



INVITATION TO TENDER

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Mary's Meals International is a UK based humanitarian organization which responds worldwide in primary school feeding, we are feeding over 1 million children globally in their places of education. We have a country programme in Liberia with a school feeding program reaching 520 schools.

Mary's Meals International Liberia is accredited to operate in Liberia with the Government of Liberia. Mary's Meals International Liberia operates in Bomi, Cape Mount, Bong and parts of Montseraddo Counties.

Mary's Meals International Liberia is in the process of acquiring new suppliers to work with in the period starting January 2017 and ending December 2017. If you believe that your company may be in the position to meet our requirements and would like to be considered as a potential supplier, please submit your bid as per below information.

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| ➤ Lot 1 = Vehicle spare parts | MML/VEH/01/2017 |
| ➤ Lot 2 = Motor cycle spare parts | MML/MBK/02/2017 |
| ➤ Lot 3 = Hygiene material | MML/HYG/03/2017 |
| ➤ Lot 4 = Stationery | MML/STA/04/2017 |
| ➤ Lot 5 = Vegetable oil | MML/VEG/05/2017 |
| ➤ Lot 6 = Iodized table salt | MML/ITS/06/2017 |
| ➤ Lot 7 = Parboiled 100% broken rice | MML/RIC/07/2017 |
| ➤ Lot 8 = Peas | MML/PEA/08/2017 |
| ➤ Lot 9 = Corn Blended Soya (CSB) | MML/CSB/09/2017 |
| ➤ Lot 10 = Super Gari | MML/SGA/10/2017 |
| ➤ Lot 11 = Bar soap (hand washing) | MML/BSO/11/2017 |

Suppliers are kindly advised to bring in their bids in person and be deposited in the tender box provided in the office. Bids should be submitted in sealed envelopes and in headed letter paper to the address given below.

All bids must be received at **exactly 2:30 pm** local time on or before **Monday 30th January 2017**. Bids will be opened at **exactly 8:00 am on 2nd February 2017**. All offers delivered after this date will be considered as non-responsive to the bid.

The successful bidder (s) is/are expected to supply **all** of the total quantity of the item in each lot within an agreed time from the date of signing of the contract/Purchase Order with Mary's Meals International Liberia.

The gross price should be inclusive of all government taxes, VAT (where applicable), transportation and any other costs.

Tenderers must not submit samples with their offer unless specifically requested within the tender dossier, although at a later stage Mary's Meals International Liberia may require a sample to be submitted during the evaluation stage.

The onus is on the Tenderers to ensure that its offer is complete and meets Mary's Meals International Liberia's requirements. Failure to comply may lead to the offer being rejected without any reason being given.

Mary's Meals International Liberia reserves the right to alter the schedule of this tender and contract awarding. This tender dossier has been issued for the sole purpose of obtaining offers for the supply of the above items against the specification contained within this document and the tender dossiers.

Mary's Meals International Liberia reserves the right, and without liability, not to award a contract, or to cancel this tender process, at any time, and at its own discretion.

Detail terms:

Payment terms & currency: Payment will be made in Tabmanburg, and in United States Dollars (USD), made within TEN working days upon final receipt of the goods in Tabmanburg, Bomi County, Senjeh, Cape Mount County or Gbanga, Bong County to be certified with a signed delivery note/waybill by our warehouse manager or logistics officer.



Tender Dossiers:

Tender dossiers can be collected, free of charge, by interested suppliers to the below address, starting the 17th January 2017; at 10:00am to end on the 20th January 2017 at 2:30 pm, Liberia time.

Enquiries:

All tender enquiries must be addressed to, by email:
Cha-yen.Johnson@marysmeals.org copied in
Amimo.Madara@marysmeals.org; this must be done before the deadline.

**Tenders should be addressed to:
The Procurement Committee,
Mary's Meals International Liberia office, Kondoh Community,
Tabmanburg, Bomi County, Liberia.**