

INVITATION FOR BIDS

For the Procurement of Goods and Services

1. The Government of Liberia through the Civil Service Agency anticipates budgetary allotment from the national budget for fiscal year 2017-2018 and intends to apply portion toward the procurement of Goods and services as listed below;
2. The Agency now invites sealed bids from eligible and registered bidders for fiscal year 2017/2018. Bidding will be conducted through National Competitive process as enshrined in the Public Procurement and Concession Act.

3. Description of Contract Packages:

IFB NUMBER	DESCRIPTION	QUALITY
IFB No. CSA/NCB/001/17/18	Repair Maintenance Vehicle	As per bid documents

4. Qualifications requirements include the follow:
 - I. Copy of the Articles of Incorporation
 - II. Company Profile
 - III. Current Valid Business Registration
 - IV. Current Valid Tax Clearance
 - V. Proof of PPCC Vendor Registration
 - VI. At least three (3) years experience in the supply of similar goods
5. Interested bidders should have the capacity to retain the supply of Vehicle Maintenance and repair 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).
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 address specified below.
7. All bids must be delivered to the Procurement Unit on the second floor of the Civil Service Agency building, Carey Street, Monrovia, Liberia on or before Friday, September 1, 2017 at 13:00. Late bides will be rejected and returned to the bidders unopened;
8. Opening of bids will follow in the presence of bidders who choose to attend at 13:05 on September 10, 2017 in a Conference room of the Agency. Please refer to address below for further information.

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

9. 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.

Signed: Civil Service Agency