



**Booker Washington Institute (BWI)**  
**Invitation for Bids**  
**Procurement of Goods**  
**(Supply of Stationery & Computers)**  
**IFB No. BWI/NCB/001/22**



1. Booker Washington Institute has received budgetary allotment from the Government of Liberia for FY 2022 National Budget and intends to apply portion of it towards the procurement of Stationery and Computers, peripheral units & software.
2. Booker Washington Institute now invites eligible bidders to submit sealed bids for the supply of the aforementioned stationery, computers, peripheral units & software.
3. Bidding will be conducted through the National Competitive Bidding (NCB) process as specified in the Amended and Restated Public Procurement and Concession Act of 2010 and is open to all eligible and qualified bidders.

Lot	Item	Item Code	Quantity	Specification
1.	Stationery	G4761	Assorted	As Stipulated in the Bidding Document
2	Computers, peripheral units equipment & software	G4741	Assorted	As Stipulated in the Bidding Document

❖ Detailed descriptions and specifications of stationery and computer items can be found in the Technical Specification section of the bidding document.

4. **Eligibility requirements include the following:**
  - a. Current Business Registration and Valid Tax Clearance Certificate
  - b. Articles of Incorporation, where applicable
  - c. Bid Security from reputable bank
  - d. Company's profile
  - e. Provision of at least three (3) references of similar contract implemented with contact details
  - f. PPCC vendor's Registration Certificate
5. Interested eligible bidders can obtain a complete set of bidding document for US\$75.00 from the Procurement Unit, on the main campus of the Booker Washington Institute beginning Monday, January 3, 2022 to Monday, January 31, 2022 from 9:00 AM to 4:00 PM, Monday to Friday.
6. All bids must be delivered to the Procurement Unit not later than Monday, January 31, 2022 at 12:30pm.
8. Bids shall be valid for a period of 60 days after the deadline of Tender submission. Additionally, all bids must be sealed and accompanied by a Bid Security of US\$650.00 from a reputable bank.
9. Late Tenders will be rejected and returned unopened immediately. Absolutely, no electronic Bid(s) will be accepted
10. Bids will be opened on the main Campus of the Booker Washington Institute in the Annex of the Library in the presence of bidders or their representatives who choose to attend on Monday, January 31, 2022 at 12:40 PM.

Signed:   
J. Diamcho Nasih  
Procurement Manager