

# Ministry of Agriculture

## Inter-Office Memo

To: **Hon. Jeanine M. Cooper**  
**Minister**

Thru : Abraham Varmah  
**Procurement Director**

From: Teah D. Reeves  
**Sr. Procurement Officer**

Subj: **Advertising Notice of Bid**

Date: January 24, 2022

Kindly be informed that the Procurement Unit has **Invitation for Bid** to be advertised in two (2) widely read portal/website ([emansion.gov.lr/moa.gov.lr](http://emansion.gov.lr/moa.gov.lr)). The publication period is four (4) weeks as mandated by the Public Procurement & Concessions Act (PPCA) of September 2010. The advertisement includes:

Description	Start date	End date	Bid opening time
<b>Vehicle Spare Parts</b> <b>(IFB#:MOA/CB/NCB/001/2022)</b>	<b>January 28, 2022</b>	<b>February 28, 2022</b>	<b>1:00pm</b>

Advertisement is to run every day for four (4) weeks on [emansion.gov.lr/moa.gov.lr](http://emansion.gov.lr/moa.gov.lr) portal/website. In view of the above, I request that you kindly approve the commencement of the process.

Attached is a copy of the Invitation for Bid and advertisement release schedule.

Kind regards,

## Invitation for Bid

For the Procurement of Vehicle Spare Parts  
IFB No: MOA/CB/NCB/001/2022

5. The Government of the Republic of Liberia through the Ministry of Agriculture has received budgetary allotments for the Budget year 2022 and intends to apply part of the proceeds toward the Procurement of Vehicle Spare Parts which is divided into lots.
6. The Ministry of Agriculture now invites sealed bids from eligible and registered **BUSINESSES** supplying Vehicle Spare Parts to participate in the supply of the below Items for Fiscal Year 2022. Additionally, bidder who is applying must have complied with the vendor registration process & procedure by the Public Procurement & Concessions Commission and are on the website of the Commission and E-Mansion.
7. Bidding will be conducted through the National Competitive Bidding (NCB) process and procedure as enshrined in the Public Procurement and Concessions Act (PPCA) of September 2010.

**8. Specification & Quantities: Vehicle Spare Parts (Toyota Land Cruiser)**

No.	Items	Description	Quantity	Bid security
1.	Oils	Engine Oil & Transmission Oil	15 gallons Each	Bids Securing Declaration Section IV of the Bidding documents.
2.	Filters	Oil Filter & Fuel Filter Element	10 pieces each	
3.	Batteries	80 amp	10 pieces	
4.	Cleaners	Air Cleaners	10 pieces	
5.	Tires	265/75R16	20 pieces	
6.	Brakes	Shoes & Pads	10 Sets each	
7.	Plugs	Spark Plugs	20 pieces	
8.	Pump	Priming Pump	5 pieces	
		Toyota Hilux		
1.	Oils	Engine Oil & Transmission Oil	15 gallons Each	
2.	Filters	Oil Filter & Fuel Filter	10 pieces each	
3.	Batteries	80 amp	10 pieces	
4.	Cleaners	Air Cleaners	10 pieces	
5.	Tires	235/65R16	20 pieces	
6.	Brakes	Shoes & Pads	10 Sets each	
7.	Plugs	Spark Plugs	20 pieces	
8.	Pump	Pump	5 pieces	
		Nissan Patrol		
1.	Oils	Engine Oil & Transmission Oil	15 gallons Each	
2.	Filters	Oil Filter & Fuel Filter	10 pieces each	
3.	Batteries	80 amp	5 pieces	
4.	Cleaners	Air Cleaners	5 pieces	
5.	Tires	245/85R16	20 pieces	
6.	Brakes	Shoes & Pads	10 sets	
7.	Plugs	Spark Plugs	20 pieces	
8.	Pump	Pump	5 pieces	

**5. Qualification requirements include:**

- i. Valid tax clearance certificate with business code.
- ii. Valid business registration certificate; G4520
- iii. Past performance history with at least three (3) references with contact numbers;

5. Qualification requirements include:
- i. Valid tax clearance certificate with business code.
  - ii. Valid business registration certificate; G4520
  - iii. Past performance history with at least three (3) references with contact numbers;
  - iv. Ability to pre-finance supplies based upon an approved local purchase order by Ministry of Finance & Development Planning;
  - v. Availability of supplies at all time;
  - vi. Submit copy of the processed vendor registration form issue by the Public Procurement & Concessions Commission on the website;
  - vii. Guarantee schedule of delivery;
  - viii. Minimum six month Warranty on spare parts to be supplied.
10. All interested and eligible bidders may obtain copy of the bid documents from the Procurement Unit of the Ministry of Agriculture for a non-refundable fee of US\$50.00 beginning Friday, January 28, 2022 – Monday, February 28, 2022 from 8:00am to 4:00pm, Monday to Friday daily.
11. All bids must be accompanied with a bid security (Bids Securing Declaration) as indicated in the bidding document in Section IV- bidding forms.
12. Sealed bids must be delivered to the Procurement Unit not later than 1:00pm, Thursday, February 28, 2022. 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 February 28, 2022 at 1:00pm, on the ground floor of the main conference room of the Ministry of Agriculture.
13. The address referred to is :  
The Director of Procurement (1<sup>st</sup> floor)  
Ministry of Agriculture  
Ministerial Complex, Congo Town  
Tel: +231778503393  
Email: abrahamvarmahjr@gmail.com

Signed: \_\_\_\_\_

Abraham Varmah  
Procurement Director

Approved: \_\_\_\_\_

Jeanine M. Cooper  
Minister

