



MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
EXECUTIVE MANSION, CAPITOL HILL
REPUBLIC OF LIBERIA

Section I. Invitation for Bids

Contract Identification No.: **IFB No/MOS/NCB/001/26**

1. The Ministry of State for Presidential Affairs has received budgetary allocation from the Government of Liberia through the national budget and intends to apply some to fund the services of Vehicle Maintenance **IFB. NO. MOS/NCB/001/26**. We are therefore inviting your institution to participate in the bidding process. **Note: The contract will be awarded on a close framework basis and executed through a call-off award.**
2. Bidding will be conducted through the National Competitive Bidding procedure specified in the PPCC Act and approved by the PPCC. Eligible and qualified Bidders are required to submit their tender at the specified date and time stated in the Bid Data Sheet.

BRIEF DESCRIPTION OF VEHICLE MAINTENANCE SERVICES TO BE RENDERED

No.	Item	Quantity
1	Transport Equipment (MGs - SUVs)	14 Units
2	Transport Equipment – Force Traveler	7 Units
3	Double Cabin Pickup – JAC	8 Units
4	Double Cabin Pickup – TOYOTA HILUX	4 Units
5	Bus – Isuzu	1 Unit
6	Foton – Bus	1 Unit
7	Nissan Sunny	2 Units
8	SUV Mitsubishi Pajero Jeep	1 Unit
9	SUV Toyota Land Cruiser (LSC)	1 Unit
10	SUV Ford Everest	1 Unit
11	Land Cruiser Prado	4 Units
12	JMC Pickup	4 Units
13	BonLuck – Bus	1 Unit
14	SUV Fortuner	1 Unit
15	Toyota Hiace Bus	2 Units
16	SUV Jetour	1 Unit

Qualification requirements include:

- **Valid Business Registration Certificate (G4520)**
 - **Valid Tax Clearance**
 - **Bid Security in the form of a Bank Guarantee/ Bid Insurance Bond**
 - **Availability of Spare Parts (A Letter of proof, supported by pictures to show the spare parts)**
 - **Proof of ability to pre-finance the service (A letter of commitment to service on Purchase Order) (Service before Payment)**
 - **Proof of similar service rendered, with the previous client's name and contacts provided, one of whom should be a government institution.**
3. All Interested eligible bidders may obtain a copy of the Bidding Document from the Procurement Unit of the Ministry of States for Presidential Affairs, Procurement Office, 3rd

Floor, Executive Mansion, on Monday, June 8, 2026, from 9 am – 4 pm daily. Bidding documents are available for purchase by interested bidders for a non-refundable fee of Fifty United States Dollars (**US\$50.00**)

4. Prospective bidders must submit one Original and two copies. The original bid must be enclosed in a sealed envelope and marked “**ORIGINAL**”. The two copies and the original must be enclosed in one large envelope and labelled: **BID For Vehicle Maintenance Service, IFB No/MOS/NCB/001/26**. Bids shall be valid for a period of **90 days** after the bid submission deadline.
5. Bids must be delivered to the Procurement Unit no later than 12:00 P.M. on Monday, July 6, 2026. Please note that late bids will be rejected and returned to bidders unopened. Bid opening will be done promptly after bid closing at 12:10 in the office of the Procurement Unit on the 3rd floor of the Executive Mansion in the presence of bidders who choose to attend.
6. The Ministry reserves the right to reject all bids or cancel the entire bid before acceptance without incurring any liability.
7. For bids submission and clarification purposes, please use the address and contact details below.

PROCUREMENT UNIT
MINISTRY OF STATE (MOS)
EXECUTIVE MANSION, CAPITOL HILL
MONROVIA, LIBERIA
0777526004/0772800502
Email Address: mosprocurement@emansion.gov.lr

Sincerely,

Hon. Bill McGill Jones
Deputy Minister/Administration