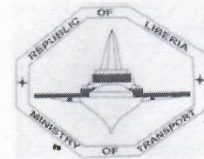




**MINISTRY OF TRANSPORT
WARREN & CAREY STREETS
MONROVIA, LIBERIA**



May 16, 2024

INVITATION TO BID (IFB)

The Ministry of Transport (MOT) was established by an Act of the National Legislature on August 25, 1987, to administer the transport, issuance and maritime regulations and policies of Liberia. These include the oversight responsibility for execution of policies relating to land, sea and air transport services operating within the Country.

1. The Ministry of Transport (MOT) has received budgetary allocation for Fiscal Year 2024 and intends to apply part of it towards the Procurement of goods and services in separate contract packages as indicated below.
2. The Ministry now invites sealed bids from eligible and registered bidders for the procurement of these goods and services for Fiscal Year 2024.
3. Bidding will be conducted through the National Competitive Bidding (NCB) Method as enshrined in the Public Procurement and Concession Act (PPCA) as amended and restated in 2010.
4. Schedule of Requirements:

Item #	Description of Goods / Services	Quantity	Delivery
1.	Stationery Supplies	Assorted	See Bidding Documents
2.	Printing, Binding & Publication Services	Assorted	See Bidding Documents
3.	Repairs & Maintenance of Non-Residential Building	Firm	See Bidding Documents

6. Detailed specifications, description and qualification requirements of the above contract packages are provided in separate bidding documents.
7. All interested eligible bidders may obtain copy of Bidding Documents upon payment of a non-refundable fee of **\$50.00 USD** (*Stationery Supplies*) and **US\$100.00** (*Printing, Binding*

& Publication Services and Repairs & Maintenance of Non-Residential Building) through the Procurement Unit at the Ministry before issuance by the Procurement Unit between 10:00 am to 3:00 pm daily.

8. Prospective bidders must submit one original and two copies. Original bid must be enclosed in a sealed envelope and marked "**ORIGINAL**". The two copies and the original copy must be enclosed in one large envelope and labeled: (for example: **BID FOR STATIONERY SUPPLIES, FISCAL YEAR 2024**). Additional details are provided in the Bidding Documents.
9. Sealed Bids must be delivered to the below address not later than **the date and time** indicated in the bidding documents. Please note that late bids will be rejected and returned to bidders unopened. Bids will be opened in the presence of bidders who choose to attend or their representatives on the date, time and venue as indicated in the respective Bidding Documents.

The preferred address is:

**Director of Procurement
Procurement Unit
1st Floor, Procurement Unit
Ministry of Transport
Warrant & Carey Streets
Monrovia, Liberia.**

Signed:



DIRECTOR OF PROCUREMENT
Edward Boima Clarke Sr.
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