
2. The Ministry of Foreign Affairs now invites qualified and eligible Liberian firms to submit sealed bids for the provision of Lot#1 Sedan, Lot#2 SUV, Lot #3 Bus (10-15 Seater), & Lot# 4 Bus (25-35 Seater). 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.
3. The Provision of Vehicle Rental Services as per MFA quantities and requirements included in Bid documents:

Lots	Description	Ceiling Quantity	Est. Trips	Bid Security (US\$)
Lot 1	Sedan	25	10	500.00 per lot
Lot 2	SUV	25	25	500.00 per lot
Lot 3	Bus (10-15 Seater)	10	11	500.00 per lot
Lot 4	Bus (25-35 Seater)	15	10	500.00 per lot

4. A complete set of bidding documents may be purchase by qualified and eligible bidders at the below address upon payment of nonrefundable fee of USD\$50.00. A Bid security must be submitted together with bid document, and **must be USD 500.00 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 (Liberia Revenue Authority);**

- *Certificate of Incorporation/Partnership Agreement (Ministry of Foreign Affairs);*
- *Audited Financial records for the last two (2) years;*
- *Social Security Certificate (NASSCORP);*
- *Statement of satisfaction from three (3) previous or current clients over the last one (1) year;*
- *Management Structure and key personnel being proposed; and the*
- *Ability to pre-finance for at least four (4) weeks.*
- *Must be registered with the PPCC*

6. Interested and eligible bidder may obtain detailed 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. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: *(IFBNo:MFA/SBA/NCB/001/17/18)CONFIDENTIAL BID- for the Provision of vehicle rental service to the Ministry of Foreign Affairs for Fiscal Year 2017/2018* 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. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Friday, May19, 2017 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. Bids must be submitted at the Procurement Bureau 1st Floor on or before Friday, **May 26, 2017** on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.

10. 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: _____

Hon. Marjon V. Kamara
Minister/ Head of Entity

INVITATION FOR BIDS

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

Repair and Maintenance Services (Civil Works)

Contract Identification No.: **IFB No: MFA/SBA/NCB/002/17/18**

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 the Repair and Maintenance Services (IFB No: **MFA/SBA/NCB/003/17/18**) through a framework agreement.
2. The Ministry now invites your firm to submit sealed bids for the provision of Lot #1 Exterior & Interior Painting, Lot #2 Repair of damaged floors, windows and others. Bidding will be conducted through the National Competitive Bidding (NCB) Procedures as specified in the Amended and Restated Public Procurement and Concession Act (PPC Act). These applicable procurement procedures are consistent with the REPUBLIC of LIBERIA Amended and restated PPC Act published and approved: September 18, 2010. You can bid for one or more lots.
3. The supply of these materials as per MFA quantities and requirements included in Bid documents:

Lots	Description	Quantity	Bid Security (US\$)
Lot 1	Exterior and Interior Painting	Assorted	500.00 Per Lot
Lot 2	Repair of damage floors, windows and others	Assorted	500.00 Per Lot

4. A complete set of bidding documents may be purchase by qualified and eligible bidders at the below address upon payment of nonrefundable fee of USD\$50.00. Bid security must be submitted together with bid document, and **must be USD 500.00 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 (Liberia Revenue Authority);**
 - **Certificate of Incorporation/Partnership Agreement (Ministry of Foreign Affairs);**
 - **Audited Financial records for the last two (2) years;**
 - **Social Security Certificate (NASSCORP);**
 - **Statement of satisfaction from three (3) previous or current clients over the last one (1) year;**
 - **Management Structure and key personnel being proposed; and the**
 - **Ability to pre-finance for at least four (4) weeks.**
 - **Must be registered with the PPCC**

6. Interested and eligible bidder may obtain detailed 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. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: **(IFBNo:MFA/SBA/NCB/003/17/18)CONFIDENTIAL BID- for the Provision of Repair and Maintenance Services(Civil Works) to the Ministry of Foreign Affairs for Fiscal Year 2017/2018** 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. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Frida, May 19, 2017 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. Bids must be submitted at the Procurement Bureau 1stFloor on or before Friday, **May 26, 2017** on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
10. 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: _____
Hon. Marjon V. Kamara
Minister/ Head of Entity

INVITATION FOR BIDS

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

For the supply of Building Materials

Contract Identification No.: **IFB No: MFA/NCB/007/17/18**

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 building materials (IFB No: MFA/NCB/007/17/18).
4. The Ministry now invites your firm to submit sealed bids for the provision of Lot #1 Plumbing Materials, Lot #2 Electrical Materials, Lot #3 Gardening Materials, & Lot #4 Finishing Materials. Bidding will be conducted through National Competitive Bidding (NCB) Procedures as specified in the Amended and Restated Public Procurement and Concession Act (PPC Act). These applicable procurement procedures are consistent with the REPUBLIC of LIBERIA Amended and restated PPC Act published and approved: September 18, 2010. You can bid for one or more lots.
5. The supply of these materials as per MFA quantities and requirements included in Bid documents:

Lots	Description	Quantity	Bid Security (US\$)
Lot 1	Plumbing Materials	Assorted	500.00 Per Lot
Lot 2	Electrical Materials	Assorted	500.00 Per Lot
Lot 3	Gardening Materials	Assorted	500.00 Per Lot
Lot 4	Finishing Materials	Assorted	500.00 Per Lot

4. A complete set of bidding documents may be purchased by qualified and eligible bidders at the below address upon payment of nonrefundable fee of USD\$50.00. Bid security must be submitted together with bid document, and **must be USD 500.00 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 (Liberia Revenue Authority);**
 - **Certificate of Incorporation/Partnership Agreement (Ministry of Foreign Affairs);**
 - **Audited Financial records for the last two (2) years;**
 - **Social Security Certificate (NASSCORP);**
 - **Statement of satisfaction from three (3) previous or current clients over the last one (1) year;**
 - **Management Structure and key personnel being proposed; and the**
 - **Ability to pre-finance for at least four (4) weeks.**

- **Must be registered with the PPCC**

6. Interested and eligible bidder may obtain detailed 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. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: **(IFBNo:MFA/NCB/007/17/18)CONFIDENTIAL BID- for the supply of Building Materials to the Ministry of Foreign Affairs for Fiscal Year 2017/2018** 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. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Frida, May 19, 2017 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. Bids must be submitted at the Procurement Bureau 1st Floor on or before Friday, **May 26, 2017** on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
10. 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: _____
Hon. Marjon V. Kamara
Minister/ Head of Entity

INVITATION FOR BIDS

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

For the provision of Catering Services

Contract Identification No.: **IFB No: MFA/SBA/NCB/005/17/18**

1. The government of Liberia through the Ministry of Foreign Affairs (MFA) intends to apportion funds from its budgetary appropriation towards the cost of procuring the services of a firm to provide catering services (IFB No: MFA/SBA/NCB/005/17/18) through a framework agreement.
2. The Ministry of Foreign Affairs now invites solely owned Liberian firms to submit sealed bids for the provision of catering 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). These applicable procurement procedures are consistent with the REPUBLIC of LIBERIA Amended and restated PPC Act published and approved: September 18, 2010.
3. The provision of these services as per MFA quantities and requirements included in Bid documents:

Item	Estimated Quantities Per Head	Ceiling	Est. Floor Quantities per Head	Menu
Breakfast (Continental & Local)	350		50	Assorted
Lunch (Continental & Local)	350		50	Assorted
Dissert (Continental)	350		50	Assorted

4. A complete set of bidding documents may be purchase by your entity 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 in Manager's check or Bank Guarantee**.
5. Qualification requirements include the following:
 - **Current Business Registration Certificate (Liberia Business Registry);**
 - **Current Tax Clearance Certificate (Liberia Revenue Authority);**
 - **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;**
 - **Ability to pre-finance for at least four (4) weeks.**

- ***Must be registered with the PPCC***

6. You 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. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: ***(IFB No: MFA/SBA/NCB/005/16/17)CONFIDENTIAL BID- for the provision of Catering Services to the Ministry of Foreign Affairs for Fiscal Year 2017/2018*** and addressed to:

Director of Procurement
First (1st) Floor
Ministry of Foreign Affairs
Capitol Hill
1000 Monrovia, 10 Liberia
Mobile number: +231-886-589047
Web address: www.mofa.gov.lr
8. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Friday, May 19, 2017, 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 1st Floor on or before Friday, **May 26, 2017**, on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
10. 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 at any time without incurring any liability.

Signed: _____
Albert L. George
Procurement Director

Approved: _____
Hon. Marjon V. Kamara
Minister/Head of Entity

INVITATION FOR BIDS

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

For the Supply of Stationery & Office Materials

Contract Identification No.: **IFB No: MFA/NCB/001/17/18**

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 Materials (IFB No: MFA/NCB/001/17/18) through a framework agreement.
2. The Ministry of Foreign Affairs now invites qualified and eligible firms to submit sealed bids for the provision of Lot #1 Papers, Lot # 2 Stationery (Assorted) &, Lot #3 Ink & Cartridges. 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.
3. The supply of Office Materials and Services as per MFA quantities and requirements included in Bid documents:

Lots	Description	Quantity	Bid Security (US\$)
Lot 1	Papers	Assorted	<i>500.00 per lot</i>
Lot 2	Stationery	Assorted	<i>500.00 per lot</i>
Lot 3	Ink & Cartridges	Assorted	<i>500.00 per lot</i>

4. A complete set of bidding documents may be purchase by qualified and eligible bidders at the below address upon payment of nonrefundable fee of USD\$50.00. Bid security must be submitted together with bid document, and ***must be USD 500.00 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 (Liberia Revenue Authority);***

- *Certificate of Incorporation/Partnership Agreement (Ministry of Foreign Affairs);*
- *Audited Financial records for the last two (2) years;*
- *Social Security Certificate (NASSCORP);*
- *Statement of satisfaction from four (4) previous or current clients over the last one (1) year;*
- *Availability of Supplies at all times; and the*
- *Ability to pre-finance for at least four (4) weeks.*
- *Must be registered with the PPCC*

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. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: *(IFBNo:MFA/NCB/001/17/18)CONFIDENTIAL BID- for the Supply of Stationery & Office Materials to the Ministry of Foreign Affairs for Fiscal Year 2017/2018* 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. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Friday, May 19, 2017 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. Bids must be submitted at the Procurement Bureau 1st Floor on or before Friday, **May 26, 2017**, on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
10. 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 and without assigning any reason thereof.

Signed: _____
 Albert L. George
Procurement Director

Approved: _____
 Hon. Marjon V. Kamara
Minister/Head of Entity

Invitation for Bids

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

For the Provision of Vehicles Repairs and Maintenance Services

Contract Identification No.: **IFB#MOFA/NCB/002/2017/2018**

1. The Ministry of Foreign Affairs (MOFA) is to receive funding from budgetary allocations and intend to appropriate cost for procuring the provision of vehicles repair and maintenance services (IFB No: MOFA/NCB/002/17/18) through a Framework agreement.
2. The Ministry now invites qualified and eligible firms to submit sealed bids for the provision of vehicles repairs and maintenance 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.
3. The provision of vehicles Repair and Maintenance Services as per MOFA quantities and requirements included in Bid documents:

Lots	Description	Quantity	Service	Frequency
Lot 1	Hyundai Santafe-Sedan	5	Routine Maintenance or Corrective Maintenance	3 months
	Hyundai Accent-Suv Hyundai Tucsoni-suv	2		As per occurrence
Lot 2	Renault Duster-SUV	7	Routine Maintenance or Corrective Maintenance	3 months
	Renault Logan-Sedan	4		As per occurrence
Lot 3	Higer Buses, Two (2) Large Buses,	2	Routine Maintenance or Corrective Maintenance	3 months

	Two Extra Large Buses	2 2		As per occurrence
Lot 4	Toyota Fortuner-SUV	2	Routine Maintenance or Corrective Maintenance	3 months
	Ford Explorer-SUV	2		As per occurrence
Lot 5	Nissan Hardbody Pickup	2	Routine Maintenance or Corrective Maintenance	3 months
	Nissan Amera	2		As per occurrence
	Nissan Quasquash	1		

4. A complete set of bidding documents 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 in Manager's check or Bank Guarantee.***

5. Qualification requirements include the following:

- ***Current Business Registration Certificate (Liberia Business Registry);***
- ***Current Tax Clearance (Liberia Revenue Authority);***
- ***Certificate of Incorporation (Ministry of Foreign Affairs);***
- ***Audited Financial records for the last two years;***
- ***Social Security Certificate (NASSCORP);***
- ***Statements of Satisfaction from four (4) previous or current clients over the last one year;***
- ***Availability of Supplies at all times; and the***
- ***Ability to pre-finance for at least four (4) weeks.***
- ***Must be registered with the PPCC***

6. Interested and eligible bidder may obtain bidding documents or further information from the Ministry of Foreign Affairs Bureau of Procurement from Monday- Friday (9:00 A.M- 4:00 P.M) .

7. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: ***CONFIDENTIAL BID- for the provision of Vehicle repairs and maintenance services*** (IFB No: MOFA/NCB/002/17/18)***to the Ministry of Foreign Affairs for Fiscal Year 2017/2018*** and addressed to:

Director of Procurement
First (1st) Floor
Ministry of Foreign Affairs

Capitol Hill
1000 Monrovia, 10 Liberia
Mobile number: +231-886-109378/886608603
Web address: www.mofa.gov.lr

8. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Friday, May 19, 2017 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. Bids must be submitted at the Procurement Bureau 1st Floor on or before Friday, **May 26, 2017** on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:10, in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
10. The Ministry of Foreign Affairs reserves the right to reject or accept any bid submitted and to annul the entire process at any time without incurring any liability and without assigning any reason thereof.

Signed: _____
Albert L. George
Procurement Director

Approved: _____
Hon. Marjon V. Kamara
Minister/ Head of Entity

INVITATION FOR BIDS

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

For the Supply of Computers and Printers

Contract Identification No.: ***IFB No: MFA/NCB/003/16/17***

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 office computers and printers (IFB No: MFA/NCB/003/17/18).
2. The Ministry of Foreign Affairs now invites qualified and eligible firms to submit sealed bids for the provision of Lot #1 Desktop Computers and Laptop, Lot # 2 Printers (Assorted). 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.
3. The supply of Computers and Printers as per MFA quantities and requirements included in Bid documents:

Lots	Description	Quantity	Bid Security (US\$)
Lot 1	Desktops/Laptops	20 pcs	<i>500.00 per lot</i>
Lot 2	Printers	20 pcs	<i>500.00 per lot</i>

4. A complete set of bidding documents may be purchase by qualified and eligible bidders at the below address upon payment of nonrefundable fee of USD\$50.00. Bid security must be submitted together with bid document, and ***must be USD 500.00 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 (*Liberia Revenue Authority*);**
- **Certificate of Incorporation/Partnership Agreement (*Ministry of Foreign Affairs*);**
- **Audited Financial records for the last two (2) years;**
- **Social Security Certificate (*NASSCORP*);**
- **Statement of satisfaction from four (4) previous or current clients over the last one (1) year;**
- **Availability of Supplies at all times; and the**
- **Ability to pre-finance for at least four (4) weeks.**
- **Must be registered with the PPCC**

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. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: **(IFBNo:MFA/NCB/003/17/18)CONFIDENTIAL BID- for the Supply of Office Computers and Printers to the Ministry of Foreign Affairs for Fiscal Year 2017/2018** and addressed to:

Director of Procurement
 First (1st) Floor
 Ministry of Foreign Affairs
 Capitol Hill
 1000 Monrovia, 10 Liberia
 Mobile number: +231-886-109378/886608603
 Web address: www.mofa.gov.lr

8. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Frida, May 19, 2017 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. Bids must be submitted at the Procurement Bureau 1st Floor on or before Frida, **May 26, 2017**, on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
10. 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 and without assigning any reason thereof.

Signed: _____
 Albert L. George

Procurement Director

Approved: _____
 Hon. Marjon V. Kamara

Minister/Head of Entity

INVITATION FOR BIDS

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

Supply of Office Furniture & Fixtures

Contract Identification No.: **IFB No: MFA/NCB/004/17/18**

1. The government of Liberia through the Ministry of Foreign Affairs (MOFA) intends to apportion funds from budgetary appropriation towards the cost of procuring office furniture & fixtures (IFB No: MFA/NCB/004/17/18).
2. The Ministry of Foreign Affairs now invites qualified and eligible firms to submit sealed bids for the provision of Lot #1 Office Furniture & Fixtures Lot #2 Curtains and Blinds. 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.
3. The supply of Furniture & Fixtures as per MOFA quantities and requirements included in Bid documents:

Lot	Description	Quantity
Lot 1	Office Furniture & Fixtures	Assorted
Lot 2	Curtains and Blinds	Assorted

4. A complete set of bidding documents 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 500.00in Manager's check or Bank Guarantee for each lot.**
5. Qualification requirements include the following:
 - **Current Business Registration Certificate (Liberia Business Registry);**
 - **Current Tax Clearance Certificate (Liberia Revenue Authority);**
 - **Certificate of Incorporation (Ministry of Foreign Affairs);**
 - **Audited Financial records for the last two years;**
 - **Social Security Certificate (NASSCORP) ;**
 - **Past performance Records of previous or current clients;**

- *Availability of Supplies at all times ;*
- *The ability to supply and install the curtains and blinds upon each request, and the;*
- *Ability to pre-finance for at least four (4) weeks.*
- *Must be registered with the PPCC*

- Interested and eligible bidder may obtain further information from the Ministry of Foreign Affairs Bureau of Procurement from Monday- Friday (9:00 A.M- 4:00 P.M) .
- Submission must be clearly marked, signed and sealed in a envelope, including other requested information as follows: ***CONFIDENTIAL BID- for the Supply of Office Furniture & Fixtures***(IFB No: MFA/NCB/004/16/17)***to the Ministry of Foreign Affairs for Fiscal Year 2017/2018*** and addressed to:

 Director of Procurement
 First (1st) Floor
 Ministry of Foreign Affairs
 Capitol Hill
 1000 Monrovia, 10 Liberia
 Mobile number: +231-886-608603/886109378
 Web address: www.mofa.gov.lr
- A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Friday, May 19, 2017 at 1:00 PM to answer questions relevant to the bidding process. Seven (7) days after which, all clarification request would remain unanswered to.
- Bids must be submitted at the Procurement Bureau 1st Floor on or before Frida, **May 26, 2017**, on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:20, in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
- The Ministry of Foreign Affairs reserves the right to reject or accept any bid submitted and to annul the entire process at any time without incurring any liability and without assigning any reason thereof.

Signed: _____

Albert L. George

Procurement Director

Approved: _____

Hon. Marjon V. Kamara

Minister/ Head of Entity

Invitation for Bids

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

For the Supply of Cleaning & Entertainment Materials

Contract Identification Number **IFB No:MFA/NCB/005/17/18**

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 cleaning & entertainment materials (IFB No:MFA/NCB/005/17/18) through a framework agreement.
2. The Ministry now invites your firm to submit sealed bids for the provision of Lot #1 Cleaning Materials &, Lot #2 Entertainment Materials. Bidding will be conducted through National Competitive Bidding (NCB) Procedures as specified in the Amended and Restated Public Procurement and Concession Act (PPC Act). These applicable procurement procedures are consistent with the REPUBLIC of LIBERIA Amended and restated PPC Act published and approved: September 18, 2010. You can bid for one or more lots.
3. The supply of Cleaning Materials and Consumable Products as per MFA quantities and requirements included in Bid documents:

Lots	Description	Quantity	Bid Security (US\$)
Lot 1	Cleaning Materials	Assorted	500.00 Per Lot
Lot 2	Entertainment Materials	Assorted	500.00 Per Lot

4. A complete set of bidding documents can be purchase by your entity 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 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 (Liberia Revenue Authority)**
 - **Certificate of Incorporation (Ministry of Foreign Affairs);**
 - **Audited Financial records for the last two years;**

- *Social Security Certificate (NASSCORP);*
- *Statements of Satisfaction from four (4) previous or current clients over the last one year;*
- *Availability of Supplies at all times; and the*
- *Ability to pre-finance for at least four (4) weeks.*
- *Must be registered with the PPCC*

6. You can obtain bidding documents or further information from the Ministry of Foreign Affairs Bureau of Procurement from Monday- Friday (9:00 A.M- 4:00 P.M) .

7. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: **(IFB No:MFA/NCB/005/17/18)CONFIDENTIAL BID- for Cleaning (Lot 1) & Entertainment Materials (Lot 2)to the Ministry of Foreign Affairs for Fiscal Year 2017/2018** and addressed to:

Director of Procurement
 First (1st) Floor
 Ministry of Foreign Affairs
 Capitol Hill
 1000 Monrovia, 10 Liberia
 Mobile number: +231-0886608603/886109378
 Web address: www.mofa.gov.lr

8. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Friday, May 19, 2017, 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. Bids must be submitted at the Procurement Bureau 1st Floor on or before Friday, **May 26, 2017**, on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, on the same day in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.

10. The Ministry of Foreign Affairs reserves the right to reject or accept any bid submitted and to annul the entire process at any time for reason to be communicated to bidders without incurring any liability.

Signed: _____
 Albert L. George
Procurement Director

Approved: _____
 Hon. Marjon V. Kamara
Minister/ Head of Entity

