

April 23, 2025

Invitation to Bid
For
(Printing and Binding)

IFB NO: MOCI/SBA/NCB/001/2025

1. The Government of the Republic of Liberia through the Ministry of Commerce & Industry has received budgetary allocation for the Ministry and its subsidiary the “**Liberia Business Registry (LBR)** and intends to apply portion of the funds toward the provision of printing and binding of office materials.

The Ministry of Commerce and Industry now invites sealed bids from eligible bidders with the capacity to provide Printing and Binding services for the fiscal year 2025. **Details are stated in the bid document.**

2. Bidding will be conducted through the National Competitive Bidding process as enshrined in the Public Procurement and Concessions Act. (PPCC).
3. Qualification requirements include the following:
 - a. Applicant must be registered with the Public Procurement and Concessions Commission (PPCC) evidence by being logged on the PPCC data base and attach any other supporting document.
 - b. Business Registration documents (current) and Tax Clearance (Valid)
 - c. Past performance/References at least three (3) entities
 - d. Ability to pre-finance for a maximum of four (4) Weeks.
 - e. **Liberian Businesses are encourage to apply**
4. All interested eligible bidders may obtain bid documents for a non-refundable fee of **US\$50.00 (Fifty United States Dollars)** from the Procurement Unit, between hours of 10:00am to 3:00pm Monday-Friday.
5. All Bids must be delivered to the Procurement Unit on or before Friday , **May 23 , 2025 at 1:30PM.**
6. All bids must be accompanied by a bid security of **USD1,200.00** (One thousand two hundred United States Dollars). Late Bids will be rejected and returned unopened.
7. Bids will be opened on the 3rd floor, Ministry of Commerce & Industry **Conference Room** in the presence of bidders who choose to attend or their representatives on **23th May 2025 at 1:30PM.** Bidders can obtain further information from the Procurement Unit, between 10:00am-3:00PM Monday-Friday.
8. The bid should be address to: Procurement Unit
2nd Floor Ministry of Commerce & Industry
Ministerial Complex, Congo Town
Monrovia, Liberia
Cell#: **0777404919**
9. Bid Validity period: 90days

Signed: _____
Lanfia M. Waritay
Procurement Director

Approved: _____
Magdalene Ellen Dagoseh
Chairperson Procurement Committee