**PHEBE HOSPITAL & SCHOOL OF NURSING**

**FOUNDED 1921**

Suakoko District, Bong County

P.O. BOX 10-1046 1000 MONROVIA 10, LIBERIA, WEST AFRICA

Cell#: 06744444 Email: phebehospital@gmail.com

Cell #: +231886251215/0770531393/0775310319

**INVITATION FOR BIDS**

Phebe Hospital and School of Nursing, established in 1921, is a referral hospital located in Suakoko, Bong County, Central Liberia. It provides both medical and academic services to Liberia and the surrounding region. The institution receives financial support through a budgetary allotment from the Government of Liberia.

For Fiscal Year 2025, Phebe Hospital and School of Nursing intends to utilize a portion of its national budget allocation for the procurement of goods and services.

The Hospital now invites sealed bids from eligible and qualified bidders for the supply of the following items:

| **Code** | **Contract Package** | **Bid Security** | **Deadline for Submission & Bid Opening** |
| --- | --- | --- | --- |
| IFB No.: PHSN/SBA/NCB/001/2025 | Cleaning Materials **(SBA)** | Bid Security Declaration | Thursday, August 20, 2025 |
| IFB No.: PHSN/NCB/001/2025 | Building Materials | Bid Security Declaration | Thursday, August 20, 2025 |
| IFB No.: PHSN/NCB/002/2025 | Stationery | Bid Security Declaration | Thursday, August 20, 2025 |
| IFB No.: PHSN/NCB/003/2025 | Vehicle Spare Parts | Bid Security Declaration | Thursday, August 20, 2025 |

**Note:** Contract packages marked **SBA** are **restricted to Liberian-owned businesses** only.

Bidding will be conducted through the **National Competitive Bidding (NCB)** procedures specified in the Public Procurement and Concessions (PPC) Act, as amended and restated in September 2010, and is open to all eligible and qualified bidders.

**Bid Documents:**

A complete set of bidding documents in English for each contract package may be purchased upon payment of a non-refundable fee of **US$50.00 (Fifty United States Dollars)** or its equivalent in Liberian Dollars. Payment should be made at the **Finance Office, Phebe Hospital and School of Nursing**, Suakoko, Bong County.

**Qualification Requirements:**

All interested bidders must provide the following documents:

1. **Bid Security**

Must be submitted in the form of a Bid Security Declaration.

1. **Valid Tax Clearance Certificate**

Must be current and issued by the Liberia Revenue Authority (LRA).

**Note:** Receipts or outdated certificates will not be accepted.

1. **Business Registration Certificate**

Must be valid and issued by the Liberia Business Registry.

1. **Company Profile**

A brief overview of the company, including ownership structure, core business areas, and years of operation.

1. **Evidence of Experience**

Provide a list of **past and current clients** (minimum of three) with **contact information** for reference.

1. **Financial Capacity**

Submit proof of a **Line of Credit or financial statement** indicating the ability to finance project costs for at least **60 days**.

1. **Vendor Registration with PPCC**

Evidence of being **registered with the Public Procurement and Concessions Commission (PPCC)** Vendor Registry.

1. **Audited Financial Statements**

Submit **audited financial statements for the most recent fiscal year**, prepared and signed by a certified auditor.

**Additional Information:**

Interested and eligible bidders may obtain further information from the **Procurement Unit** of Phebe Hospital and School of Nursing, Suakoko, Bong County, Liberia starting **Monday, July 21, 2025**, from **Monday to Friday, 9:00 AM – 4:00 PM**.

All bids must be delivered to the address below **on or before the deadlines listed above**. Bids shall remain valid for **90 days** from the date of submission. **Late bids will be rejected.** Bid opening will be conducted in the presence of bidders or their representatives who choose to attend, at the **Medical Director’s Conference Room**, Phebe Hospital and School of Nursing, Suakoko, Bong County.

**Submission Address:**

**Procurement Unit**
Phebe Hospital & School of Nursing
Suakoko, Bong County, Liberia

**Sincerely,**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Alexander Anderson**
Procurement Officer / Secretary, Procurement Committee
Phebe Hospital & School of Nursing
Cell: 0770-531-393 / 0886-251-215

**Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Dr. Minnie Sankawulo-Ricks**
Medical Director / Chairman, Procurement Committee
Phebe Hospital & School of Nursing
Cell: 0777-523-973 / 0886-523-973