

REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
CAPITOL HILL . MONROVIA

INVITATION FOR BIDS (IFB)

The Ministry of Foreign Affairs has received funding from the National Government of Liberia through the 2026 budgetary process to fund the below **Public Sector Investment Project(PSIP)** related procurement contract packages for the fiscal year 2026, and intends to enter a contractual agreement with reputable and eligible firm.

1. The MOFA now invites sealed bids from eligible and reputable **firms** for the below contract packages as indicated below.

CONTRACT PACKAGE CODE	CONTRACT PACKAGE		BID SECURITY TYPE	DEADLINE
IFB No. MFA/PSIP/NCB/004/26	Civil Works	Lot 1: Construction of New Passport center	Manager Check-3,076.13 US\$	07/31/26
		Lot 2: Repair and Maintenance Service	Manager Check-1,025.38 US\$	
IFB No. MFA/PSIP/NCB/001/26	Stationery supply		Bid securing declaration	07/31/26
IFB No. MFA/PSIP/NCB/002/26	Office Equipment		Manager Check-1,952.00 US\$	07/31/26

2. Bidding will be conducted through the **National Competitive Bidding procedures** specified in the public Procurement and Concession Act of 2026 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 obtained from the Division of procurement beginning Wednesday, July 8, 2026 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 three (3) year;**
 - **Ability to pre-finance for at least four (4) weeks.**
 - **Must have PPCC vendor Registration certificate**
 - **Must have ALCC certificate and(for civil work only);**
 - **Must have the Ministry of Public Works Certificate(CCC) (for civil work only)**
5. A pre-bid meeting for the **Civil work contract** package shall be held on Friday, July 17, 2026 at 2:pm in the Conference room of the Ministry on the 5th floor . All interested bidders are encourage to attend.
5. Interested Bidders may obtain further information in writing from the *Procurement Division through the following email addresses: podiascosmith@gmail.com with Cc to : cflahn@yahoo.com and sackeyadolf@yahoo.com at the latest 2 weeks before the deadline for 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 **Friday, July 31, 2026 @ 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 the 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 Friday, July 31, 2026 @ **1:05 p.m.**
9. Late bids, portion of bids, electronic bids, and 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: _____

Hon. Gabriel H. Salee
Deputy Minister For Administration