



REPUBLIC OF LIBERIA

Ministry of Mines & Energy

P. O. Box 10-9024

1000 Monrovia 10 LIBERIA, WEST AFRICA



January 5, 2022

INVITATION TO BID (IFB)

5. The Ministry of Mines and Energy (MME) is expected to receive budgetary appropriation from the Government of Liberia National Budget for Fiscal Year 2022 and intends to apply part of it towards the Procurement of goods and services in separate contract packages as indicated below.
6. The Ministry now invites sealed bids from eligible and registered bidders for the procurement of these goods and services for Fiscal Year 2022.
7. Bidding will be conducted through the National Competitive Bidding (NCB) and Restricted Bidding (RB) methods as enshrined in the Public Procurement and Concession Act (PPCA) as amended and restated in 2010.

8. Schedule of Requirements:

Item #	Description of Goods & Services	Quantity	Delivery
1.	Petroleum Products	Assorted	See Bidding Documents
2.	Stationery Supplies	Assorted	See Bidding Documents
3.	Vehicle Rental & Lease	Firm	See Bidding Documents
4.	ICT Equipment	Assorted	See Bidding Documents
5.	Air Conditioner	Assorted	See Bidding Documents
6.	Cleaning Materials	Assorted	See Bidding Documents
7.	Air Tickets	Assorted	See Bidding Documents
8.	Food Stuff	Assorted	See Bidding Documents


5. Detailed specifications, description and qualification requirements of the above contract packages are provided in the separate bidding documents.


12. All interested eligible bidders may obtain copy of Bidding Documents upon payment of a non-refundable fee of **50.00 USD** through the Finance & Budget Section at the Ministry of Mines and Energy before issuance by the Procurement Unit between 10:00 am to 3:00 pm daily.
13. Prospective bidders must submit one original and two copies. Original bid must be enclosed in a seal envelope and marked "**ORIGINAL**". The two copies and the original copy must be enclosed in one large envelope and labeled: (for example: **BID FOR PETROLEUM PRODUCTS, FISCAL YEAR 2022**). Additional details are provided in the Bidding Documents.

Sealed Bids must be delivered to the below address not later than the respective deadlines (Dates & Times) indicated in the separate bidding documents. Please note that late bids will be rejected and returned to bidders unopened. Bids will be opened in the presence of bidders who choose to attend or their representatives on the date, time and venue as indicated in the respective Bidding Documents.

The preferred address is:

**Director of Procurement
Procurement Unit
Ground Floor, Room #: 10
Ministry of Mines and Energy
Capitol Hill, United Nations Drive
Monrovia, Liberia**

Signed: 
James T. Snowea
Director of Procurement
Ministry of Mines and Energy (MME)

Approved: 
Hon. Alexander Blotey Scere
Deputy Minister for Administration
Ministry of Mines and Energy (MME)

