



REPUBLIC OF LIBERIA
Ministry of Foreign Affairs
Capitol Hill
Monrovia, Liberia

ADVERTISEMENT

INVITATION FOR BIDS (IFB)

The Ministry of Foreign Affairs has received budgetary appropriation from the Government of Liberia to fund the below for the fiscal year 2024. And intends to enter a framework agreement with reputable and eligible vendors.

1. The MOFA now invites sealed bids from eligible and reputable **Vendors per the below contract packages**

CONTRACT PACKAGE CODE	CONTRACT PACKAGE	BID SECURITY TYPE	DEADLINE
IFB No. MFA/NCB/001/24	Repairs and Maintenance-office equipment	Manager Check- 500 US\$	06/03/2024
IFB No. MFA/NCB/002/24	Air Tickets	Manager Check- 500 US\$	06/03/2024
IFB, No. MFA/NCB/003/24	Printing Binding Service	Bid Securing Declaration	06/03/2024

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

3. A complete set of Bidding Document(s) in *English* is available at the Division of Procurement on the 1st Floor of the Ministry of Foreign Affairs, Capitol Hill, and can be picked up by beginning Thursday, May 9, 2024 from 9:30 A.M to 4:00 P.M daily.

4. **QUALIFICATION REQUIREMENTS INCLUDE THE FOLLOWING:**

- *Current Business Registration Certificate (Liberia Business Registry);*
- *Current Tax Clearance Certificate (Liberia Revenue Authority);*
- *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*
- *Copy of IATA Accreditation Certificate (for Air tickets contract package only)*
- *Copy of Permit to operate a Travel Agency(for Air tickets contract package only)*
- *Letter of Recommendation from a reputable institution(for Air tickets contract package only)*
- *CVs of one Managerial Personnel/Team Leader and at least two (2) Travel Staff highlighting key experience(for Air tickets contract package only)*
- *Official letter of appointment as a local Client Representative (In case of a local Base Agent for a Foreign Company. (for Air tickets contract package only)*
- *That the agency (Manager/Owner) must have the capability to work from home even after normal working hours during weekdays, because in some cases the request for itinerary changes comes after working hours(for Air tickets contract package only)*
- *That the agency must demonstrate superb customer service qualifies at all times during interactions to process the Ministry Staff tickets, and must be reached by telephone at all times (for Air tickets contract package only)*
- *In some cases, the agency must be willing and able to work long hours on Saturdays (if the changes must be made such that the Staff makes his/her flight the next day Sunday) (for Air tickets contract package only)*
- *That the agency must be willing to make frequent changes to the Staff existing itinerary on short notice(for Air tickets contract package only)*

5. Interested Bidders may obtain further information in writing from the Procurement Division through the following email addresses: cflahn@yahoo.com and sackeyadolf@yahoo.com with Cc: to podiascosmith@gmail.com, at the latest 2 weeks before the deadline of submission of the bids.

6. All bids must be accompanied by a bid Security in the format provided above consistent with the format in the bid data sheet of the bidding documents.

7. All bids in one original plus two (2) copies, properly filled and enclosed in plain envelopes must be delivered to the address below on or before **Monday, June 3, 2024 @ 1:00 P.M.**

Mr. Cyrus G. Flahn, Sr.
Director Of Procurement
1st Floor, Ministry of Foreign Affairs
Capitol Hill, Monrovia
cflahn@yahoo.com

8. Bids will be opened promptly thereafter in public and in the presence of Bidders' representatives who choose to attend the opening in the Minister's Conference Room on the 4th Floor of the Ministry of Foreign Affairs on Monday, June 3, 2024 @ 1:05 p.m.

9. Late bids, portion of bids, electronic bids, 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: 

Deweh E. Gray (Chf.)
ACTING MINISTER