



**REPUBLIC OF LIBERIA**  
**MINISTRY OF EDUCATION**  
**P.O. BOX 10 - 9012**  
**1000 MONROVIA 10, LIBERIA**  
**WEST AFRICA**



**Invitation for Bids (IFB)**

**NATIONAL COMPETITIVE BIDDING (NCB)**

1. The Ministry of Education (MOE) has received funds for the Fiscal Year-2023, National Budget and intends to apportion part of these funds to eligible payments under contract for the below listed procurement packages as listed below:

**Contract Package 1: Educational Materials (Teaching Materials)**

IFB No: MOE/NCB/002/20/23

| No. | Package Description                                       | Date of Issue & Time                               | Submission date & Time         | Bid Security             | Bid Document Price |
|-----|---|--|--------------------------------|--------------------------|--------------------|
| 1.  | Procurement of Educational Materials (Teaching Materials) | Wednesday February 1, 2023 Beginning 9:00am-4:00pm | Wednesday March 1, 2023 2:15pm | Bid Securing Declaration | US\$ 50.00         |

**Contract Package 2: Procurement of Assorted Stationery Supply & Ink Cartridges**

IFB No: MOE/NCB/001/20/23

| No. | Package Description  | Date of Issue & Time                          | Submission date & Time          | Bid Security             | Bid Document Price |
|-----|--|---|---------------------------------|--------------------------|--------------------|
| 2.  | Procurement of Assorted Stationery Supply & Ink Cartridges | Wednesday February 1, Beginning 9:00am-4:00pm | Wednesday March 1, 2023 11:15am | Bid Securing Declaration | US\$ 50.00         |

**Contract Package 3: Procurement of Printing & Binding Services**

IFB No: MOE/SBA/NCB/003/20/23

| No. | Package Description                        | Date of Issue & Time                          | Submission date & Time             | Bid Security             | Bid Document Price |
|-----|--|---|------------------------------------|--------------------------|--------------------|
| 3.  | Procurement of Printing & Binding Services | Wednesday February 1, Beginning 9:00am-4:00pm | Wednesday March 1, 2023 12:15 Noon | Bid Securing Declaration | US\$ 50.00         |

4. The Ministry of Education now invites sealed bids from eligible and qualified suppliers for the Procurement of Educational Materials & the procurement of Stationery Supply & Ink Cartridges and Printing & Binding Services.
5. Bidding will be conducted through the National Competitive Bidding (NCB) procedure specified in the PPC Act 2010 and approved by the PPCC, and is opened to all bidders as defined in the Guidelines.
6. Interested eligible bidders may obtain further information from the Ministry of Education (*Division of Procurement, 3<sup>rd</sup> Floor*), or via email: [moeprocurement.gol@gmail.com](mailto:moeprocurement.gol@gmail.com) and inspect the bidding documents at the address given below from Monday to Friday 9:00 a.m. -4:00p.m beginning February 1, 2023.

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 securing declaration
- Availability of company owned fleets
- Delivery period (kindly refer to the bidding document)
- Must be a registered member of the PPCC official vendor listing
- A signed and notarized listing of both the legal and beneficial owners of business.

See Bid Data Sheet in the bidding documents for additional information.

7. 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.
8. Tenders must be delivered in a sealed envelope into the bid box within the Procurement Unit at the Ministry of Education located at Ministerial Complex, no later than the time indicated above. Late bid will be rejected.
9. Bids will be opened in the presence of the bidders' representatives, who choose to attend on Wednesday March 1, 2023, as indicate above in the Conference Room of the Ministry of Education, Congo Town, and 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  
Procurement Director  
Ministry of Education  
Republic of Liberia  
Ministerial Complex, Congo Town  
Monrovia, Liberia  
Contact Number: 0886473729/0770035054

Signed: Julay S. Jargbah  
Julay S. Jargbah  
Procurement Director

Approved: Prof. Ansu D. Sonii, Sr.  
Prof. Ansu D. Sonii, Sr.  
Minister



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**NATIONAL COMPETITIVE BIDDING (NCB)**

1. The Ministry of Education (MOE) has received funds for the Fiscal Year-2023, National Budget and intends to apportion part of these funds to eligible payments under contract for the below listed procurement packages as listed below:

**Contract Package 1: Supply of Spare Parts for Vehicles & Motorbikes**  
IFB No: MOE/NCB/003/20/23

| No. | Package Description                                  | Date of Issue & Time                                | Submission date & Time          | Bid Security             | Bid Document Price |
|-----|--|---|---------------------------------|--------------------------|--------------------|
| 1   | Procurement of Spare parts for vehicles & Motorbikes | Friday February 10, 2023<br>Beginning 9:00am-4:00pm | Friday March 10, 2023<br>1:00pm | Bid Securing Declaration | US\$ 50.00         |

**Contract Package 2: Procurement of Cleaning Materials**  
IFB No: MOE/NCB/001/20/23

| No. | Package Description               | Date of Issue & Time                                  | Submission date & Time            | Bid Security             | Bid Document Price |
|-----|-----------------------------------|---|-----------------------------------|--------------------------|--------------------|
| 2.  | Procurement of Cleaning Materials | Wednesday February 8, 2023<br>Beginning 9:00am-4:00pm | Wednesday March 8, 2023<br>1:00pm | Bid Securing Declaration | US\$ 50.00         |

3. The Ministry of Education now invites sealed bids from eligible and qualified suppliers for the **Procurement of Spare parts for vehicles & Motorbikes and Procurement Cleaning Materials**.
4. Bidding will be conducted through the National Competitive Bidding (NCB) procedure specified in the PPC Act 2010 and approved by the PPCC, and is opened to all bidders as defined in the Guidelines.
5. Interested eligible bidders may obtain further information from the Ministry of Education (*Division of Procurement, 3<sup>rd</sup> Floor*), or via email: [moeprocurement.gol@gmail.com](mailto:moeprocurement.gol@gmail.com) and inspect the bidding documents at the address given below from Monday to Friday 9:00 a.m. -4: 00p.m beginning February 8, 2022.

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 securing declaration

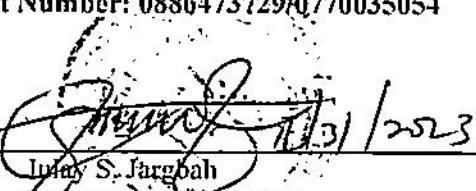
- Availability of company owned fleets
- Delivery period (Kindly refer to the bidding document)
- Must be a registered member of the PPCC official vendor listing
- A signed and notarized listing of both the legal and beneficial owners of business.

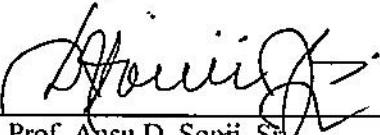
**See Bid Data Sheet in the bidding documents for additional information.**

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