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INVITATION TO BID FOR THE IMPLEMENTATION OF 2025/26 CAPITAL PROJECTS

The objective of government procurement of inputs (goods, works, and services) is to ensure the quality, economy, efficiency, transparency, fairness, and timeliness of the acquisition of inputs. Good procurement allows the government to fulfill its obligations to citizens and visitors to the country. It is always good to purchase the right quality materials, at the right time, in the right quantity, from the right source, and at the right price.

The Public Procurement and Concessions Commission (PPCC) in collaboration with the Solidarity Community for West African countries focuses on international development and humanitarian efforts to save lives, reduce poverty and help people to progress beyond assistance in Liberia and some other West African countries.

The PPCC intends to apply part of the Funds allocation of One Hundred and Fifty Million US Dollar (US\$150,000,000.00) only to some reputable contractors/suppliers with relevant experiences and evidences of performance in handling the contract for supplying of the under listed products and services.

In order to ensure the transparency and due process, The PPCC wishes to invite Pre-qualified Contractors to express their interest to handle the contract for the supply of the under listed products and services.

PROJECT DESCRIPTION

Lot 1. Basic / General Disposable Surgical, Medical Equipment & Supplies:

Syringes, cannulas, and needles, Cartridges – all sizes and types; including kits, Cotton wool, latex, surgical, Disposable diapers, nitrile, polyethylene, vinyl mask, gloves/finger cots or other medical gloves) Medical defibrillators, Sonicator with chillers, Patient vital-sign monitoring devices, Skin care, Dental and Optical tools, Medical Pumps (syringe Pumps, infusion Pumps), All Diagnostic Equipment, Medical diagnostic kits - All Analyzers, Reagents, Rapid Test Kits, Fabrics face masks, medical disposables (EN 149 face mask, Non Woven outer layer face shield and medical overall)

Lot 2. Basic / General Agricultural Equipment & Supplies:

Soil Composting Technology and Systems (Composting Machines and Plants, Composting Screening Equipment, Compost Turner, Composting culture solutions); Fertilizers; Organic/Inorganic; Seed Development; Improved Agricultural Seeds, Seed Germinators; Agricultural Films (Covering/Mulching); Cassava Processing Machinery: Harvester, Baskets, Drums, Tanks, Animal Husbandry Equipment (Cattle, Pigs, Goat, Poultry etc); Veterinary Medical Devices, Veterinary Drugs and care, Veterinary Feeds / Supplements, Animal Feed Improvers; Cultivation Equipment; Pressure hose, PVC pipes and fittings, Agricultural Processing and Storage Equipment, Tanks, trucks etc.

Lot 3. Basic / General Food Supplies:

Cereals, Grains, Pastas and Noodles, Spices (Cinnamon, Garlic, Cloves, Tumeric etc) Sugar-Cane extract (Organic Jaggery Powder), Iodized Salts, Dairy Products, Poultry Products, Sea Food, Skimmed Milk, Milk Powder, Egg Powder, Fruit and Vegetable Powders, Flour, Bakery Products, Yeast, Raw Honey, Pure Natural Honey, Fruit and Vegetable Drinks, Oil (Cooking, Vegetable, Mint, Olive) Tomato Paste, Canned Food, Food Supplements; Organic Extracts; Mineral water and Beverages.

Lot 4. Relief / Education sets and General Apparel Supplies:

Medications/ drugs, Tents, wooden chairs, tables, desks: building material/tools (Tiles, Marbles, Sanitary Wares, Electrical/Power supplying equipment, Solar system, Adhesive Synthetic, Fire Extinguisher ,House olds equip)Ladies and Gent Jeans Pant, Ladies Blouse, gown, t-shirts, Polo shirts, Children /infant clothing, Towels, Scarves/Hijabs, shoes, school bags, Sweeper (Broom, Brush and Rake) Water bottles, food flask, lounge bag, school beds, tools and equipment , Uniforms.

Lot 5. Basic Sanitary Care / General Environmental Equipment & Supplies:

Pumps (De-watering/Irrigation/Water/Vacuum/Sewage/Flood Control/Bore-hole/Well/); Blowers (Aquacultural/Agriculture/ Sewage & Waste Water Treatment Plant/Water purification and oxidization); Activated Charcoal, Chemicals; Steam Boilers; Flavour, Odour / Pollution Removal Equipment; Industrial Adhesive & Gum; Fragrance, Vector / Flusher, Hydro-Excavator; Domestic and Municipal Waste disposal/Recycling equipment; Compactors, Refuse/Waste Bins, incinerators.

Lot 6. Turnkey/ Electronic Plant Projects:

Modern Abattoir & Slaughtering Plant; Poultry Processing Plant; Edible Oil Processing Plant; Complete Mini Sugar Plant; Cashew Processing Plant; Cassava processing Machineries; Cassava & Rice Milling Plant; Pet Preform: Plastic injection molding machine, Aluminum Scrap Recycling Plant; Domestic & Municipal Refuse / Waste Recycling Plant; Steam generator, Incinerator, Tanks, Pipes/Hose, Asphalt Mixing Plant; Concrete Batching Plant; Organic Fertilizer Plant.

PRICING / QUOTATION

Prices offered must be in US Dollars (US\$) or Euro (€) or British Pound (£) currency

SHIPMENT/DELIVERY TERMS:

Free On Board (FOB), or Cash Insurance & Freight (CIF)

DURATION OF CONTRACT/PERIOD:

The maximum period for the execution and completion of this contract shall not exceed Eighteen (18) Calendar months.

The period shall start counting from the day the contractor receives 100% advance payment in their account. The PPCC's estimated period for this contract is between **March. 2025 and Oct. 2027**.

PAYMENT TERMS:

100% Payment in Advance (PIA) by means of Telegraphic Transfer (T/T) after all formalities with successful award and signing of Contract agreement documents by both parties.

ESTIMATED FINANCIAL BUDGET/FUND:

PPCC has budgeted funds equivalent to One Hundred and Fifty Million Dollars (\$150,000,000.00) for the funding of the listed Projects in 2025/2026 fiscal year and intends to use part of this fund for the eligible payments of these contract supplies.

LANGUAGE OF TENDER:

The Tender, as well as all correspondence and documents relating to the Tender exchanged by the tenderer and PPCC, shall be written in English Language. Supporting documents and printed literature that are part of the tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in that language.

DOCUMENTS COMPRISING THE TENDER:

Tenderer must submit a complete set of the tender documents via email PDF or JPEG attachment and tender must be written in English or French Languages, which include:

- Evidence Of Company Registration of Tenderers in their countries of origin (Other languages maybe accepted where tenderer's Certificate is not written in English language.
- Full Offer/Quotation/**Proforma Invoice** from tenderers indicating total invoice amount
- Recommendation Letter from CEO or the Owner of the company stating that their company is capable of handling the project.
- Dully completed Tender Application Form
- Product pictures and specification written in English Language only.
- For any approved offer, The contractor will be required to Certify True Copy it's tender at the Temple of Justice Court House Monrovia In Favor of The project Implementation department for Public Procurement and Concessions Commission (PPCC).

SUBMISSION OF TENDERS:

Bidders must fill the Tender Application Form appropriately and submit together with all the other requested documents and via electronic courier services for proper submission of tender to our Tender box.

The Procurement Bureau of PPCC reserves the right, to reject any bid, before the award of contract, if information submitted by the Contractor through his/her agent is found to be false.

OPENING AND EXAMINATION OF TENDERS.

All tenders shall be first examined to determine if they -

- meet the minimum eligibility requirements stipulated in the bidding documents;
- have been duly stamped and signed;
- are substantially responsive to the bidding documents; and
- are generally, otherwise, in order.

ATTEMPT TO INFLUENCE PPCC OFFICIALS

- i) No approach shall be made to any official of PPCC by any tenderer, as such act will disqualify that tenderer.
- ii) No special information shall be given to any tenderer unless the same information is given equally to all tenderers.
- iii) No official from any government office, embassy etc shall approach the procurement bureau on behalf of any tenderer to influence the decision of PPCC. If any board member receives any correspondence (email/call) from any government official on behalf of any tenderer, such correspondence shall be considered as one capable of influencing the decision on the Bureau.
- iv) No tenderer or their representative should give or promise a gift of money or any tangible item, or any other benefit, or a service that can be quantified in monetary terms to any official of PPCC, in an attempt to influence the board in the evaluation of the tenders or in the Contract Award decisions. If there is verifiable evidence that any tenderer or his / her representative offend against these clauses, the tender submitted by that tenderer shall be rejected and shall not be further considered. Notwithstanding, from the time of Tender opening to the time of Contract award, if any tenderer wishes to contact the bureau on any matter relating to the tendering process, it should do so in writing to the bureau's official email.

ELIGIBILITY

As a general rule, all tenderers are entitled to a fair opportunity to tender for this contract. However, the procurement bureau may exclude tenderers from tendering for this contract opportunities on the following basis:

- (a) If the tenderer has in its management or is in any portion owned by any person that has been validly declared wanted by any arm of the United Nations for offences committed;
- (b) If the tenderer comes from a country that has been blacklisted/debarred from participating in tendering activity.

CONFIDENTIALITY

Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract Award is communicated to all tenderers.

REJECTION OF TENDER

A Tender may be rejected if the tender:

- (i) Is received after the closing date for tenders;
- (ii) Contains any conditions other than those stipulated in the contract documents.

The Bureau reserves the right to accept or reject any/all tenders at any time prior to contract award, without thereby incurring any liability to tenderers. In case of annulment, all Tenders submitted shall be promptly returned to the Tenderer.

ACCEPTANCE OF TENDER

The acceptance of the tender will be proposed, dependent on the prices tendered, and that the Contract could be awarded to Contractor, this being at the discretion of the **Bureau of Procurement**. The Bureau shall not be bound to accept the lowest or any tender. Any tenderer whose tenders have been accepted is eligible to receive the award of contract for the Lot, which the tenderer is bidding for.

AWARD CRITERIA

The Bureau shall award the contract to the tenderer whose tender is accepted provided further that the tenderer is determined to be qualified to perform the Contract satisfactorily.

TENDER APPLICATION/PROCESSING

Any accepted tender must comply with the tender certification prior to its contract payment approval.

NOTIFICATION OF AWARD

After the announcement of the winner of the tender, the Bureau shall notify the winner, in writing, that its tender has been accepted and that the contract has been awarded to them. The winner of the contract is expected to Register the tender as CERTIFY TRUE COPY at the Temple of Justice Court-House Monrovia.

Until the winner submits the certify true copy, the contract award notification letter and certificate shall not constitute a binding contract.

Note: Certify true copy Bank Drafts must be purchased at any of the Afriland First Bank Liberia, payable in favor of the **Bureau of Procurement**.

Cash payment or direct online transfer to PPCC's account is not acceptable, as all transactions to the PPCC's account is considered donation for Humanity.

In a situation where the winner of the tender is unable to Certify their tender (Certify True Copy) with the Temple of Justice Court House within the Two (2) working days period given, the Bureau has the right to cancel the contract and consider the company that came second in the bidding process.

SIGNING OF CONTRACT

PPCC and the winner of the contract shall sign a contract agreement binding the **Bureau of Procurement** and the winner of the contract.

Bureau of Procurement shall send a soft copy of Contract Agreement to the winner of the contract. Within Seven (7) days of receipt of the soft copy of the Contract Agreement, the contract agreement shall be signed. Executive Director of PPCC shall sign on behalf of PPCC, while the President, CEO or Managing Director of the company shall sign on behalf of the Contractor.

The signed contract agreement copies is subject to legalization at the Temple of Justice Courthouse. The contractor shall within Three (3) days of signing the agreement, complete the legalization of the signed contract agreement and the stamp duty at the Temple of Justice Courthouse.

CONTRACT PAYMENT

Forty-eight (48) hours after the signing and legalization of the agreement, **The Bureau of Procurement** will through their bank wire 100% of the total contract amount through TT to the contractor's account to enable the contractor to commence production and delivery as agreed. In line with PPCC's Contract Payment Verification and Monitoring System, the contractor's CEO/Manager shall verify the contractor's bank account before the payment could be effected. This is necessary as PPCC wants to ensure that all contract payments are directed to real contractors.

GENERAL PROCEDURE & SCHEDULE FOR CONTRACT AWARD AND EXECUTION

1. Tenderer Receives Official Tender Document (OTD) from the Tender Board Registrar
2. Tenderer studies the Tender Documents
3. Tenderer submits complete Tender Requirements as stipulated in the Tender Brochure
4. PPCC examines all the tender requirements.
6. PPCC awards contract to the successful tenderer and issues contract award certificate to the contractor.
7. PPCC and the winner of the contract (Prospective Contractor) sign Contract Agreement Documents.
8. PPCC makes 100% payment to the contractor by means of bank wire (Telegraphic Transfer).
9. Contractor commences production after 10 days of receipt of payment in their account.

ACCEPTANCE OF TERMS AND CONDITIONS

Acceptance of these Terms and Conditions will be the only way in which the **Bureau of Procurement** will enter into any contract with a Tenderer. The successful Tenderer (Contractor) agrees to comply with Committee's Terms and Conditions.