



National Public Health Institute Of Liberia

Preventing and Controlling Public Health Threats

INVITATION TO BID

Date: November 20, 2018

1. The National Public Health Institute of Liberia (NPHIL) has received funding from the Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) GmbH under a documentation title "*Contract for Local Subsidies*" which is intended to be used for the procurement of Printing and Binding services; *Reproduction of IDSR Tools*.
2. NPHIL now invites sealed bids from eligible and legitimate Businesses/Bidders that are registered with the Government of Liberia to do Said Business (Supply of Printing & Binding Services). Bidding will be conducted through the National Competitive Bidding (NCB) Method of Procurement procedures as specified in the PPCA.
3. A complete set of Tender documents in English may be purchased by interested Bidders upon a payment of a non-refundable fee of **US\$50.00**. Said Bidding/Tender Document can be obtained from the Procurement Unit beginning November 20, 2018 from 9:00 Am to 4:00 PM (Monday to Friday) and ends on December 18, 2018 at 2:00. Bids must be delivered in the Tender Box on the Ground Floor of the below mentioned address on or before December 18, 2018 at 2:00 PM. **Please Note** that late bids will be rejected and returned unopened. Bids will be opened at 2:15 PM, on the same day of the closing date in the NPHIL Conference room (Room 214) in the presence of the Bidders or their representatives who choose to attend. **PLEASE NOTE THAT ELECTRONIC BIDS ARE NOT ACCEPTABLE.**
4. All bids must be addressed to: **The Procurement unit
National Public Health Institute of Liberia
Oldest Congo Town, Congo Town Back Road
Opposite Ministry of Health
Monrovia, Liberia**
5. Interested eligible bidders may obtain further information from the Procurement Unit located in the Building of the NPHIL on Congo Town Back Road, Opposite Health Ministry, Monrovia, Liberia so as to ascertain the kinds of documents that are needed to be printed.
6. Qualification & Requirement:
 - a. Compliance with the PPCC Vendor Registration requirements;
 - b. Valid Tax Clearance;
 - c. Valid Business Registration;
 - d. Past performance reference with contact details
 - e. Company Profile

Signed: _____

H. Mohammed Kiadii

Procurement Director

National Public Health Institute of Liberia (NPHIL)