

Invitation for Bid

REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
Broad & Mechlin Street
P.O.BOX 9013, 1000 MONROVIA 10, LIBERIA

Title of Bid: **Furniture and Fixture**

Contract Identification No: **IFB NO. MFDP/NCB/004/2025**

1. The Ministry of Finance & Development Planning (MFDP) anticipates funds from the Government of Liberia Fiscal Year 2025 National Budget and intends to apportion some towards the cost for the **Furniture and Fixture** for the operations of the Ministry, **IFB No. MFDP/NCB/004/2025**.
2. Bidding will be conducted through national competitive Bidding (NCB) procedures as specified in the Amended and Restated Public Procurement and Concessions Act of 2010 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. The Supplier must also be able to respond to the Ministry of Finance & Development Planning's schedule of supply.
3. The Ministry of Finance & Development Planning now invites qualified and eligible bidders to submit sealed Bids for the Procurement of **Furniture and Fixture**.
4. The **Procurement of Furniture and Fixture** as per Ministry of Finance & Development Planning requirements is in the below listed quantities:

No.	Description	Quantity	Delivery Schedule
1.	Furniture and Fixture	Assorted	Based on Contract Procurement

5. Interested eligible bidders may obtain further information from the Ministry of Finance and Development Planning.
6. Qualification requirements include the following:
 - a. **Current Business Registration Certificate (Liberia Business Registry)**
 - b. **Current Tax Clearance Certificate (Liberia Revenue Authority)**
 - c. **Power of Attorney**
 - d. **Compliance with PPCC Vendor Registration procedures**
 - e. **Bid Security of US \$3,000.00 in the form of a Bank Guarantee, Manager's Check, or an Insurance Bond.**
 - f. **Company Profile**
 - g. **Statements of past performance from at least three (3) clients - including the names and contact numbers**
 - h. **List of furniture fixture including price (Financial)**

7. A complete set of Bidding Documents in English can be found on the Electronic Government Procurement portal (e-GP). All bids must be submitted to the **Electronic Government Procurement portal (e-GP)** on or before **Monday, July 14, 2025 at 2:00 PM**. All Tenders must be Submitted with a Bid Security of **US\$3,000.00** in the form of Manager's Check, Bank Guarantee or Insurance Bond. Late bids will be rejected by the e-GP. Bid opening will be done at **2:15pm on Monday, July 14, 2025**, on the **Electronic Government Procurement portal (e-GP)**.
8. Submissions must be signed and clearly marked, **Furniture and Fixture - IFB No. MFDP/NCB/004/2025** and address to:

THE ACTING DIRECTOR OF PROCUREMENT
3RD FLOOR, ROOM 045
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
P. O. BOX 9013 - BROAD STREET & MECHLIN STREETS
1000 MONROVIA 10 LIBERIA
MOBILE NUMBER: +231-777-513-373 / +231-777-600-521

EMAIL ADDRESS: gksheriff@mfdp.gov.lr / mvmassallay@mfdp.gov.lr

9. Bids will be opened in the presence of bidders or their representatives and others who choose to attend.
10. The Ministry of Finance & Development Planning 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 therefore; Invitation to 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: 
Acting Director of Procurement

Approved: 
Deputy Minister for Administration