

Ministry of Agriculture

Inter-Office Memo

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

Thru : Abraham Varmah
Procurement Director

From: Teah D. Reeves
Sr. Procurement Officer

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
Stationeries (IFB#:MOA/CB/NCB/002/2022)	January 28, 2022	February 28, 2022	12:00 noon

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 Stationeries

IFB No: MOA/CB/NCB/002/2022

1. 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 Stationeries
2. The Ministry of Agriculture now invites sealed bids from eligible and registered BUSINESSES supplying Stationeries to participate in the supply of the below Items for Budget 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.
3. 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.

4. Specification & Quantities

No.	Item	Stationeries Office Materials (Description)	Quantity	Bid security
1.	Cartons	Legal Size Paper, 80G F14	100	Bids Securing Declaration Section IV of the Bidding documents.
2.	Cartons	A4 Size Paper, 80G	200	
3.	Cartons	Manila Folder A4 Size (1ctn x 5 packs x 100 pcs)	5	
4.	Cartons	Manila Folder Legal size (1ctn x 5 packs x 100 pcs)	5	
5.	Pieces	Stapler (Machine) 20 sheets, 24/6 or 24/6min pins	50	
6.	Pieces	Ledger Book 3Q, 200 Pages	45	
7.	Cartons	Ball Pen (20 pks per ctn) high quality, smooth writing	2	
8.	Pks	Gel Pen (521, 0.7mm); assorted colors	12	
9.	Pieces	Surge Protector/ Extension Cord, 5 port, Multi Socket	50	
10.	Pieces	Calculator, 12 digits 2 way power for office use	10	
11.	Pieces	Pen Drive, USB type 8GB	20	
12.	Pks	Pencil 2 HB	3	
13.	Pks	White Board Marker, High quality assorted colors	20	
14.	Pieces	Date Stamp Ink	5	
15.	Cartons	Brown Envelop A4 size (1 x 20)	5	
16.	Cartons	White Envelop (1 x 20 pks)	4	
17.	Pieces	Masking Tape (M/L)	12	
18.	Pieces	Scissors	12	
19.	Pks	Push Pin (Thumb Tack)	3	
20.	Dozens	Steno Pad (Note Pad)	12	
21.	Pieces	Paper Glue	12	
22.	Pieces	Dictionary	5	
23.	Pieces	Filing Cabinet	4	
24.	Pieces	Wall Clock	20	
25.	Cartons	Desk Organizer	2	

No.	Item	INK & CARTRIDGES (Description)	Quantity	Bid Security
				Bids Securing Declaration Section IV of the Bidding documents.
1.	Boxes	55 A, LaserJet Pro MFP M521 dn	7	
2.	Set	410A, LaserJet Pro 410 color Mfp M477 fdw	1	
3.	Boxes	Canon 728, Cartridge (Original)	17	
4.	Boxes	HP 05A Cartridge	6	
5.	Set	HP 2790-2791-2792-2793, Toner (Original)	2	
6.	Boxes	HP 59A, Toner (Original)	30	
7.	Sets	HP 131A series	5	
8.	Set	HP 305A Cartridge	1	
9.	Piece	Canon 128 Cartridge	1	
10.	Users	Anti – Virus	10	
11.	Boxes	Canon 737, Cartridge (Original)	4	
12.	Boxes	HP 30A Cartridge (Original)	5	
13.	Boxes	HP415A Cartridge (Original)	4	
14.	Pieces	Western Digital 1TB USB Hard Drive	6	

5. Qualification requirements include:
 - i. Up to date tax clearance certificate with business code G4761;
 - ii. Valid business registration certificate; G4761
 - 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;
6. All interested and eligible bidders may obtain copy of the bond 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.
7. All bids must be accompanied with a bid security (Bids Securing Declaration) as indicated in the bidding document in Section IV- bidding forms.
8. Sealed bids must be delivered to the Procurement Unit not later than 12:00 noon, Monday February 28, 2022. Late bids will be rejected and returned to bidders unopened. Bids will be opened in the presence of bidder who choose to attend or their representatives on February 28, 2022 at 12:00 noon, on the ground floor of the main conference room of the Ministry of Agriculture.

9. 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

