

Congo Town Johnson Compound House # 01
Opposite Total Filling Station, Adjacent Musu's Spot
1000 Monrovia, 10 Liberia
Cell# 231-88-664-6778
Cell# 231-88-098-7581
P.O. Box 2074
www.conservation.org



INVITATION TO TENDER FOR OFFICE BUILDING

CONSERVATION INTERNATIONAL LIBERIA a non-governmental organization is in search of new office space for its operations, with an estimated move in date of date: 1 July 2019.

Office space profile

- CI is looking for a space suitable for its growing team, this could include a floor of a building, stand-alone compounds or other available spaces.
- The premise should be in Congotown, Sinkor or Mamba Point neighborhoods of Monrovia
- Should have adequate space to accommodate 25 staff (about 10 rooms or 3,000 to 4,000 sq. footage in an open floorplan) and 5 bathrooms
- Large parking facility for up to 12 cars
- Space for 1 big conference room and at least one additional space for a small meeting room
- Kitchen
- One small room for server
- Full time security, water and electricity provided by the owner
- The Building should be in a secure area, with a good fence.

Application:

Bid submission must include the following:

- Description and pictures of the building including total number of rooms
- Description of services provided (security, water and electricity)
- Estimated annual rental cost (including cost for all services provided; security, water and electricity).
- Location

Please submit your proposal/bid in sealed envelope or to the below e-mail address:

*Justina Ahmed, Administrative Coordinator,
Conservation International Liberia,
Congo Town Johnson Compound House # 01
Opposite Total Filling Station, Adjacent Musu's Spot
Monrovia, Liberia*

Email: jahmed@conservation.org

Closing date: Proposal/bid submission deadline is **June 11, 2019**