



**REPUBLIC OF LIBERIA
MINISTRY OF AGRICULTURE
P.O. BOX 10 - 9010
1 000 MONROVIA, 10 LIBERIA**



Department of Admin/Procurement

**Ministry of Agriculture
Inter-Office Memo**

To: Hon J. Alexander Nuetah, PhD
Minister

Thru: Hon. Antoinette F. Dukuly *Antoinette*
Deputy Minister/Admin. 07-03-24

From: Boimah Lartey Kiadii *Boimah*
Procurement Director 7/3/2024

Subject: **Advertising Notice of Bid**

Date: July 3, 2024

Kindly be informed that the Procurement Unit has **Invitation for Bid** to be advertised in two (2) widely read portals/websites (emansion.gov.lr & moa.gov.lr). The publication period is four (4) weeks as mandated by the Public Procurement & Concession Act (PPCA) of September 2010.

The advertisement includes:

Description	Start date	End date	Bid Opening Time
Stationery IFB NO: MOA/N-SBA/NCB/002/2024	July 5, 2024	August 5, 2024	1:00 pm

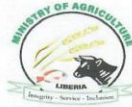
Advertisement is to run every day for (4) weeks on emansion.gov.lr/moa.gov.lr portal/website. In view of the above, I request that you kindly approve the communication of the process.

Attached is a copy of the invitation for Bid and advertisement release schedule.

Kind regards,



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Department of Admin/Procurement							effectiveness the Contract
10.	410A Toner Cartridge	I	Set	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
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THE ADDRESS REFERRED TO IS:
The Director of Procurement (1st Floor)
Ministry of Agriculture (MOA)
Ministerial Complex, Congo Town
Monrovia – Liberia
Tel: + 231-775-161-866 & 0886-232-565

SIGNED:  7/3/2024
Boimah Lartey Kiadii
PROCUREMENT DIRECTOR

APPROVED: 
Hon. J. Alexander Nuetah, PhD
MINISTER





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3.	Canon 728 Toner Cartridge	5	Boxes	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
4.	Canon 737 Toner Cartridge	5	Boxes	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
5.	HP 054A Series	5	Sets	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
6.	Western Digital ITB USB Hard Drive	10	Pcs	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
7.	Canon C- EXV 33 Toner Image Runner 2520	5	Boxes	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
8.	59A Cartridge (Original)	25	Boxes	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
9.	37A Cartridge (original)	5	Boxes	Ministry of Agriculture			insert the number of days following the date of



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					of the Contract	s of the Contract	effectiveness the Contract
20.	Technical Services Letter Head	2	Reams	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
21.	Regional Development, Research & Extension Letter Head	2	Reams	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
22	Call Cards for Ministers, Chief of office Staff and Advisor to Minister	12	Packs	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
23	Call Cards for All Deputy Ministers	10	Packs	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
Genuine Inks & Toner Cartridges							
1.	(Original) 207A Cartridge	10	Sets	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract
2.	415A Toner Cartridge	10	Sets	Ministry of Agriculture			insert the number of days following the date of effectiveness the Contract



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13.	Department of Administration Stick on pad S/S	1	Carton	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness s of the Contract	insert the number of days following the date of effectiveness the Contract
14.	Steno Pad	5	Packs	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness s of the Contract	insert the number of days following the date of effectiveness the Contract
15.	Brown envelopeA4 Size (1x40 pks)	2	Cartons	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness s of the Contract	insert the number of days following the date of effectiveness the Contract
16.	Gel Pen (Pilot juice 1.0 mm assorted colors	2	packs	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness s of the Contract	insert the number of days following the date of effectiveness the Contract
17.	Gel Pen (521,0.25mm) assorted colors	2 pack s	Cartoons	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness s of the Contract	insert the number of days following the date of effectiveness the Contract
18.	Minister Letter Head (Green Color)	10	Reams	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness s of the Contract	insert the number of days following the date of effectiveness the Contract
19.	Administrati on	10	Reams	Ministry of Agriculture	2weeks following the date of the effectiveness	4weeks following the date of the effectiveness	insert the number of days following the date of



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Department of Admin/Procurement					the effectiveness of the Contract	the effectiveness of the Contract	following the date of effectiveness the Contract
7	Ball Point Pen (20 pks per ctn) high quality, smooth writing (All Colors)	2	Cartons	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
8	Liquid Glue.	2	Dozens	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
9	Surge Protector/ Extension cord,5 port, multi sockets(HQ)	15	Pcs.	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
10	Calculator 12 digits , 2 way power for use	7	Pieces Pieces	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
11	Pen Drive USB type 8 GB	12	pieces	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
12	Stick on pad paper size (2 inch x 3 inch) M/S	1	Cartoon	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract



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Line Item No.	Description of Goods	Qty.	Physical unit	Final (Project Site) Destination as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
I - Office materials							
1	legal size paper, 80G F14	75	Cartoons	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	[insert the number of days following the date of effectiveness the Contract
2	A4 size paper 80G	150	Cartoons	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	[insert the number of days following the date of effectiveness the Contract
3	Manila Folder A4 size (1ctn x 5 packs x 100 pcs)	3	Cartoon	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	[insert the number of days following the date of effectiveness the Contract
4	Manila folder (Legal size (1 ctn x 5 pks x100 pcs)	2	Cartoons	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
5	Staple (Machine 20 street, 24/6 or 24/6 min pins	1	Cartoons	Ministry of Agriculture	2weeks following the date of the effectiveness of the Contract	4weeks following the date of the effectiveness of the Contract	insert the number of days following the date of effectiveness the Contract
6	Signature book (All colors)	10	Pieces	Ministry of Agriculture	2weeks following the date of	4weeks following the date of	insert the number of days



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Department of Admin/Procurement

Invitation for Bid

For the procurement of **Stationery**
IFB NO: MOA/N-SBA/NCB/001/2024

The Government of the Republic of Liberia through the Ministry of Agriculture has received budgetary allotments for the Budget year 2024 and intends to apply part of the proceeds toward the Procurement of **STATIONERIES**.

The Ministry of Agriculture now invites sealed bids from eligible registered **BUSINESSES** supplying **STATIONERIES** to participate in the supply of the below Items attached for Fiscal Year 2024. 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.

Bidding will be conducted through the National Competitive Bidding (NCB) process and procedure as enshrined in the Public Procurement and Concession Act (PPCA) of September 2010.

Reference Bidding Document for Specification and Quantities

QUALIFICATION REQUIREMENTS INCLUDE:

- i. up to date tax clearance certificate;
- ii. valid business registration certificate; G4653
- iii. submit copy of the Public Procurement & Concessions Commission (PPCC) vendor completed registration form;
- iv. past performance history with at least three (3) references with contract numbers
- v. availability of supplies at all time
- vi. Guarantee schedule of delivery
- vii. Ability to pre-finance or deliver as approved Local Purchase Order is received and
- viii. Minimum Twelve-month Warranty on spare parts/equipment to be supplied.
- ix. Ability to pre-finance supplies based upon an approved local purchase order by the Ministry of Finance & Development Planning

All interested and eligible bidders may obtain copy of the bid documents from the Procurement Unit of the Minister of Agriculture for a nonrefundable fee of US \$ **100.00** beginning Tuesday July 3 2024 – August 5 2024 from 8:00 am to 4: 00 pm, Monday to Friday daily.

All bids must be accompanied with a **Bid Security (Bids Security Declaration)** as indicated in the bidding document in **Section IV bidding forms**.

Sealed bids must be delivered to the Procurement Unit no later than **12:00 pm 5th August 2024**. Late bids will be rejected and returned unopened. Bids will be opened in the presence of bidder who choose to attend or their representatives on **5th August 2024 at 12:30 pm** on the ground floor in the main conference room of the Ministry of Agriculture (MOA)