

**Date: 9<sup>th</sup> July 2018**

**Expression of Interest for Office Equipment**

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

Mary's Meals Liberia is seeking for companies to supply office equipment's to its office in Gbarnga as specified in Annex 1

**Requirements for submission**

The tender should be accompanied by:

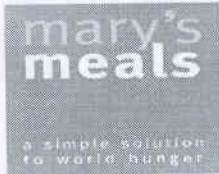
1. Annex 1 attached should be duly filled with relevant information
2. Up to date GOL Business Registration Certificate.
3. Valid LRA tax and other relevant statutory tax clearance certificates.
4. Organisation profile (including supplier name, physical address, contact person telephone, mobile, email,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

**Term of Payment**

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

Please send your proposals to the emails below on or before the 13<sup>th</sup> of July 2018.

[chikondi.ngwiri@marysmeals.org](mailto:chikondi.ngwiri@marysmeals.org)  
[czekiel.nyumah@marysmeals.org](mailto:czekiel.nyumah@marysmeals.org)



### Annex 1 – Specifications

QTY	ITEM DESCRIPTION	Unit	Total (USD)
3	Work Station x 4-seater about 110cm x 290 cm middle glass		
12	Office Swivel Chairs shot arm black about 60 cm x 50 cm adjustable		
3	Office visitor Bench 3-seater metal about 160 cm x 40 x cm		
50	Plastic Chair: variety of blue and white color		
1	Black Conference table (12 seater), 360cm x 150cm adjustable and accompanying 12 black chairs		
10	Office standing fans		
1	L- shape desk 140 x 75cm		
2	Metallic Office filling cabinets 4 drawer		
3	9000 BTU Air condition		
1	12000 BTU Air condition		
1	Printer: 3-in-1: print, copy & scan, print and copy speed of 23ppm mono, operational with tilting LCD display panel and 9600x9600dpi colour scans		



**Annex 2 – Cover Page**

<b><u>Supplier Form - Complete and submit with your Bid</u></b>	
<b>Supplier name:</b>	
<b>Contact person:</b>	
<b>Office address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b><u>Supplier declaration:</u></b>	<b>Tick box (✓) to indicate agreement:</b>
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.	

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meals**

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to world hunger

Name	Signature	Date
<b>Company Stamp</b>		

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