

Section I. Invitation for Bids

Republic Of Liberia
Ministry of Finance and Development Planning
P.O.BOX 9013
Broad & Mechlin Streets
1000 Monrovia, 10 Liberia
West Africa

Title of bid: Supply of Cleaning Materials

Contract Identification No.: IFB#: MFDP/NCB/001/2016-2017

1. The government of Liberia through the Ministry of Finance & Development Planning (MFDP) intends to apportion funds towards the cost of procuring **cleaning materials** for the operation of the Ministry through a framework agreement during the Fiscal Year 2016/2017.
2. The MFDP now invites sealed bids from eligible and qualified bidders for the supply of cleaning materials during the Fiscal Year 2016/2017. Bidding will be conducted through the National Competitive Bidding process in accordance with procedures specified in the Amended and Restated Public Procurement and Concessions Act (PPC Act) published and approved: September 18, 2010.
3. The supply of cleaning materials as per the Ministry of Finance & Development Planning requirements is summarized in the below table:

Description	Number	Quantity	Delivery Schedule
Cleaning Materials	IFB#: MFDP/NCB/001/2016-2017	See attached the quantity used during last fiscal year	To be delivered upon request

4. All Interested eligible bidders may obtain a complete set of the bidding documents from the address below upon payment of a non-refundable fee of **US \$50.00** beginning July 27, 2016, from 9:00 AM to 4:30 PM daily, Mondays to Fridays.
5. All Bids must be accompanied by a Bid Security of US \$600.00 in the form of a Manager's Check, Bank Guarantee or an Insurance Bond.

8. All bids must be submitted at the address below on or before **Thursday, August 25, 2016 at or before 2:00 PM**. Bid opening will be done promptly thereafter at 2:15 PM, in the Conference room on the 10th Floor of the Ministry of Finance and Development Planning, in the presence of bidders, their representatives or those who choose to attend. Bids shall be valid for a period of 90 days after the deadline of Bid submission. Late bids will be received as such but rejected and returned unopened. Electronic bidding will not be permitted.

7. Qualification requirements include the following:

- I. Articles of Incorporation (Where applicable)
- II. Current Business Registration Certificate (Liberia Business Registry)
- III. Current Tax Clearance Certificate (Liberia Revenue Authority)
- IV. Statements of past performance satisfaction from at least three (3) previous and current clients - including the names and contact numbers of the clients
- V. Capacity to pre-finance supplies for at least four (4) weeks
- VI. Ability to respond to the MFDP schedule of supply
- VII. Compliance with PPCC Vendor Registration procedures
- VIII. Bid Security of 600.00 USD in the form of a Bank Guarantee, Manager's Check, or an Insurance Bond.

8. Submissions must be signed, sealed in an envelope and clearly marked, **SUPPLY OF CLEANING MATERIALS –IFB#:MFDP/NCB/001/2016-2017**, and addressed to:

Director of Procurement

Room 045– 3rd Floor

Ministry of Finance and Development Planning

Broad & Mecklin Streets

1000 Monrovia 10, Liberia

Mobile number: +231-886-432-484 / 231-886-579-455

Web address: blighe@mfdp.gov. / ericbarkoi@yahoo.com

9. The Ministry of Finance and Development Planning reserves the right to reject or accept any bid submitted and to annul the entire process at any time without incurring any liability and without assigning any reason thereof.

Signed: _____

Director of Procurement

Approved: _____

Deputy Minister for Administration