REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY
Ministerial Complex, Congo Town
Monrovia, Liberia

INVITATION FOR BID

The Government of Liberia through the Civil Service Agency (CSA) intends to apply portion of its FY 2022 National Budget allocation for the procurement of the below Contract Packages;

N O.	Invitation for Bids (IFB) Number	Contract Package	Bid Security	Bid Submission Date Deadline	Deadline Time for Bid Submission	Bid Opening Time	A Non-Refundable Fee Amount
1	IFB NO.CSA/RB/002/2022.	Petroleum Products - Vehicle	Bid Securing Declaration	June 21, 2022	12:30 PM	1:00 PM	US$ 50.00
2	IFB NO.CSA/RFQ/001/2022.	Vehicle Rental	N/A	June 21, 2022	1:30 PM	2:00 PM	N/A
3	IFB NO.CSA/SBA/RFQ/001/2022.	Scratch Card	N/A	June 21, 2022	2:30 PM	3:00 PM	N/A
4	IFB NO.CSA/RFQ/007/2022.	Transport Equipment (Motorcycle)	N/A	June 24, 2022	12:30 PM	1:00 PM	N/A
5	IFB NO.CSA/SBA/RFQ/002/2022.	Cleaning Materials	N/A	June 24, 2022	1:30 PM	2:00 PM	N/A
6	IFB NO.CSA/NCB/001/2022.	Supply of Stationery	Bid Securing Declaration	June 27, 2022	12:30 PM	1:00 PM	US$ 50.00
7	IFB NO.CSA/RFQ/005/2022.	Publication of Journals	N/A	June 29, 2022	12:30 PM	1:00 PM	N/A
8	IFB NO.CSA/RFQ/003/2022.	Spare Parts - Vehicle	N/A	July 4, 2022	3:30 PM	4:00 PM	N/A
9	IFB NO.CSA/RFQ/004/2022.	Printing & Binding Services	N/A	July 23, 2022	12:30 PM	1:00 PM	N/A
10	IFB NO.CSA/RFQ/002/2022.	Maintenance - Vehicle	N/A	July 25, 2022	2:30 PM	3:00 PM	N/A
11	IFB NO.CSA/RFQ/006/2022.	Repair & Maintenance ICT Equipment	N/A	July 27, 2022	1:30 PM	2:00 PM	N/A
12	IFB NO.CSA/SBA/RFQ/003/2022.	Air Tickets	N/A	July 27, 2022	2:30 PM	3:00 PM	N/A

1. The Agency now invites sealed bids from eligible and qualified bidders for the above contract packages. **Each Contract Package must be bided for separately.**

2. Bidding will be conducted through the above various Procurement methods procedure specified in the PPCA and approved by the PPCC, and it is open to all bidders **except for the Invitation for Bids (IFB) Number and Contract packages with "SBA" that are strictly for ONLY LIBERIAN BUSINESSES** as defined in the guidelines.

3. Eligible bidders may obtain further information from The **Procurement Unit, Civil Service Agency; Attention: Principal Procurement Officer,** yarzeawu@gmail.com and inspect the Bidding

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Documents at the address given below from 9:00 AM – 4:00PM. Monday to Friday excluding public holidays.

4   Qualification requirements include:

   a) Legal

      i.   **Article of Incorporation (if applicable)**
      ii.   **Valid Tax Clearance**
      iii.   **Valid Business Registration**
      iv.   **Bidder should be a Registered Member of the PPCC Vendor Registry Data Base.**
      v.   **Three Past Performance Records of Previous and Current Clients with Their Email Addresses and Telephone Numbers**
      vi.   **Bid Securing Declaration (if applicable)**

A margin of preference for eligible national suppliers **shall not** be applied. Additional details are provided in the Bidding Documents.

5   A complete set of bidding documents in **English** may be purchased **(if applicable)** by interested eligible bidders upon payment of a nonrefundable fees as stated above beginning **June 8, 2022**. The method of payment will be cash.

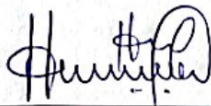6   Bids must be delivered to the address below, on or before the deadline for bid submission.

Electronic bidding will **NOT** be permitted. Late bids will be rejected and returned unopened. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address below.

All bids must be accompanied by a Bid Securing Declaration as stated in the table above.

7   The addresses referred to above are:

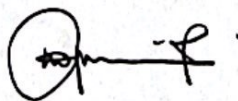| For Obtaining Information and Bid Submission:	For Bid Opening:
Procurement Unit **Civil Service Agency** **2nd Floor, Room 314** **Ministerial Complex** **Congo Town** **Monrovia, Liberia** **Cell No. +(231) 777-013-290** Email: yarzeawu@gmail.com	**Civil Service Agency** **Conference Room** **2nd Floor, Room 336** **Ministerial Complex** **Congo Town** **Monrovia, Liberia**

Signed: _____
            Yarzeawu M. Zaza
Principal Procurement Officer, Procurement Unit

Approved: _____
         Hon. James A. Thompson
Director – General /Chairperson Procurement Committee