

Standard Invitation to Bidders

BID NOTICE UNDER OPEN BIDDING

03/08/2026

Brief Description of the Works -[procurement-229605](#)

1. The [MONROVIA CITY CORPORATION](#) has allocated/received funds [government source](#) to be used for the acquisition of [Purchase of office supplies](#).
2. The Entity invites sealed bids from eligible bidders for the provision of the above supplies.
3. Bidding will be conducted in accordance with the open [domestic](#) bidding method specified in the PPCA and approved by the PPCC and is open to all bidders from eligible source countries as defined in the guidelines.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from office hours: [00:00](#) or at the e-GP portal.
5. Bids must be submitted electronically through the e-GP portal at or before [[13:00 - 31/08/2026](#)]. Bid security: [Securing declaration](#). All bids must be accompanied by a bid security of Securing declaration. Bid securities or bid securing declarations must be valid until [01/12/2026](#). Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at [[13:00 - 31/08/2026](#)]. Bids shall be valid for a period of [90](#) days after the deadline of Bid submission.
7. There shall/ shall not be a pre – bid meeting/ site visit at [00:00 Monrovia City Corporation City Hall Annex, 2nd Street, Sinkor, Tubman Boulevard Monrovia, Liberia](#) on the dates indicated in the proposed schedule in this notice.
7. (a) Documents may be inspected at: [Monrovia City Corporation City Hall Annex, 2nd Street, Sinkor, Tubman Boulevard Monrovia, Liberia](#) - +231 777305251
(b) Address of bid opening: [eGP platform - Jacob Toe Daykeay, j.daykeay@monrovia.gov.lr](#)
8. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	03/08/2026
b. Bid closing date	31/08/2026
c. Evaluation process	
d. Display and communication of best evaluated bidder notice	
e. Contract signature	

Name: [Jacob T. Daykeay](#)

Position of Authorised Official: [Procurement Director](#)

Help Desk phone number: [+231 888699301](tel:+231888699301)

Help Desk e-mail address: ericdoa6@gmail.com