



Booker Washington Institute (BWI)
Invitation for Bids
Procurement of (Supply of Assorted Stationery)
IFB No. BWI/NCB/001/20/21




1. Booker Washington Institute has received budgetary allotment from the Government of Liberia for FY 20/21 National Budget and intends to apply portion of it towards the procurement of Assorted Stationery.
2. Booker Washington Institute now invites qualified and eligible bidders to submit sealed bids for the supply of the aforementioned Assorted Stationery.
3. Bidding will be conducted through the National Competitive Bidding (NCB) as specified in the Amended and Restated Public Procurement and Concession Act (PPCA) and is opened to all eligible and qualified bidders.

4.

No	Item	Item Code	Quantity	Specification
1	Assorted Stationery	G-4761/G-4741	Assorted	As stipulated in the bidding document

- ❖ Detailed description and specification of Assorted Stationery is placed in the Technical Specification section of the Bidding Document.
5. **Qualification requirements include the following:**
 - a. Current Business Registration and Valid Tax Clearance Certificate
 - b. Bid Security in the form of Bank Guarantee/ Certified Check
 - c. Company profile
 - d. Provision of at least three (3) references of similar contract implemented with valid contact numbers
 - e. Proof of PPCC vendor' registration
 6. Interested eligible bidders can obtain a complete set of bidding documents from the Procurement Unit upon the payment of a non-refundable amount of US\$50.00 on the Main Campus of Booker Washington Institute beginning Wednesday, July 8, 2020 to Monday, August 10, 2020 from 9:00 AM to 4:00 PM, Monday to Friday.
 7. All bids must be delivered to the Procurement Unit not later than Monday, August 10, 2020 @ 12:25 P.M.
 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. 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, August 10, 2020 at 12:30 P.M.

Signed: _____


J. Diameno Nasih
Procurement Manager