



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

**INVITATION FOR BIDS (IFB)**

1. The Ministry of Foreign Affairs has received budgetary allotment from the Government of Liberia to fund the below for the fiscal year 2020/2021. And intends to enter a framework agreement with reputable and eligible vendors.
2. 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/001/20/21	Stationery Supply	Manager Check- 500 US\$	20/08/2020
IFB No. MFA/NCB/002/20/21	Printing & Binding	Bid Securing Declaration	20/08/2020
IFB No. MFA/NCB/003/20/21	Furniture	Manager Check- 500 US\$	20/08/2020

3. 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.
4. A complete set of Bidding Document(s) in *English* is available at the Division of Procurement on the 1<sup>st</sup> Floor of the Ministry of Foreign Affairs, Capitol Hill, and can be picked up by Monday, July 13, 2020 from 9:30 A.M to 4:00 P.M daily.
5. Qualification requirements include the following:
  - **Current Business Registration Certificate (Liberia Business Registry);**
  - **Current Tax Clearance Certificate (Liberia Revenue Authority);**
  - **Audited Financial records for the last two (2) years;**
  - **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 Bidders may obtain further information in writing from the *Procurement Division through the following email addresses: [cflahn@yahoo.com](mailto:cflahn@yahoo.com) or [podiascosmith@gmail.com](mailto:podiascosmith@gmail.com)*, at the latest 2 weeks 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 *two (2) copies*, properly filled and enclosed in plain envelopes must be delivered to the address below on or before **Thursday, August 20, 2020 @ 2:00 P.M.** More besides, please also consider sending an electronic copy of your bid bearing your scanned signature to the email address below.

*Mr. Cyrus G. Flahn, Sr.*  
**Director Of Procurement**  
*1<sup>st</sup> Floor, Ministry of Foreign Affairs*  
*Capitol Hill, Monrovia*  
[cflahn@yahoo.com](mailto:cflahn@yahoo.com)

9. 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 4<sup>th</sup> Floor of the Ministry of Foreign Affairs on August 20, 2020 @ **2:05 p.m.**
10. 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:** \_\_\_\_\_  
**MAWINE G. DIGGS**  
**DEPUTY MINISTER FOR ADMINISTRATION**