



DATE: January 12 2018

PREFERRED SUPPLIER BID REFERENCE: DMDI/BID/001/12/4/2017-2018

PREQUALIFICATION OF SUPPLIERS, SERVICE PROVIDERS FOR SUPPLY OF GOODS AND SERVICES FOR DIACONIA MDI IN 2018 FINANCIAL YEAR.

Diaconia Microfinance Deposit-taking Institution Liberia Inc. (Diaconia MDI) 135 Carey Street, Between Lynch and Johnson Streets Monrovia, Liberia. Diaconia Microfinance Deposit-taking Institution Inc. (DMDI) is a limited liability company. Based on a feasibility study in Liberia executed in April 2011, DMDI was established in Monrovia in December 2012. The formal license to operate was received from the Central Bank of Liberia (CBL) in August 2014.

DMDI, being the first initiative in Africa of Alliance Microfinance AS (AMAS), Norway, is here to help small business succeed in their drive to create for themselves a middle-income status through the provision of microfinance services in urban and rural Liberia. The Institution will support micro, small and medium Enterprises (MSMEs) in sectors such as small skill manufacturers, home improvement/reconstruction, wholesale and retail traders.

DMDI intends to update its supplier and vendor data base. All qualified bidders are hereby invited to submit their expression of interest for prequalification and enrollment into our data base for the list of services categories render below.

Requirement for submission

The tender application form can be collected free of charge from the below address from (Jan 12-17, 2018)

Diaconia MDI
Head Office
Carey and Johnson Street
Continental Building
First floor
Monrovia, Liberia

Application/tender reports should be accompanied by

1. Expression of interest, specifying the category and product code
2. Updated business registration, Valid LRA tax clearance certificates, article of incorporation
3. Organization profile (including supplier name, Physical address, contact person, telephone, mobile, email, TIN number etc.
4. Warranty inclusive on all goods

Please submit bids in sealed envelopes, clearly marked "PRE-QUALIFICATION OF SUPPLIERS FOR 2018 and indicate the category, description and product code which you want to apply for to the address below:

The Procurement Committee

Diaconia Microfinance Deposit taking Institution

procurement@diaconiamdi.com

Closing date for submission of sealed bids is January 17, 2018 Bid opening is 18th January 2018 the Diaconia bidders are requested to be in attendance

CATEGORY	DESCRIPTION	PRODUCT
CATEGORY A- SUPPLIES	SUPPLIES OF TOILETIRES(SOAP TISSUE, NAPKINS, HANDSOAP LIQUID SOAP,DETOL, ETC	DMDI/SUP/001/2018
CATEGORY D DRINKING WATER SUPPLIES	DRINKING WATER GALLONS LARGE BOTTLES, SMALL BOTTLES	DMDI/WATER/004/001/2018
CATEROGRY E-CATERING SERVICE	FOR WORKSHOP, TRAINING	DMDI/CAT/005/001/2018
CATEGORY F- HOTEL RESERVATION	WORKSHOP, TRAINING, ACCOMMODATION	DMDI/HOTEL/006/001/2018
CATEGORY G- PAITNTING	PAINTING OF BUILDING ETC	DMDI/PAINT/007/001/2018
CATEGORY F- TALK SHOW	JINGLES, PROMOTION, ETC	DMDI/TSHW/008/001/2018
CATEGORY G- AIRCONDITION, PURCHASE AND MAINTENANCE	MAINTENANCE, SERVICING, AVAILABILITY OF PARTS	DMDI/AIR/009/001/2018
CATEGORY H-VEHICLE /BIKES	VEHICLE PURCHASE, VEHICLE SPARE PARTS VEHICLE SERVICING, MOTOBIKES SPARE PARTS, MOTOBIKES SERVICING, MOTOR BIKES PURCHASE	DMDI/VEH/010/001/2018
CATEGORY I-CCTV	CCTV PURCHASE, CCTV SERVICING AND BACK-UP	DMDI/CCTV/011/001/2018
CATEGORY J-GENERATORS	SERVICING AND PURCHASE OF GENERATOR 5KVA-50 KVA	DMDI/GEN/112/001/2018
CATEGORY K-FIRE EXTINGUISHERS	Purchase fire extinguishers, fire alarm detectors	DMDI/FEX/113/001/2018
CATEGORY L- ELECTRICAL EQUIPMENT AND MAINTENANCE	PURCHASE OF ELECTRICAL MAINTENANCE AND MATERIAL	DMDI/ELE/114/001/2018

