

University of Liberia
Republic of Liberia
Fendall Campus
Louisiana, Liberia

Section I. INVITATION FOR BIDS
FOR THE PROCUREMENT OF GOODS
(Printing and Delivery of Students Handbook)
IFB No.: UL/NCB/002/18/19

1. The University of Liberia through the Government of Liberia has received budgetary allotment from the National Budget for Fiscal Year 2018/2019 and intends to apply part of it towards the Printing and Delivery of Students Handbook.
2. The University of Liberia now invites sealed bids from eligible and qualified bidders for the Printing and Delivery of Students Handbook for the Fiscal Year 2018/2019.
3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the Public Procurement & Concessions Act (PPCA), 2010 and approved by the Public Procurement and Concessions Commission (PPCC), and is open to all eligible bidders in the Country.

1. Specifications and quantity:

Item No.	Description	Quantity	Unit of Measure
1.	Printing and Delivery of Students Handbook	20,000	pieces

2. Eligibility and Qualification requirements include:
 - i. Valid Government of Liberia Business Registration
 - ii. Valid Government of Liberia Tax Clearance
 - iii. Must be registered with the PPCC Vendor Registrar
 - iv. Past performance records in the last 4 years for similar job including the names and contact details of at-least three (3) clients
 - v. Bids must be duly signed by the bidder or person authorized on behalf of the bidder.
3. Interested eligible bidders may obtain copy of the bidding document from the Procurement Department, Administrative Complex Building, Fendall Campus, AC1 – 09, University of Liberia for a non-refundable fee of **US\$25.00** (Twenty-Five United States Dollars) beginning October 8 – November 7, 2018, between the hours 10:00 a.m. to 4:00p.m. Monday to Friday.
4. All bids must be accompanied by a Bid Securing Declaration valid for 90 days.
5. Sealed bids must be delivered to the address below on or before 2:00 p.m., November 7, 2018, and bids will be opened in the presence of the bidders or representatives who choose to attend on November 7, 2018, at the hour of 2:00 p.m. in the Administrative Conference Room, Room #: AC1-01, Administrative Complex Building, Fendall Campus, University of Liberia. All bids should be addressed as follow:
In the upper left corner of the envelop, print:
“SEALED BID FOR THE PRINTING AND DELIVERY OF STUDENTS HANDBOOK”
REF: IFB No.: UL/NCB/002/18/19.

Below the bid reference number, print the bidder's address

In the middle of the envelope, print the address below:
Procurement Department
Administrative Complex Building
Fendall Campus
Louisiana, Liberia

6. Note that Electronic bids will not be accepted, and that late bids will be rejected and returned unopened.

Signed: _____
Fatu Ruth Tipoteh (Mrs.)
DIRECTOR
Procurement Department, UL

Approved: _____
Atty. Norris Tweh
Vice President, UL Relations