

**INVITATION TO BID (ITB)  
REPUBLIC OF LIBERIA  
MINISTRY OF FINANCE  
P. O. BOX 9013  
1000 MONROVIA 10, LIBERIA  
WEST AFRICA  
ITB# /MOF/ICB/002/10/11**

**REF: INVITATION TO BIDS (Provision for the Supply of STATIONERY, OFFICE FURNITURE & EQUIPMENT, IT EQUIPMENT and JANITORIAL SUPPLIES)**

1. The Government of Liberia, through the Ministry of Finance (MOF), intends to apportion funds towards the cost of procuring **Office Stationery, Office Furniture, Office Equipment, Janitorial Supplies and IT Equipment** under Lot# 01, Lot# 02, Lot# 03, Lot# 04 and Lot# 05, ITB No. /MOF/ICB/001/10/11.
2. The Ministry of Finance now invites qualified and eligible bidders to submit sealed bids for the provision of Office Stationery, Furniture, Equipment, Janitorial Supplies and IT Equipment. Bidding will be conducted through International Competitive Bidding (ICB) procedures as specified in the PPC Act, and is opened to all eligible and qualified bidders. These applicable procurement procedures are consistent with the Republic of Liberia PPC Act published and approved: September 2005. *Bidders can bid for one or more lots.*
3. The supply of Office Stationery, Office Furniture and Equipment, Janitorial Supplies and IT Equipment as per MOF quantities and requirements included in Bid Documents:

<b>Lots</b>	<b>Description</b>	<b>Bid Security(US\$)</b>
Lot 1	OFFICE STATIONERY	2% of Bid Price
Lot 2	OFFICE FURNITURE	2% of Bid Price
Lot 3	OFFICE EQUIPMENT	2% of Bid Price
Lot 4	JANITORIAL SUPPLIES	2% of Bid Price
Lot 5	IT EQUIPMENT	2% of Bid Price

4. A complete set of bidding documents may be purchased 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.** Bid security of 2% bid price is required together with bid documents.
5. Interested bidders should have the capacity to retain supply of Goods in stock for a period of one (1) fiscal year. Bidders for **Lot# 05 (IT Equipment)**, must quote for required specs or equivalent specs at time of procurement. All IT Goods must be of quality and original products. Must be able to respond to MOF's schedule of supply at all times. All bid prices should be quoted in United States dollars.

6. Qualifications requirements include the following:
- BUSINESS REGISTRATION CERTIFICATE
  - CURRENT TAX CLEARANCE
  - Articles of Incorporation
  - PAST PERFORMANCE HISTORY WITH AT LEAST THREE (3) REFERENCES
  - AVAILABILITY OF SUPPLIES AT ALL TIMES
  - CAPACITY TO DO AT LEAST 60 (SIXTY) DAYS PRE-FINANCING OF SUPPLY.
7. Interested and eligible bidders may obtain further information from and inspect the bidding documents at the office of the MOF Procurement Director address specified below.
8. Submissions must be **clearly marked** with the lot number, signed and sealed in an envelope, including other requested information as follows: **CONFIDENTIAL BID – Provision for the Supply of Office Stationery, Office Furniture, Office Equipment, Janitorial Supplies and IT Equipment** LOT# (please indicate the number of **LOT** bidding for on the envelope) and addressed to:
- THE DIRECTOR OF PROCUREMENT  
THIRD FLOOR, ROOM 317  
MINISTRY OF FINANCE  
BROAD STREET  
1000 MONROVIA 10, LIBERIA  
Mobile Number: +231 024200032  
Email address: MOF website - [www.mofliberia.gov.lr](http://www.mofliberia.gov.lr)
9. A pre-bid opening meeting will be held at LEITI conference room, Ministry of Finance, 4<sup>th</sup> floor on Thursday, September 23, 2010 at 2 pm to answer questions relevant to the bid process.
10. **BIDS MUST BE SUBMITTED AT MOF INTERNAL AUDIT SECTION located on the Third Floor of Ministry of Finance. The deadline for the submission of bids is Friday, 1<sup>st</sup> October 2010, on or before 15:00 hrs.** Any bid coming after this time will be considered a late bid and will be rejected and returned unopened. Electronic bidding will not be permitted. Opening will be done promptly after closing at 15:00, 1<sup>st</sup> October 2010 in the 10<sup>th</sup> floor conference room of the Ministry of Finance.
11. Bids will be opened in the presence of bidder's representatives or those who choose to attend on 1<sup>st</sup> October 2010.
12. Ministry of Finance reserves the right to reject or accept any bid submitted and to annul the process at any time without incurring any liability and without assigning any reason therefore. Invitation To Bid and Award of Contract will be issued to qualified bidders in accordance with procurement procedures applicable under the Republic of Liberia PPC Act published and approved: September 2005. **Consideration will be given to Firms that are able to pre-finance for at least sixty (60) days. Please indicate.**

SIGNED: \_\_\_\_\_  
MINISTRY OF FINANCE