



Invitation for Bid

Procurement of Stationery (IFB NO. FDA/SBA/NCB/001/2026)

1. The Government of Liberia through the Forestry Development Authority intends to apply portion of its 2026 budgetary allocation to fund eligible payment under contract for the Procurement of Petroleum Products for the Forestry Development Authority.
2. The Forestry Development Authority (FDA) now invites sealed bids from eligible and qualified bidders for the Procurement of Stationery

Lots No.	Description	Quantity	Delivery period
1	Other Stationery Items	Assorted	Four weeks after the receipt of an approved LPO from the FDA
2	Cartridges	Assorted	Four weeks after the receipt of an approved LPO from the FDA

3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the PPCA and approved by the PPCC, and are open to all bidders from Eligible Source Countries as defined in the Guidelines.
4. Interested eligible bidders may obtain further information from the Procurement Unit Annex # 2 of the Forestry Development Authority, Whein Town Bernard Farm, Mount Barclay, Liberia. E-mail Address: [wynnbryant12@gmail.com](mailto:wynnbyrant12@gmail.com) or bendufoboi541@gmail.com, and inspect the Bidding Documents on working days from 9:00 AM to 2:00PM at the Forestry Development Authority, Procurement Unit, Whein Town, Mount Barclay.
5. Qualifications requirements include:
 - a. **Valid Tax Clearance Certificate**
 - b. **Valid Business Registration Form with Business Activity Code G-4761**
 - c. **PPCC Vendor Registration Form (VRF) Receipt**
 - d. **Past performance records including the names and contact numbers of at least five clients.**
 - e. **Bid Securing Declaration**
6. A complete set of Bidding documents in English may be picked up from the Procurement Unit by interested Bidders. Upon the submission of a written application to the address below:
7. Bid must be delivered to the address below on or before **March 30, 2026 at 2:00 PM**. Bids shall be valid for a period of **90** days after the deadline of Bid submission. All Bids must be accompanied by a **Bid Securing Declaration**. Late Bid will be rejected. Tenders will be opened in the presence of the Bidders' representatives who chooses to attend at the address below at **2:00 PM, March 30, 2026**
8. The addresses referred above regarding bids submission and opening are:

Address for Bid Submission
The Procurement Unit
Forestry Development Authority

Annex # 2
Whein Town, Bernard Farm

Address for Bid Opening
Annex # 1 Conference Room
Forestry Development Authority
Whein Town, Bernard Farm

Signed: _____

Wynn G. Bryant, Jr.
Procurement Manager

Approved: _____

Hon. Victor W. Kpaiseh,
Deputy Managing Director Administration/Finance