

# Invitation for Bid

## MINISTRY OF FINANCE & DEVELOPMENT PLANNING

REPUBLIC OF LIBERIA

P.O.BOX 9013, 1000 MONROVIA 10, LIBERIA

WEST AFRICA

### INVITATION FOR BIDS

#### Phone Cards Supply

1. The government of Liberia through the Ministry of Finance & Development Planning (MFDP), intends to apportion funds towards the cost of procuring Phone cards for the operation of the Ministry, IFB No./MFDP/NCB/007/16-17.
2. The Ministry of Finance & Development Planning now invites qualified and eligible bidders to submit sealed Bids for the supply of phone cards. Bidding documents are available between the hours of **9:00 AM-4:00 PM**, Monday through Friday. Biddings will be conducted through National Competitive Bidding (NCB) procedures as specified in the Amended and Restated Public Procurement and Concessions Act of 2010 and is open to all eligible and qualified Bidders. These applicable Procurement Procedures are consistent with the Republic of Liberia Amended and Restated Public Procurement and Concession Act published and approved; September 18, 2010
3. The supply of Phone Cards as per Ministry of Finance & Development Planning requirements is in the below listed quantities:

DESCRIPTION	NUMBER	QUANTITY	DELIVERY SCHEDULE
Phone Cards	IFB No.MFDP/NCB/007/16-17	31,440 pcs	Upon Receipt of Processed LPO

4. The Supplier must also be able to respond to the Ministry of Finance & Development Planning's schedule of supply. All bids prices should be quoted in United States Dollars.
5. Qualification requirements include the following:
  - a. *Current Business Registration Certificate (Liberia Business Registry);*
  - b. *Current Tax Clearance Certificate (Ministry of Finance & Development Planning);*
  - c. *Certificate of Incorporation (Ministry of Foreign Affairs);*

- d. *Statement of satisfaction from two (2) previous or current clients over the last one (1) year;*
  - e. *Availability of Supplies at all times; and the*
  - f. *Ability to pre-finance for at least four (4) weeks, and*
  - g. *Audited Financial Statements for the last one (1) year*
6. Interested and eligible bidders may obtain further information from the MFDP **Procurement Unit** at the address specified below.
7. Submissions must be signed, sealed in an envelope and clearly marked, **SUPPLY OF PHONE CARDS - IFB No.MFDP/NCB/007/16-17** and address to:

**THE DIRECTOR OF PROCUREMENT**  
**3<sup>RD</sup> FLOOR, ROOM 045**  
**MINISTRY OF FINANCE & DEVELOPMENT PLANNING**  
**P. O. BOX 9013**  
**BROAD STREET & MECHLIN STREETS**  
**1000 MONROVIA 10 LIBERIA**  
**MOBILE NUMBER: 0886432484/0886579455**  
**EMAIL ADDRESS: blihge@mfdp.gov/ericbarkoi@yahoo.com**

All bid must be submitted to MFDP **Procurement Unit** located on the Third floor, Friday, **August 25, 2016** on or before 2:00 pm. All Tenders must be accompanied by a Bid Security of **\$3,930.00 USD** of Bid Price. Late bid will be rejected and returned unopened. Electronic bidding will not be permitted. Bid opening will be done promptly after closing at **2:00pm** on **August 25, 2016**, in the Conference Room, on the 10<sup>th</sup> Floor of the Ministry of Finance & Development Planning & Development Planning

8. Bid will be opened in the presence of bidders or their representatives and those who choose to attend.
9. Ministry of Finance & Development Planning reserves the right to reject or accept any bid submitted and to annul the process at any time without incurring any liability and without assigning any reason therefore; Invitation to Bid and Award of Contract will be issued to qualified bidders in accordance with procurement procedures applicable under the Republic of Liberia Amended and restated Public Procurement and Concessions Act published and approved September 18, 2010.

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

**Director of Procurement**

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

**Deputy Minister for Administration**