



Monrovia, 28/06/2023

Supplier: \_\_\_\_\_

Subject: Request for tender\_ **OFFICE STATIONERY**

**Project:** CAD-L

**Ref. project:** 14819

**Reference:** 04D/2023\_QR\_CAD-L 14819

## 1. BACKGROUND:

AIFO Liberia is a professional non-profit health and development organization that enables opportunities for persons affected by leprosy, persons with disabilities, women, children and members of poor and vulnerable groups, through focused healthcare, education and economic empowerment initiatives in Liberia with the aim of providing a better quality of life and creating large scale positive change.

## 2. PURPOSE

With reference to the above mentioned project, AIFO Liberia is considering the purchase of the office stationaries products detailed in the annex 1.

## 3. SUBMISSION REQUIRMENT:

- The economic offer for the supply of the products described in Annex 1;
- Supplier Declaration (Annex 2);
- General information about the Bidder (Annex 3);
- Quotation for the product;
- Valid Business Registration;
- Tax Clearance up to date;

**NOTE: All the required documents should be signed and stamped in all pages.**

## 4. EVALUATION CRITERRIA:

- The procedure will be carried out according to the principles of transparency, proportionality, equality of treatment, traceability equal treatment and non-discrimination.
- The selection will be based according to the best value for money principle.

**Further information (will be considered in the evaluation process):**

- Price in USD;
- Duration of the offer for 12 months;
- Time of delivery of the products;
- Every supplementary cost/taxes must be evidenced separately;
- The payment will be done by Cheque of bank transfer Or Mobile Money transfer;
- **No cash payment are allowed;**



- No advance payment will be made;

## 5. SUBMISSION DEADLINE:

All submissions must be sent to AIFO Liberia via email to [procurement.liberia@aifo.it](mailto:procurement.liberia@aifo.it) by Wednesday 12th July 2023, **16:00 PM**. And hard copies in **close envelope** to:

AIFO Liberia Office  
Opposite Joy of Learning International School  
Jallah Town Road, Sinkor, Monrovia-Liberia  
Monrovia, Liberia

**If preferable, please advise on whether AIFO should pick up your quotation from your office.**

**NOTE: Late submissions will not be considered.**

## 6. CONTACT INFORMATION:

For any inquiries regarding this tender, please contact:

Name: Willie Dada Peters  
Email: [willie.peters@aifo.it](mailto:willie.peters@aifo.it)  
Phone: 0775-269-125/0770-541-719/0886-541-719

Note: The offer must be released to the kind attention of:

AIFO Liberia  
Adminstartion Department  
Opposite Joy of Learning International School  
Jallah Town Road, Sinkor, Monrovia-Liberia  
Monrovia, Liberia



**Annex 1**  
**Description of products**  
**SUPPLY AND DELIVERY OF OFFICE STATIONERY & NOT LIMITED TO THE**  
**BELOW:**

S/No.	Item Description	Specifications	Unit of Measurement	Estimated Quantity	Unit price
01.	Photocopy paper	A4, 80 mg	Cartoon	8	
02	Hard cover book	2 Quire	Each	4	
03	Post it (yellow stickers)	Small size	Packet of 12	1	
04	Post-it (Yellow stickers)	Medium size	Packet of 12	1	
05	Envelops	White (small)	Packet of 25	1	
06	Envelops	A4, Khaki	Packet of 25	1	
07	Glue Paste	20 g stick	Packet of 12	2	
08	Highlighter maker	Mixed Colors	Packet	4	
09	Ink for Pad	Black	Each	2	
10	Pen	fine Tipped	Box	5	
11	Pen	Normal	Box	5	
12	Paper Clips	Small size	Box of 100	2	
13	Paper Clips	Large size	Box of 100	2	
14	Inks	Printer Pixma ink	(G2411) Cartridge/Ink	Set	
15	Toner	HP Printer	305 Cartridge	Set	
16	Toner	Laser Jet Pro MFP	M130nw Cartridge	1	
17	Toner	Canon	Cartridge 737	1	
18	Hanging Folder	Normal	Box	1	
19	Paper Stapler	Giant size	Each	1	
20	Punch Pin	Normal size	Pack	2	
21	Paper Stapler	Normal size	Each	4	
22	File Tray	Normal size	Each	1	
23	Flip Chart Stand	Medium		1	
24	Flip Chart Papers	Medium	Pcs	10	
25	Marker for Flip Chart	Normal	Box	3	
26	Marker for White Board	Normal	Box	1	
27	Note Pad shorthand	Dozen		20	
28	Correction fluid	20ml	Packet of 12	1	



## Annex 2

### Exclusion criteria in the Contract Award procedures

I, undersigned....., declare under my responsibility that the company I legally represent is not in any of the situations listed below:

- 1) Bankrupt, liquidation or insolvency proceeding;
- 2) Final judgment, for not complying with the legal obligations related to the payment of taxes (General revenue) and/or social contributions (NASSCORP)
- 3) Final judgement for any violation of the law concerning deontological or professional regulations
- 4) Final judgement concerning any of the following charges:
  - Fraud
  - Corruption
  - Participation in Criminal organizations
  - Illicit funds clening or terrorism funding
  - Child labour or human trafficking

Yours faithfully

Place.....date ...../...../.....

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### Annex 3

## GENERAL INFORMATION ABOUT THE BIDDER

(To be submitted attached to the quotation)

1 - Company Name

2 – Company Business

3 - Representative Name

4 - ID card number (Attached the copy)

5 - Address

6 - Contact Number (mobile)

7 - Email address