



**Republic of Liberia**  
**Ministry of States for Presidential Affairs**  
**Capitol Hill, Monrovia, Liberia**

**INVITATION FOR BIDS**  
**For the Procurement of Goods**  
**(Stationeries Supplies)**  
**IFB No: MOS/NCB/002/13/14**

1. The Government of Liberia through the Ministry of States (MOS) for Presidential Affairs intends to apply part of its budgetary allocation from its National Budgets for FY 2013/2014 for the Procurement of Stationeries Supplies.
2. The Ministry now invites sealed bids from eligible registered bidders for the Procurement of Stationeries Supplies for FY 2013/2014.
3. Bidding will be conducted through the National Competitive Bidding process as enshrined in the Public Procurement and Concession Act.

4. SPECIFICATION AND QUANTITY

STATIONERIES SUPPLIES	LOT 1
INKS & CARTRIDGES	LOT 2

5. Qualification and Requirements include:
  - I) Articles of Incorporation
  - II) Valid tax clearance
  - III) Valid business registration
  - IV) Past performance records – including the names and contact numbers of at least two clients.
6. All interested eligible bidders may obtain copy of the bidding documents from the Procurement Unit of the Ministry of States for Presidential Affairs 1<sup>st</sup> Floor Motor Pool Division, Room # 1 (Opposite

LISGIS) Executive Mansion Grounds, Capitol Hill on Friday September 20, 2013 from 9am – 4pm daily. Bidding documents are available to be purchase by interested bidders for a non – refundable fee of Eighty United States Dollars (USD80.00)

7. Sealed bids must be delivered to the Procurement Unit no later than 12noon on Tuesday October 22, 2013. Please note that late bids will be rejected and returned to the bidders unopened. Electronic bids will not be accepted. Bid will be opened in the presence of bidders who will choose to attend or their representatives on Tuesday October 22, 2013 at 1pm in the Office of the Deputy Minister/Administration 5<sup>th</sup> Floor Ministry of Foreign Affairs.
8. Bid Submitted must be sealed and labeled: IFB NO: MOS/NCB/002/13/14

Attention: The Procurement Unit

Ministry of State for Presidential Affairs  
1<sup>st</sup> Floor Motor Pool Division, Room # 1  
Executive Mansion Ground, Capitol Hill  
Monrovia, Liberia  
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