



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/NCB/001/21/21

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 Procuring **Stationery Supply (Assorted materials) & ink Cartridges** 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 the half Fiscal Period 2021/2021.

This tender seeks to procure Stationery Supply (Assorted materials) & Ink Cartridges in two (2) separate lot as detail below:

Lot. 1 Stationery Supply (Assorted Materials)

DESCRIPTION	UNIT	QUANTITY
A4 Paper (80gsm double A)	800	ctns
Legal Paper (F-14-216x356mm-80gsm-double A)	50	ctns
Ink pens (Blue & Black)	50	ctns
Staplers Machine (Standard)	10	ctns
H/D Staple Machine	1	ctns
H/D Staple Pin	2	ctns
Hanging Folder L/s	5	Ctns
Manila Folder (A4 size)	15	ctns
Manila Folder (L/s)	5	ctns
Manuscript Book (L/s)	5	ctns
Yellow Pad (A4)	3	ctns
Yellow Pad (S/s)	2	ctns
Paper Glue	2	ctns
Steno Pad	10	ctns
Box file (L/s)	15	ctns
Correction Pen	5	ctns
Correction Fluid (bottle)	5	ctns
Stapler remover	10	Ctns
Stick-on-Pad L/s	10	Ctns

Carbon Paper	10	ctns
Marker (permanent)	15	ctns
Write board marker	10	ctns
Envelope (white, A5 Size)	10	ctns
Thinner	2	ctns
Pen drive	50	pcs
Highlighter (assorted colors)	5	ctns
Brown Envelop (A4 size)	5	ctns
Calculator (L/s)	7	ctns
Paper clip (M/S)	10	ctns
Paper clip L/s)	10	ctns
double Clip	10	ctns
Desk Tray (4x1)	10	ctns
Plain Envelopes	10	ctns

Lot. 2 Stationery Supply (Ink Cartridges)

DESCRIPTION	UNIT	QUANTITY
78A	PCS	75
728A	pcs	75
85A	pcs	100
737	pcs	150
61-61	Set	15
17A	PCS	30
131A	SETS	15
123	PCS	15
210-213	SET	15
312A	PCS	15
952	PCS	15
12A	PCS	15
83A	PCS	15
05A	PCS	15
203A	PCS	15
126	SET	15
35A	PCS	20
410A	SET	15
201A	SETS	15
19A	PCS	30

The Ministry of Education now invites sealed bids from eligible and qualified suppliers for the Stationery Supply (Assorted materials) & Ink Cartridges.

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 **Ministerial**

Complex, Procurement Division 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
- Past performance records
- Bid security of 2% of the bid price
- Availability of all assorted stationery materials & ink Cartridges
- Delivery period (2 weeks after signing of contract and purchase Order)
- Must be a registered member of the PPCC official vendor listing
- Company annual financial turnover

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 2:00pm, on Friday September 24, 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 **Friday September 24, 2021 at 2:00pm** 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.**

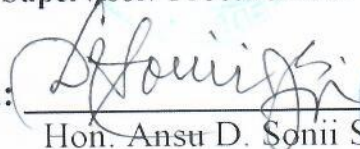
**Division of Procurement
Attn: Miss. Julay S. Jargbah
Ministry of Education
Ministerial Complex, Congo Town
Monrovia, Liberia
Contact Number: 0886473729/0770035054**

Signed: _____


Julay S. Jargbah

Supervisor/ Procurement

Approved: _____


Hon. Ansu D. Sonii Sr.

Minister



MINISTER