

Republic of Liberia
Civil Service Agency
 Ministerial Complex, Congo Town, Monrovia, Liberia



Invitation for Bids

The Civil Service Agency will be receiving funding from the Government of Liberia through its 2025 budgetary allotment and the **CIVIL SERVICE AGENCY (CSA)** intends to apply part of it to fund eligible payment under the contract for the procurement of the below listed **Goods**. The Civil Service Agency now invites eligible bidders to submit sealed bids for the provision of the below goods and services for the Civil Service Agency (CSA).

Bidding will be conducted through the National Competitive Bidding (NCB) process as enshrined in the PPCC Act.

Reference	Description	Bid Security
IFB No. CSA/NCB/001/2025	Stationery	2% of Bid Price
IFB No. CSA/NCB/002/2025	Computer Supplies, Parts & Cabling	2% of Bid Price
IFB No. CSA/NCB/003/2025	Furniture & Fixture	2% of Bid Price

A complete set of bidding documents may be purchased by qualified and interested eligible bidders at the below address upon payment of a non-refundable fees of **USD \$50.00**. All interested bidders can pick up the bid documents commencing from **Tuesday, January 21, 2025 to Thursday, February 6, 2025** from **10:00AM to 4:00PM** daily from the **Procurement Division, Second Floor, Room 314, Civil Service Agency**.

Qualification’s requirements include the following:

- ✓ Business Registration
- ✓ Tax Clearance
- ✓ PPCC Vendor Registration
- ✓ Past Performance History (at least three references)
- ✓ Ability to Pre-finance for thirty (30) days

Submission must be clearly marked with the reference number, signed and sealed in an envelope. Three copies will be submitted, stating one original and two copies. Deadline for submission of all bids is **Thursday, February 6, 2025 at 12:00PM**.

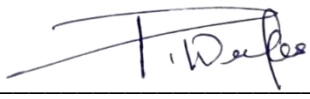
Attention:

IFB No. CSA/NCB/001/2025
 Supply of Stationery
 Procurement Division
 2nd Floor, Room 314
 Civil Service Agency
 Oldest Congo Town

Bids will immediately be opened in the presence of bidder`s representatives or those who choose to attend on **Thursday, February 6, 2025 at 12:00PM**. Late bid will be rejected and return to bidder unopen.

For further information, contact the below address:

Prince A. Weekes, II
Director of Procurement
Civil Service Agency
+231-776-028-430/886-369-501
princeweekes@ymail.com

Signed: 
Head of Procurement Division

Approved: 
Head, Procurement Committee