



Date: 8th June 2018

Expression of Interest for Heavy Duty Multi -Function Printer

Mary's Meals International is a UK based humanitarian organization which responds worldwide in school feeding. We are feeding over 1.2 million children globally in their places of education. We have a Country Programme in Liberia with a school feeding program reaching around 114,292 students in 507 schools in Bomi, Cape Mount, Bong and Montserado Counties.

Mary's Meals Liberia is seeking for companies to supply a Heavy duty Multi -function Network Printer to its office in Tubmanburg as specified in Annex 1

Requirements for submission

The tender should be accompanied by:

1. Annex 1 attached should be duly filled with relevant information
2. Up to date GOL Business Registration Certificate.
3. Valid LRA tax and other relevant statutory tax clearance certificates.
4. Organisation profile (including supplier name, physical address, contact person telephone, mobile, email, TIN number etc.)
5. Annex 2 – Cover page should be duly filled with all relevant information and returned with the bid

Term of Payment

Payment will be done in cheque after delivery and installation of printer within 10 banking days from Marys Meals office in Tubmanburg Bomi County.

Please send your proposals to the emails below on or before the **14th of June 2018**.

Amimo.madara@marysmeals.org

Francis.gitau@marysmeals.org



Annex 1 – Specifications

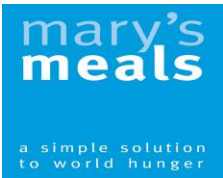
	ITEM DESCRIPTION	Unit	USD
1	<ul style="list-style-type: none"> • Multi-function printers • For work teams up to 30 people; prints up to 15,000 pages/month • Prints up to 55 pages per minute • Maximum Paper Capacity of 850 sheets • Ethernet and wireless networking options • Including installation 	1	

Annex 2 – Cover Page

<u>Supplier Form - Complete and submit with your Bid</u>	
Supplier name:	
Contact person:	



Office address:		
Telephone number:		
Email address:		
<u>Supplier declaration:</u>		Tick box (✓) to indicate agreement:
I certify that I am the official representative of the company named above.		
I have given Mary's Meals International Liberia a copy of our company's updated GOL Business Registration Certificate).		
I have given Mary's Meals International Liberia a copy of our company's valid LRA tax and other relevant statutory tax clearance certificates		
I have given Mary's Meals International Liberia a copy of our company's/organisation profile (including supplier name, physical address, contact person telephone, mobile, email, TIN number etc.		
Name	Signature	Date



<p>Company Stamp</p>	
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