

## SAMPLE RESTRICTED BIDDING LETTER OF INVITATION TO BID

**Name of Commission, Ministry, Corporation etc...**  
**Address (Street or Community located)**

**Comment [p1]:** Section 57(2(a)) of the PPCA mandates Procuring Entities to indicate their address and identity in the IFB.

**Bidder Address:**

General Manager  
XYC Company  
3<sup>rd</sup> Street Sinkor  
Monrovia, Liberia

**Date:** DD/MM/YY

**Dear Sir:**

**Re: Letter of Invitation To Bid**

The Public Procurement & Concessions Commission has received budgetary appropriation from the FY 2014/2015 National Budget for the supply of Petroleum Products (IFB No. PPCC/RB/001/2014/2015), and is inviting your Institution along with Institution A, Institution B, Institution C, Institution E and Institution F, to participate in the bidding process.

**Comment [p2]:** The disclosure of the source of funding is very essential, in that it attracts bidders' to the procurement process which in turn enhances competition and lead to the procurer getting the right quality at the right price.

Bidding will be conducted through the Restricted Bidding procedures enshrined in the 2010 PPC Act.

**Comment [p3]:** The IFB reference number permits the easy identification of the contract package in the procurement plan.

Description of Petroleum Products and Quantity to be supplied:

Description	Quantity
Diesel	20,000 gallons
Gasoline	40,000 gallons

**Comment [p4]:** A minimum of five (5) firms must be invited to ensure compliance with section 51(2) of the PPCA.

Qualification requirement include:

- I. Valid Business Registration Certificate
- II. Valid Tax Clearance
- III. Past Performance Report
- IV. Availability of Service Stations around Monrovia/Liberia
- V. XXXXXXXXXXXX
- VI. XXXXXXXXXXXX

**Comment [p5]:** In order for would be bidders to be responsive, Procuring Entity(ies) must give a detail description and quantity of the item it intends to procure to ensure compliance with section 58(3)(a) of the PPCA. Additionally, specification should be generic and neutral as a means to enhance non-discrimination and equal opportunities to all qualified eligible bidders.

You may obtain copy of the bidding document from the Procurement Unit for a non-refundable fee of US\$XXX, beginning DD/MM/YR from XX hour to XX hour daily.

**Comment [p6]:** Procuring Entities are mandated to outline the qualification requirements in the IFB if a prequalification procedure was not followed in keeping with section 58(3)(b) of the PPCA.

All Bids must be accompanied by a Bid Security of US \$ **XXXXX** from a reputable bank and bids must be valid for 60 **days** after the deadline for submission.

**Comment [p7]:** Bid validity period must be stated to ensure that all bids are valid up to contract award consistent with section 58 (3(k)) of the PPCA.

Sealed bids must be delivered to the Procurement Unit not later than **xx hr DD/MM/YR**. Late bids will be rejected and returned unopened. Bids will be opened in the presence of bidders who choose to attend or their representatives on **DD/MM/YR at XX hour upstairs, in the conference room of the Commission**.

**Comment [p8]:** Bid closing date must be the same as opening date and bid opening must follow immediately after closing to ensure compliance with section 61 (1) of the PPCA

The address referred is: Procurement Unit (**Upstairs**) –Public Procurement & Concessions Commission, Executive Mansion Grounds, Monrovia – Liberia.  
Tel: **0231xxxx708**.

**Comment [p9]:** The Place and deadline for submission of bid must be mentioned in the IFB to ensure compliance with section 57(2)(e) of the PPCA.