



REPUBLIC OF LIBERIA
MINISTRY OF EDUCATION

P.O. BOX 10 - 9012
1000 MONROVIA 10, LIBERIA
WEST AFRICA



Invitation for Bids (IFB)

Contract Identification IFB No.: MOE/SBA/NCB/003/21/21

The Ministry of Education (MOE) anticipates fund from the Government of Liberia National Budget 2021/2021 and *intends* to apportion part of it towards the cost of Procurement for **Printing & Binding Services** under a framework arrangement for the Fiscal Year 2021/2021

The MOE will enter into a framework agreement with the selected Company or Companies during this half Fiscal Period 2021/2021.

This tender seeks to procure printing and binding services as detail below:

DESCRIPTION	UNIT	QUANTITY
letter head (General)	rms	400
Requisition book	pcs	150
Letter head Executive paper	rms	75
Headed envelope (general)	ctns	48
Receipt of Goods Booklets	pcs	41
Letter head DMA, DMP, DMI	rms	20
Headed envelope (DMA, DMI, DMP)	ctns	51
Transmittal Slip (general)	pcs	101
Head Envelope (Executive)	Ctns	50

The Ministry of Education now invites sealed bids from eligible and qualified provider for the **Printing & Binding Services**.

Bidding will be conducted through the National Competitive Bidding (NCB) procedure specified in the PPC Act 2010 and approved by the PPCC, and is open to all bidders as defined in the Guidelines.

Interested eligible bidders may obtain further information from the Ministry of Education (*Division of Procurement, 3rd Floor*), and inspect the bidding documents at the address given below from **Wednesday August 25, 2021 to Friday September 17, 2021 beginning at 9:00 a.m. -4: 00p.m**

Qualification requirements include the following:

- Completion of contracts of similar nature and value in the last two years
- Tax clearance and business registration certificates
- Bid securing declaration
- Company profile

- Past performance records and list of clients
- Availability of printing equipment
- Delivery period (2 weeks after signing of contract and purchase Order)
- Must be a registered member of the PPCC official vendor listing

See Bid Data Sheet in the bidding documents for additional information.

A complete set of Tender documents in English may be purchased by interested Bidders upon payment of a nonrefundable fee of **US\$50.00** (fifty United States Dollars) for each set.

Tenders must be delivered in a sealed envelope into the bid box within the **Procurement Unit at the Ministry of Education located at Ministerial Complex, not later than 10:00 am, on Monday September 27, 2021**. Late bid will be rejected.

All Tenders must be accompanied by a Bid Security of 2% of the bid price. Bids will be opened in the presence of the bidders' representatives, who choose to attend on **Monday September 27, 2021 at 12:00noon**, in the Conference Room of the Ministry of Education, Congo Town, and Monrovia.

Bids shall be valid for a period of 90 days after the deadline for bid submission. **Please note that electronic bids are not accepted.**

Division of Procurement
Attn: Miss. Julay S. Jargbah
Ministry of Education
Ministerial Complex, Congo Town
Monrovia, Liberia
Contact Number: 0886473729/0770035054

Signed:


Julay S. Jargbah

Supervisor/ Procurement

Approved:


Hon. Ansu D. Sonii Sr.
Minister



MINISTER

