

Ministry of Agriculture

Inter-Office Memo

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

Thru : Abraham Varmah
Procurement Director

From: Barbara Jacques-Menyongai
Assistant Procurement Director

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). 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
Computer Supplies & ICT Services(IFB#:MOA/CB/NCB/004/2022)	January 28, 2022	February 28, 2022	3:00pm

Advertisement is to run every day for four (4) weeks on 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 Computer Supplies & ICT Services
IFB No: MOA/CB/NCB/001/2022**

12. 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 Computer Supplies & ICT Services.
13. The Ministry of Agriculture now invites sealed bids from eligible and registered **BUSINESSES** supplying Computer & ICT Services 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.
14. 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.
15. Reference Bidding Document for Specifications & Quantities
5. Qualification requirements include:
 - i. Valid tax clearance certificate with business code.
 - ii. Valid business registration certificate; G4773
 - 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 Twelve - months Warranty on spare parts to be supplied.
18. 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.
19. All bids must be accompanied with a bid security (Bids Securing Declaration) as indicated in the bidding document in Section IV- bidding forms.
20. Sealed bids must be delivered to the Procurement Unit not later than 3:00pm, Monday, 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.

21. The address referred to is :
The Director of Procurement (1st floor)
Ministry of Agriculture
Ministerial Complex, Congo Town
Tel: +231778503393
Email: abrahamvarmahjr@gmail.com

Signed: _____

Abraham Varmah
Procurement Director



Approved: _____

Jeanine M. Cooper
Minister

