



Invitation for Bid

REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
Broad & Mechlin Street
P.O.BOX 9013, 1000 MONROVIA 10, LIBERIA
WEST AFRICA

Title of Bid: **Supply and Delivery of Software**

Contract Identification No: **IFB NO. MFDP/NCB/007/17-18**


1. The government of Liberia through the Ministry of Finance & Development Planning (MFDP), intends to apportion funds towards the cost of the supply and delivery of Software (License) for the operation of the Ministry, IFB No. MFDP/NCB/007/17-18.
2. The Ministry of Finance & Development Planning now invites qualified and eligible bidders to submit sealed Bids for the **Supply and Delivery of Software (License)**.
3. The supply and delivery of Software (License) as per Ministry of Finance & Development Planning requirements is in the below listed quantities:

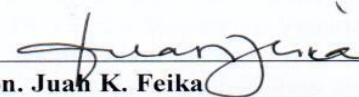
No.	Description	Quantity	Delivery Schedule
1.	Microsoft Office 2013 License	600 copies	Based on Contract Provision
2.	Operating System (OS) Windows 10 License	200 copies	

4. Bidding 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 opened to all eligible and qualified Bidders. These applicable Procurement Procedures are consistent with the Republic of Liberia Amended and Restated Public Procurement and Concessions Act published and approved; September 18, 2010. The Supplier must also be able to respond to the Ministry of Finance & Development Planning's schedule of supply.
5. Interested eligible bidders may obtain further information from the Ministry of Finance and Development Planning and inspect the Bidding Documents at the address given below from 0900 to 1700 hours, Monday to Friday, excluding public holidays.
6. Qualification requirements include the following:
 - a. Bidders must submit the following documents with their bids:
 - i. Certificate of Incorporation
 - ii. Latest Tax Clearance Certificate
 - iii. Business Registration Certificate
 - iv. Be a PPCC Registered Vendor
 - v. Manufacturer's Authorization using the form provided in the bidding documents is required from agents.
 - b. Bidders must have successfully completed at least two (2) similar contracts done within the last four (4) years.

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- c. Bidders must provide audited Financial Reports for the last Two (2) years depending on the financial year of the firm.
 - d. Bidder must be a Satisfied Microsoft Agent
 - e. Ability to pre-finance for at least four (4) weeks, and
 - f. Additional details are provided in the Bidding Documents.
7. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **US\$50.00 (Fifty United States Dollars)**. All bids must be submitted to **MFDP Procurement Unit** located on the Third floor, on or before Thursday, **November 2, 2017** at 2:00 pm. All Tenders must be accompanied by a Bid Security of **US\$1,440.00** in the form of Manager's Check or Bank Guarantee. Late bids will be rejected and returned unopened. Electronic bidding will not be permitted. Bid opening will be done within one (1) hour after closing at **2:00pm** on **November 2, 2017**, in the 10th Floor Conference Room or in the Procurement Unit on the 3rd Floor of the Ministry of Finance & Development Planning.
8. Submissions must be signed, sealed in an envelope and clearly marked, **Supply and Delivery of Software (License) - IFB No. MFDP/NCB/007/17-18** and address to:
- THE DIRECTOR OF PROCUREMENT**
3RD FLOOR, ROOM 045
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
P. O. BOX 9013
BROAD STREET & MECHLIN STREETS
1000 MONROVIA 10 LIBERIA
MOBILE NUMBER: 0886593793/0886579455/0880753568
EMAIL ADDRESS: jmentroe@mfdp.gov.lr / ebarkoi@mfdp.gov.lr / mglavdor@mfdp.gov.lr
9. Bids will be opened in the presence of bidders or their representatives and those who choose to attend.
10. The 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: 
J. Rudolph Teh Mentro
Director of Procurement

Approved: 
Hon. Juan K. Feika
Deputy Minister for Administration