



## Invitation for Bids (IFB)

Contract Identification IFB No.: MOE/NCB/001/18/19

The government of Liberia through the Ministry of Education (MOE) anticipates funds from the Government of Liberia National Budget and *intends* to apportion funds towards the cost of procuring **Stationery and Ink Cartridges under a framework arrangement for fiscal period 2018/2019.**

This tender seeks to procure Stationery and Ink cartridges in two (2) separate Lots for Stationery and Ink Cartridges as detail below:

### (Lot-1) Assorted Stationery Materials

#	Description	Quantity	UoM
1	A4 Paper (80gsm double A)	1	Cartoon
2	Legal Paper (F-14-216x356mm-80gsm-double A)	1	Cartoon
3	Ink pens (Blue & Black)	1	Cartoon
4	Staplers Machine (Standard)	1	Cartoon
5	H/D Staple Machine	1	Cartoon
6	Staple pin (Standard)	1	Cartoon
7	H/D Staple Pin	1	Cartoon
8	Hanging Folders (L/s)	1	Cartoon
9	Manila Folders L/s	1	Cartoon
10	Manila Folders (A-4)	1	Cartoon
11	Manuscript Book (L/s)	1	Cartoon
12	Yellow Pad (A4)	1	Cartoon
13	Yellow Pad (S/s)	1	Cartoon
14	Paper Glue	1	Cartoon
15	Steno Pad	1	Cartoon
16	Box File (L/s)	1	cartoon
17	Correction Pen	1	Cartoon
18	Correction fluid (bottle)	1	Cartoon
19	Staple remover	1	Cartoon
20	Stick-on-Pad L/s	1	Cartoon
21	Carbon Paper	1	Cartoon
22	Marker (permanent)	1	Cartoon
23	Write board marker	1	Cartoon
24	Envelope (white, A5 Size)	1	Cartoon
25	Thinner	1	Cartoon
26	Empty Disk (DVD)	1	Cartoon
26	Highlighter (assorted colors)	1	Cartoon
27	Brown Envelop (A4 size)	1	Cartoon
28	Brown Envelop (L/s)	1	Cartoon
29	Calulator (L/s)	1	Cartoon

30	Paper clip (M/S)	1	Cartoon
31	Paper clip (L/s)	1	Cartoon
32	double Clip S/s	1	Cartoon
33	Desk Tray (4x1)	1	Set
34	Postal Sheet	1	Ream
35	Plane Envelopes	1	Cartoon

**(Lot-2) Ink and Cartridges**

#	Description	Quantity	UoM
1	737 Cartridge	1	Piece
2	78A Cartridge	1	Piece
3	201-201	1	Set
4	131-131A Cartridge	1	Set
5	126 Cartridge	1	Set
6	728A Cartridge	1	Piece
7	85A Cartridge	1	Piece
8	325A	1	Piece
9	61-61 Ink	1	Set
10	325A Cartridge	1	Piece
11	380-383 Cartridge	1	Set
12	T- Cartridge	1	Piece
13	505A Cartridge	1	Sets
14	122	1	Set
15	530-532	1	Set
16	410-412	1	Set
17	210-213	1	Set
18	920A	1	Set
19	83A	1	pcs

The Ministry of Education now invites sealed bids from eligible and qualified suppliers for the supply of assorted Stationery and Ink cartridges.

Bidding will be conducted through the National Competitive Bidding (NCB) procedure specified in the PPC Act 2010 and approved by the PPCC, and is open to all bidders as defined in the Guidelines.

Interested eligible bidders may obtain further information from the **Procurement Unit on the 1<sup>st</sup> Floor of the Ministry of Education located on 3<sup>rd</sup> Street, Sinkor, and inspect the bidding documents from Monday, 3<sup>rd</sup> September to Wednesday 12<sup>th</sup> September 2018 beginning 11:00 a.m. – 4:00 p.m.**

Qualification requirements include the following:

- Completion of contracts of similar nature and value in the last two years
- Tax clearance and business registration certificates
- Past performance records

- Bid security of US\$1,500.00
- Availability of all Stationery requesting
- Delivery period (2 weeks after signing of contract)
- Must be a registered member of the PPCC official vendor listing
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**See Bid Data Sheet in the bidding documents for additional information.**

A complete set of Tender documents in English may be purchased by interested Bidders upon payment of a nonrefundable fee of **US\$50.00** (fifty United States Dollars) for each set.

Tenders must be delivered in a sealed envelope into the bid box within the **Procurement Unit on the 1<sup>st</sup> Floor, Room # 34 of the Ministry of Education located at 3<sup>rd</sup> Street, Sinkor, not later than 11:00 a.m., Thursday, 27<sup>th</sup> September 2018.** Late bid will be rejected.

Bids will be opened in the presence of the bidders' representatives, who choose to attend on Thursday, 27<sup>th</sup> September 2018 at 11:00 a.m. in the Conference Room located at Room # 055 of the Ministry of Education, 3<sup>rd</sup> Street Sinkor, Monrovia. Bids shall be valid for a period of 90 days after the deadline for bid submission.

**Please note that electronic bids are not accepted.**

Division of Procurement  
Attn: Miss. Julay S. Jargbah  
Ministry of Education  
3<sup>rd</sup> Street, Sinkor  
Monrovia, Liberia

**Signed:** \_\_\_\_\_

Julay S. Jargbah  
**Acting Director/ Procurement**

**Approved:** \_\_\_\_\_

Hon. Ansu D. Sonii Sr.  
**Minister**