The National Elections Commission

9th and 10th Streets, Sinkor

**Monrovia, Liberia**

**INVITATION TO BID**

The National Elections Commission anticipates funding from the Government of Liberia for the 2017/2018 fiscal period and intends to allocate a portion of said funding towards procuring vehicles for usage by the National Elections Commission.

The supply of Vehicles as per NEC requirements are listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Lots** | **Description** | **Quantity** | **Delivery Schedule** |
|  1 | Bus -30 Seater -3500cc minimum | 1 | As per the Contract |
| 2 | Mini Bus -15 Seater -2900cc minimum  | 1 | As per the Contract |

The NEC now invites sealed bids from eligible and qualified bidders for the above listed contract package. Bidding will be conducted through the National Competitive Bidding (NCB) procedure specified in the PPC Act and is open to all bidders. Interested eligible bidders may obtain further information from the address below from 9:30am to 4:30pm, Monday to Friday:

**THE DIRECTOR OF PROCUREMENT**

**Ground FLOOR, ROOM 73**

**National Elections Commission**

**9th / 10th Streets Sinkor**

**1000 MONROVIA 10, LIBERIA**

**MOBILE NUMBER: 0770355892**

Qualifications requirements include the follow:

* **Current business registration certificate**
* **Current tax clearance.**
* **Record of past performance in providing similar goods along with three references.**
* **Submission of an audited financial statement for the last two years.**
* **Availability of supply at all times.**
* **Capacity to do at least (30) thirty days pre-finance of supply.**
* **Must be part of the PPCC Vendors Registry.**

**\*Please see detailed qualifications requirements in the Bidding Document**

You may obtain a copy of the bidding document from the Procurement Unit of NEC (9th and 10th Streets Sinkor, Monrovia, Liberia) for a non-refundable fee of US$50.00, beginning **Thursday, July 20, 2017** from 9:30am *to 4:00pm*daily.

The bid Security shall be 2% of Bidder’s Total Bid price, and said amount shall be obtained from a reputable bank or Insurance Company and must be valid for 60 days after the deadline for submission. Sealed bids must be delivered to the Procurement Unit not later than, **Thursday, August 17, 2017,** at 2:00 PM. **Late bids will be rejected and returned unopened**.

Bids Submissions shall be opened in the presence of all bidders or representatives in attendance on **Thursday, August 17, 2017** in the conference room of the Commission.

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 **National Elections Commission (NEC)**