



# REPUBLIC OF LIBERIA

Ministry of Mines & Energy

P. O. Box 10-9024

1000 Monrovia 10LIBERIA, WEST AFRICA



April 16, 2024

## INVITATION TO BID (IFB)

1. The Ministry of Mines and Energy (MME) was established by an act of legislature to administer all activities related to mineral, water and energy resource exploration, coordination and development in the Republic of Liberia.
2. The Ministry of Mines and Energy (MME) has received budgetary allocation for Fiscal Year 2024 and intends to apply part of it towards the Procurement of goods and services in separate contract packages as indicated below.
3. The Ministry now invites sealed bids from eligible and registered bidders for the procurement of these goods and services for Fiscal Year 2024.
4. Bidding will be conducted through the National Competitive Bidding (NCB) Method as enshrined in the Public Procurement and Concession Act (PPCA) as amended and restated in 2010.
5. Schedule of Requirements:

Item #	Description of Goods / Services	Quantity	Delivery
1.	Computers (Laptops & Desktops)	Assorted	See Bidding Documents
2.	Stationery Supplies	Assorted	See Bidding Documents
3.	Printing, Binding & Publication Services	Assorted	See Bidding Documents
4.	Repairs & Maintenance of Non-Residential Building	Firm	See Bidding Documents

6. Detailed specifications, description and qualification requirements of the above contract packages are provided in separate bidding documents.
7. All interested eligible bidders may obtain copy of Bidding Documents upon payment of a non-refundable fee of **\$50.00 USD**(*Stationery Supplies*) and **US\$100.00**(*Computers, Printing, Binding & Publication Services and Repairs & Maintenance of Non-Residential Building*)through the Finance & Budget Section at the Ministry before issuance by the Procurement Unit between 10:00 am to 3:00 pm daily.

8. Prospective bidders must submit one original and two copies. Original bid must be enclosed in a sealed envelope and marked “**ORIGINAL**”. The two copies and the original copy must be enclosed in one large envelope and labeled: (for example: **BID FOR STATIONERY SUPPLIES, FISCAL YEAR 2024**). Additional details are provided in the Bidding Documents.
9. Sealed Bids must be delivered to the below address not later than **the date and time** indicated in the bidding documents. Please note that 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 the date, time and venue as indicated in the respective Bidding Documents.

The preferred address is:

**Director of Procurement  
Procurement Unit  
Ground Floor, Room #: 10  
Ministry of Mines and Energy  
Capitol Hill, United Nations Drive  
Monrovia, Liberia.**

Signed:           **DIRECTOR OF PROCUREMENT**

Approved:       **DEPUTY MINISTER FOR ADMINISTRATION**  
                  Ministry of Mines and Energy (MME)