



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

P.O. Box 4024
4th Street Sinkor, Tubman Boulevard,
1000 Monrovia, 10 Liberia



INVITATION FOR BIDS FOR THE PROCUREMENT OF STATIONERY

Contract Identification No.: IFB NO./EPA/NCB/001/19/20

The **Environmental Protection Agency of Liberia (EPA)** has received funding from the Government of Liberia through budgetary allotment (Fiscal Year 2019-2020) and intends to apportion part of it for the procurement of **STATIONERY**.

The EPA invites sealed bids from eligible registered bidders for the supply of **STATIONERY**.

Bidding will be conducted through the **National Competitive Bidding Process** as specified in the Public Procurement & Concessions Commission (PPCC) Act of 2010.

1. Specification & Quantity

NO.	DESCRIPTION	QUANTITY
1.	Stationery	Assorted

2. Qualification and Requirement include:

- ❖ **Current business registration certificate**
- ❖ **Current tax clearance**
- ❖ **Reference (s) listing of previous clients supplied over the past three (3) years.**
Please provide contact telephone NOs, e-mail address and any other details that will make due diligent easier.
- ❖ **Company Profile/ Track Record**

- ❖ **Letter of Certification from at least three (3) previous clients.; and**
 - ❖ **PPCC vendors registry certificate**
3. Eligible bidders can obtain a copy of the bidding documents from the **Procurement Unit** of the **Environmental Protection Agency on 4th street, Sinkor** beginning Tuesday, **January 7, 2020** from 9:00 am-4 pm daily, Mondays through Fridays. A complete set of bidding documents in English are available to be purchased for a non-refundable fee of **Twenty-five United States Dollars (US\$25.00)**.
 4. The deadline for submission of bids is on **Tuesday February 4, 2020** at **12:00 noon**. Bids received after the deadline will be considered **late** and will be **rejected** and returned unopened. Electronic bids will **not be accepted**. Bids will be opened in the presence of Firms/Company or their representatives who choose to attend on **February 4, 2020** at **12:10 pm** in the **Public Awareness Theater on the ground floor** of the **EPA**.
 5. Bids submitted must be sealed and labeled: **IFB NO.EPA/NCB/001/19/20**
 6. All Sealed **Bids** must be accompanied by a **Bid Security** of **US\$ \$1000.00** from a reputable bank in the form of Bank Guarantee. Bids shall be valid for a period of **90** days after the deadline of bid submission.

Submissions must be delivered to the address stated below.

Attention: **The Procurement Unit**
Behind the main building within the compound of the
Environmental Protection Agency (EPA)
4th Street, Sinkor
Monrovia, Liberia
Cell #: 0886-512-339