



Republic of Liberia
NATIONAL IDENTIFICATION REGISTRY
ALLISON STREET, CONGO TOWN, BEHIND YWCA COMPOUND
OFFICE OF THE EXECUTIVE DIRECTOR



Invitation for Bid
(Procurement of Stationery)
(IFB No.: NIR/NCB/001/21)

August 5, 2021

Dear Sir/Madam

The National Identification Registry has received budgetary allocation from the Government of Liberia for a period of six (6) months (July-December) and intends to apply part of it to the Procurement of Stationery

The bidding process will be conducted according to the National Competitive Bidding process enshrined in the PPCC Act of 2010 and is opened to **ONLY THOSE BUSINESSES IN THE SALE OF STATIONERY IN LIBERIA** that are registered with the Government of Liberia and Public Procurement & Concessions Commission (PPCC)

All quotations must be delivered to the address below on or before **Thursday, September 2, 2021 at 10:00 am.** Quotations will be opened thirty minutes thereafter at **10:30 am** in the presence of Bidder's representatives who choose to attend, in the NIR Procurement Unit on the ground floor. Quotations submitted after this date and time will be rejected and returned unopened.

Stationery Businesses must submit the following qualification requirements along with their quotation package

- a) Valid Business Registration
- b) Current Tax Clearance
- c) Company Profile
- d) PPCC Vendor Registration Certificate
- e) References of past and current clients with detailed addresses and contact numbers

A complete set of bidding document in English can be picked up from the Procurement Unit for a minimum fee of \$30.00USD.

The address is:
Procurement Unit
National Identification Registry
Allison Street, Congo Town,
Monrovia, Liberia
Email: nirprocurementunit@gmail.com
Telephone # 0777519870/0886519870

Sincerely,

Mr. J. Tiah Nagbe, MSF, ChFC
Executive Director