

Civil Service Agency

63 Carey Street
Monrovia, Liberia

IFB No./CSA/NCB/002/2017/2018

INVITATION FOR BIDS (STATIONERY)

1. The Government of Liberia through the Civil Service Agency (CSA), intends to apportion funds toward the cost of procuring Stationery and Office supply for the operation of the Commission for fiscal year 2018/2018 from Ref: IFB NO.CSA/NCB/002/17/18 on the procurement plan (PP).
2. The Agency now invites qualified and eligible bidders to submit sealed bids for the provision of Stationery and Office Supply which will be conducted through **National Competitive Bidding (NCB)** procedures as specified in the Amended and Restated Public Procurement and Concessions Act and is opened to all eligible and qualified bidders. These applicable procurement procedures are consistent with the Republic of Liberia Amended and Restated Public Procurement and Concessions Act published and approved September 18, 2010.
3. The supply of Stationery and Office Materials as per CSA requirements are listed below:

Item	Description	Quantity	Delivery Schedule
1. Stationery and Office Supply	All Stationery and Office Supplies.	Assorted	As per the Contract

4. Interested bidders should have the capacity to retain the supply of Stationery and Office materials valid for a period of one budget year and bidders are also **required** to be a part of the Public Procurement and Concessions Commission (PPCC) Vendors' Registry launched May 2015 evidence of current clearance from PPCC. Must also be able to respond to CSA'S schedule of supply. All bids prices should be quoted in United States Dollars (USD).
5. Qualifications requirements include the follow:
 - ❖ CURRENT VALID BUSINESS REGISTRATION CERTIFICATE
 - ❖ CURRENT VALID TAX CLEARANCE
 - ❖ NASSCORP CLEARANCE
 - ❖ PROOF OF PPCC VENDOR REGISTRATION
 - ❖ PAST PERFORMANCE HISTORY WITH AT LEAST THREE (3) REFERENCES
 - ❖ AVAILABILITY OF SUPPLY AT ALL TIME

❖ CAPACITY TO DO AT LEAST (30) THIRTY DAYS PRE-FINANCE OF SUPPLY

6. Interested and eligible bidders may obtain a copy of bidding documents from the Procurement Unit of the Civil Service Agency, Second Floor for a non-refundable fee of **One Hundred United States Dollars (US\$100.00)** made to the CSA's Finance Office. Further information on the bidding document can be sought at the office of the CSA Procurement Director address specified below.

7. Submissions must be clearly marked, signed and sealed in an envelope, including other requested information as follows:

CONFIDENTIAL BID provision for Stationery and Office supply addressed to:

**THE PRINCIPAL PROCUREMENT OFFICER
SECOND FLOOR, Procurement Unit
Civil Service Agency
63 Carey Street
1000 MONROVIA 10, LIBERIA**

8. Bids must be submitted at the CSA Procurement Unit located at the Second Floor of the main CSA building on or before **Wednesday, August 30, 2017**, on or before **13:00**. Late bids will be rejected and returned unopened. Electronic Bidding **will not** be permitted.

9. Bids will be opened in the presence of bidder's representatives or those who choose to attend at **13:05 noon**, on **Wednesday, August 30, 2017** in a Conference Room within the Civil Service Agency (CSA).

10. The Civil Service Agency reserves the right to reject or accept any bid submitted and to annul the process at any time without incurring any liability and without assigning any reason thereof; invitation for Bid and Award of Contract will be issued to qualified bidders in accordance with procurement procedures applicable under the Republic of Liberia Amended and Restated Public Procurement and Concessions Act published and approved: September 18, 2010.

Signed: Civil Service Agency