



REPUBLIC OF LIBERIA
MINISTRY OF JUSTICE

9th Street, Sinkor
 Monrovia, Liberia



INVITATION FOR BIDS
FOR THE SUPPLY of ASSORTED STATIONERY
IFB NO.: MOJ/NCB/002/17/18

The Government of the Republic of Liberia through the Ministry of Justice intends to apply part of its budgetary allocation from its National Budget for FY 2017/18 for the Procurement of **Assorted Stationery**.

The Ministry now invites sealed bids from eligible registered bidders for the supply of Stationery for FY 2017/18.

Bidding will be conducted through the National Competitive Bidding process as enshrined in the Public Procurement and Concessions Act of 2010.

THE SPECIFICATIONS AND QUANTITIES:

No	Items Description	Quantity	Technical Specifications
1	Stationery	Assorted	See bid document for details

Qualification requirements include:

- ✓ Valid Tax Clearance
- ✓ Valid Business Registration
- ✓ Bid Security (from a bank or Insurance Company)
- ✓ Past performance records- including the names and contact numbers of at least three clients.
- ✓ Proof of PPCC Vendor Registration
- ✓ Company Profile

All Interested eligible bidders may obtain copy of the bidding document from the Procurement Unit of the Ministry of Justice, Ground Floor beginning Wednesday, **June 28, 2017 from 9am – 4pm** daily. Bidding documents are available to be purchased by interested bidders for a non – refundable fee of Fifty United States Dollars (**US\$ 100.00USD**).

Sealed Bids must be delivered to the Procurement Unit, Ground Floor not later than Friday, **July 28, 2017 at 1:20 pm**.

Please note that late bids will be rejected and returned to bidders unopened. Bids will be opened in the presence of bidders who will choose to attend or their representatives on **Friday, July 28, 2017 at 1:30 pm** in the conference room of the Ministry of Justice.

All bids must be accompanied by a Bid Security of **US\$ 660.00**

Bid submitted must be sealed and labeled: **IFB NO: MOJ/NCB/002/17/18**

Signed:

William F. Flahn
 Procurement Director



Approved:

Cllr. Frederick L.M. Gbennie
 Acting Deputy Minister for Adm. & Public Safety

