



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



March 13, 2026

Invitation to Bid

For

(WHOLESALE/DISTRIBUTION FOR RICE MONETIZATION SERVICE OF JAPANESE DONATED RICE)

IFB No.: MOCI/JCVF/NCB/001/2026

1. The Government of Liberia, through the Ministry of Commerce and Industry, has received a donation Thailand Rice from the Government of Japan under the Food Aid 2024 program. The rice is scheduled to arrive in Liberia in May 2026 and will be monetized to generate funds for nationally prioritized development projects under the Japanese Counterpart Value Fund (JCVF) .
2. The JCVF Secretariat now invites sealed bids from eligible and reputable local rice importers and distributors for the wholesale monetization of the rice shipment as described in the bidding Document:
3. Bidding will be conducted through National Competitive Bidding procedures as enshrined in the Public Procurement and Concessions Act of 2010 (as amended) and are open to all eligible bidders as defined in the Act and in these bidding documents.
4. Interested bidders may obtain a complete set of bidding documents in English upon payment of a non-refundable fee of US\$70.00 (Seventy United States Dollars) , directly deposit into Account Name: **Japanese Counterpart Value Fund** and Account Number: **1502023867** at the Central Bank of Liberia (CBL). The deposit slip must be presented to the Procurement Department, Room, 2nd Floor, Ministry of Commerce and Industry, EJS Ministerial Complex, Congo Town, Monrovia, to collect the tender documents. Documents will be available for collection beginning Wednesday, March 18, 2026, from 9:30 AM to 4:00 PM daily.

5.0 QUALIFICATION REQUIREMENTS

A. Mandatory Legal Requirements

- Registered as a business entity with classification G4630 (Wholesale of food, beverages, and tobacco).
- Possess a valid business registration certificate.
- Possess a valid tax clearance certificate issued by the Liberia Revenue Authority (LRA).
- Be in compliance with labor laws; foreign nationals must possess valid work permits.
- Be in compliance with immigration laws; foreign nationals must possess valid residence permits.
- Applicants must be registered with the Public Procurement and Concessions Commission (PPCC) evidence by logged on the PPCC data base and attach any other supporting document for the sale of rice into Liberia.

B. Mandatory Business Requirements

- Maintain a valid bank account at a reputable financial institution in Liberia.
- Possess an approved import permit declaration from the Ministry of Commerce and Industry.
- Provide at least one bank reference letter attesting to creditworthiness.
- Demonstrate financial capacity by providing a bank guarantee or letter of credit of no less than US\$500,000.00 to cover the cost of the rice shipment.

- Demonstrate the ability to deposit 30% of the contracted amount into the designated JCVF accounts (The Secretariat and the Counterpart) immediately upon contract signing.
- Own or lease a warehouse capable of storing no less than 10,000 metric tons (MT) , with:
 - Minimum height of 10.5 meters
 - Proper ventilation and pest prevention systems
 - Modern inventory management systems
 - Accessibility for regular inspections
- Provide a valid agreement with an international supplier for continuous supply of rice.
- Possess a valid insurance policy for the warehouse(s).
- Possess valid insurance coverage for every shipment.
- Demonstrate capacity to facilitate cleaning and rebagging of damaged consignments, including possession of sewing machines.
- Employ at least three (3) Liberians in senior management positions.
- Possess a provisional pricing structure for a variety of rice grades.

6. Interested bidders may obtain further information in writing from the JCVF Secretariat via email at:
- Primary Contact: whodokweh@gmail.com
 - Copy (CC): lmwaritay@yahoo.com & r_karpeh@yahoo.com

All inquiries must be submitted at least two (2) weeks before the bid submission deadline.

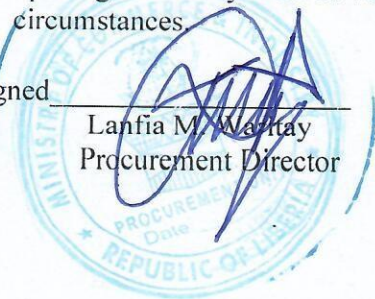
7. All bids must be accompanied by a bid security in the amount and format specified in Section 2 above, consistent with the requirements in the bidding documents.
8. Bids must be submitted in one original plus two (2) copies, properly sealed in plain envelopes, and delivered to the address below on or before Monday, April 13, 2026, at 1:00 PM (local time) :

**Attn: Procurement Unit 2nd Floor,
Ministry of Commerce & Industry
Congo Town, EJS Ministerial Complex, Monrovia Liberia
Cell#: 0886404919/07777404919**

9. Bids will be opened publicly in the presence of bidders' representatives who choose to attend. The opening will take place immediately after the submission deadline, on Monday, April 13, 2026, at 1:00 PM, in the Minister's Conference Room, 3rd Floor, Ministry of Commerce and Industry.
10. Late bids, electronic bids, incomplete bids, or bids not opened and read aloud during the public opening ceremony will be rejected and will not be considered for evaluation, irrespective of the circumstances.

Signed

Lanfia M. Waritay
Procurement Director



Approved

Hon. Magdalene Ellen Dagoseh
Minister, Chairperson, Procurement Committee