

Invitation for Bids

Republic Of Liberia
Ministry Of Foreign Affairs
P.O.BOX 9002
1000 Monrovia, 10 Liberia
West Africa

For the Supply of Repairs & Maintenance, Civil Works

Contract Identification No.: **IFB No: MFA/SBA/NCB/003/16/17**

The Government of Liberia through the Ministry of Foreign Affairs (MFA) intends to apportion funds from its core budget towards the cost of procuring Building Materials (IFB No: **MFA/SBA/NCB/003/16/17**)

1. through a framework agreement.
2. The Ministry now invites your firm to submit sealed bids for the provision of Lot #1 Plumbing Materials &, Lot #2 Electrical Materials Lot #3 Gardening Materials, & Lot #4 Finishing Materials. Bidding will be conducted through Restricted Bidding (NCB) Procedures as specified in the Amended and Restated Public Procurement and Concession Act (PPC Act). These applicable procurement procedures are consistent with the REPUBLIC of LIBERIA Amended and restated PPC Act published and approved: September 18, 2010. You can bid for one or more lots.
3. The supply of these materials as per MFA quantities and requirements included in Bid documents:

Lots	Description	Quantity	Bid Security (US\$)
Lot 1	General Repairs & Maintenance works	Refer to Bid Data Sheet	500.00 Per Lot

4. A complete set of bidding documents can be purchase by your entity at the below address upon payment of non-refundable fee of USD\$50.00. Bid security must be submitted together with bid document, and **must be USD 500.00 per lot in Manager's check or Bank Guarantee.**
5. Qualification requirements include the following:
 - **Current Business Registration Certificate (Liberia Business Registry);**
 - **Current Tax Clearance (Liberia Revenue Authority);**
 - **Certificate of Incorporation (Ministry of Foreign Affairs);**

- **Audited Financial records for the last two years;**
- **Social Security Certificate (NASSCORP);**
- **Statements of Satisfaction from four (4) previous or current clients over the last one year;**
- **Availability of Supplies at all times; and the**
- **Ability to pre-finance for at least four (4) weeks.**
- **Must be duly registered with the Public Procurement & Concession Commission (PPCC)**

6. You can obtain bidding documents or further information from the Ministry of Foreign Affairs Bureau of Procurement from Monday- Friday (9:00 A.M- 4:00 P.M) .

7. Submission must be clearly marked, signed and sealed in an envelope, including other requested information as follows: **(IFB No: MFA/SBA/NCB/003/16/17)CONFIDENTIAL BID- for Plumbing Materials (Lot 1), Electrical Materials (Lot 2), Gardening Materials (Lot 3), & Finishing Materials (Lot 4)to the Ministry of Foreign Affairs for Fiscal Year 2016/2017 and addressed to:**

Director of Procurement
 First (1st) Floor
 Ministry of Foreign Affairs
 Capitol Hill
 1000 Monrovia, 10 Liberia
 Mobile number: +231-80886608603
 Web address: www.mofa.gov.lr

8. A pre-bid opening meeting will be held at the FSI Resource Center, Ministry of Foreign Affairs, 2nd floor on Friday, May 19, 2017 at 1:00 PM to answer questions relevant to the bidding process. Seven (7) days after which, all clarification request would remain unanswered to.
9. Bid must be submitted at the Procurement Bureau 1st Floor on or before Friday, May 26, 2017 on or before 2:00 PM. Bid Opening will be done promptly after closing at 2:00 PM, on the same day in the main Conference room on the 4th Floor of the Ministry, in the presence of bidder's representative or those who choose to attend.
10. The Ministry of Foreign Affairs reserves the right to reject or accept any bid submitted and to annul the entire process at any time for reason to be communicated to bidders without incurring any liability.

Signed: _____
Albert L. George
(Procurement Director)

Approved: _____
Hon. Marjon V. Kamara
(Head of Entity)