

Section I. Invitation for Bidders

The General Auditing Commission Invitation for Bids for the Procurement of Goods and Services IFB No: as indicated in the bidding document

1. General Auditing Commission (GAC) has received commitment in the Government of Liberia's National Budget for Fiscal Year 2025 (January – December), and the GAC intends to apply part of its commitment towards the procurement of goods and services in separate contract packages as indicated below.
2. The GAC now invites sealed bids from eligible and qualified bidders for the procurement of these goods and services for Fiscal Year 2025.
3. Bidding will be conducted through the National Competitive Bidding (NCB) method as enshrined in the PPC Act as amended and restated in 2010.
4. Schedule of Requirement:

No.	Service Description	Deadline for submission	Opening time
1.	Catering Services	April 18, 2025 @ 10:00 a.m.	April 18, 2025 @ 10:30 a.m.
2.	Building Materials	April 18, 2025 @ 10:00 a.m.	April 18, 2025 @ 11:00 a.m.
3.	Repair and Maintenance - Generator	April 18, 2025 @ 10:00 a.m.	April 21, 2025 @ 10:30 a.m.
4.	Furniture & Fixtures	April 18, 2025 @ 10:00 a.m.	April 21, 2025 @ 11:00 a.m.

5. Qualification requirements are:
 - Article of Incorporation
 - Valid Tax Clearance
 - Valid Business Registration Certificate
 - Past performance records- including the names, emails and contact numbers of at least three clients.
 - PPCC vendors registration form
6. All interested eligible bidders may obtain a copy of the bidding documents when a written communication requesting a copy(s) is submitted to the address below. The communication should include the name of the business, type of contract package, signature of the authorized person, and official stamp of the business. A copy of the bidding document will be available from **Friday, April 4, 2025, to Thursday, April 17, 2025, from 9 am to 4 pm** daily.
7. All bids must be accompanied by a **Bid Securing Declaration** in the format as indicated in the bidding document.
8. Sealed bids must be delivered to the Procurement Unit not later than the time and date indicated in the bidding document.
9. Late bids will be rejected and returned to bidders unopened. Bids will be opened in the presence of bidders who choose to attend or their representatives on the time and date indicated in the bidding document in the Conference room of the GAC, on the 2nd floor.
10. The address referred is:

The Procurement Unit
General Auditing Commission
Old Executive Mansion Building
Ashmun Street, Monrovia, Liberia
Tel: 0886779413/0770979437
Email: mckamara@gac.gov.lr

Prepared by: _____

Musa C. Kamara
Manager, Procurement Unit
Secretary/Procurement Committee

Approved by: _____

Hon. Foday G. Kiazolu, FCCA, CPA_(LIB)
Deputy Auditor General/Administration
Chairman/Procurement Committee