

## REF: INVITATION TO BID

1. The Government of the Republic of Liberia through the Ministry of Commerce & Industry intends to apply a portion of the national budget allocated for them towards the cost of procuring the following Lots.

2. The Ministry of Commerce & Industry (MCI) now invites sealed Bids from eligible and qualified bidders for the supply of these items at the Ministry's Head office at the corner of Ashmun & Gurley Streets and its Sub-offices (branches), The Liberia Business Registry (LBR) at the Corner of Front & Nelson Streets (Old French Cable), and The National Standards Lab (NSL) at the Ministry of Public Works, for fiscal period 2013/2014. Bidding will be per Lot. Bidders may apply for any of the Lots.

Lot 1. Fuel & Lubricants. (IFB/MCI/004/13/14)

- ✓ Diesel (AGO)
- ✓ Gasoline (PMS)

Lot 2. Telecommunications, Internet, Postage & Courier (IFB/MCI/NCB/003/13/14)

- ✓ VISAT Internet Service

Lot 3. Printing, Binding & Publications Services (IFB/MCI/NCB/010/13/14)

- ✓ Binding of Reports
- ✓ Printing of Ministry Letter
- ✓ " " " Envelopes
- ✓ Call Cards for Minister

Lot 4. Stationery- (Standard Quality) (IFB/MCI/NCB/009/13/14)  
Assorted Office supplies (Lump Sum)

Lot 5. Cleaning Materials & Services (IFB/MCI/NCB/008/13/14)

Lot 6. Laboratory Consumables

Lot 7. Scratch Cards

Lot 8. Transport Equipment

- ✓ Motorbikes

3. Bidding will be conducted through the National competitive Bidding (NCB) procedure specified in the PPC Act and is open to all National Bidders as defined in the guidelines.

Qualification Requirement includes:

- ❖ Business Registration Certificate
- ❖ Current Tax Clearance
- ❖ Past Performance History with at least three (3) references
- ❖ Guarantee Schedule of Delivery
- ❖ Evidence of more than five (5) Petroleum Stations in Monrovia.
- ❖ Ability to pre-finance for a Maximum period of thirty (30)days
- ❖ Warranty period

4. All bids must be accompanied by a Bid Security of 2% of total cost from a reputable bank. A complete set of Bid Document in English can be purchased by interesting Bidders for a non-refundable fee of **US\$50.00 (Fifty United States Dollars)** All Bids must be sealed and delivered to the Address below on or before August 6, 2013 at **(2:30PM)**.

5. Electronic Bids will not be permitted. Late Bids will be rejected. Bids will be opened at **(3:00PM)** on the same day of closing on the **4<sup>th</sup> floor in the Conference Room of the Ministry of Commerce & Industry** in the presence of Bidders representatives who will choose to attend. Bid price should be quoted in United States Dollars.

Interested eligible Bidders may obtain further information from the below address:

**The Procurement Unit  
Ministry of Commerce and Industry  
Ashmun & Gurley Streets  
Monrovia, Liberia  
Contact #0886-556-896**

Signed: \_\_\_\_\_

Prince A. Korvah  
*Procurement Director*

Approved: \_\_\_\_\_

*Hon. Axel M. Addy*  
*Chairman, Procurement Committee*