



Republic of Liberia  
 Ministry of Posts & Telecommunications  
 1000 Monrovia 10, Liberia



**INVITATION FOR BIDS  
 FOR THE PROCUREMENT OF PRIVITIZATION OF LOCKED BOXES  
 August 17, 2015**

The Government of Liberia through The Ministry of Posts and Telecommunications anticipates entering a partnership agreement with interested vendors for its Locked box and cargo mail services for a period of five (5) years.

The Ministry of Posts and Telecommunications now invites sealed bids from eligible and qualified bidders who are interested in the procurement process of the cargo mail and locked box services.

Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified in the PPCA and approved by the PPCC and are opened to Liberian Owned Businesses that are eligible bidders and meet the below qualifications:

1. **Company profile**
2. **Valid Business Registration**
3. **Valid Tax Clearance**
4. **Past performance records –including the names and contact of at least five clients**
5. **Valid receipt or certificate of Registration form the PPCC**

All interested eligible bidders may apply for bids in the lots below:

Lot#1 Lock box services

No	Posts Offices	Types of Boxes	QTY	Scope of work	Amount
1.	GPO/General Posts Office	Small	1,226	Remove locks & replace them with new locks with four keys Repair damage boxes; install glass partition at the front view; remove the upper plywood of the locked box and replace with glass for the purpose of having the locked box section lighted during electricity black-out; install 24,000 & 18,000BTU back and front; paint, grind and polish the floor.	
	GPO/General Posts Office	Medium	665		
	GPO/General Posts Office	Large	185		
	GPO/General Posts Office	E/Large	27		
2.	Randall Street	Small	900	Scrap and remove old boxes; install new Aluminum boxes, with four keys; place two 18,000 BTU back and front; install two glass door to seal the section; paint, grind and polish the floor	
		Medium	800		
		Large	200		
3	Paynesville Posts Office	Small	50	Install new Aluminum boxes with four keys	
		Medium	50		
		Large	25		
4	Harbel Posts Office	Small	60	Scrap and install new Aluminum boxes with four keys, install one 18,000 BTU;	
		Medium	20		
		Large	10		
5	RIA Post Office	Small	72	Scrap and install new Aluminum boxes with four keys install one 18,000 BTU,	
		Medium	24		
		large	12		
6	Boxes at other institutions & Businesses Premises	Small	300	install new Aluminum boxes with four keys	
		large	500		
		E/Large	200		

RURAL POSTAL SECTOR/ RURAL POST OFFICES					AMT
1	Buchanan Regional Posts Office	Small	200	Install new Aluminum boxes with four keys	
		Medium	100		
		Large	50		
2	Tubmanburg Regional Post Office	Small	150	Install new Aluminum boxes with four keys	
		Medium	100		
		Large	50		
3	Gbarnga Regional Posts Office	Small	250	Scrap and install new Aluminum boxes with four keys	
		Medium	150		
		Large	50		
4	Sanniquellie Post Office	Small	200	Scrap and install new Aluminum boxes with four keys	
		Medium	200		
		Large	100		
5	Ganta Post Office	Small	300	Install new Aluminum boxes with four keys	
		Medium	150		
		Large	100		
6	Kakata Post Office	Small	200	Install new Aluminum boxes with four keys	
		Medium	200		
		Large	50		
7	Greenville Post Office	Small	200	Install new Aluminum boxes with four keys	
		Medium	150		
		Large	50		
8	Robert-sport Post Office	Small	100	Install new Aluminum boxes with four keys	
		Medium	75		
		Large	50		
9	Bo-Waterside Post Office	Small	150	Install new Aluminum boxes with four keys	
		Medium	100		
		Large	25		
10	Saclepea Post Office	Small	250	Install new Aluminum boxes with four keys	
		Medium	150		
		Large	50		
11	Zwedru Regional Post Office	Small	200	Install new Aluminum boxes with four keys	
		Medium	150		
		Large	50		

Lot #2 Cargo Mail Services

NO.	Item Description	Activities	Quantity	Cost	Total Cost
1.	Heavy Duty 4 wheel drive diesel Toyota, MAN, Mercedes Truck	Vehicle to convey cargos to the four existing postal regions based on a define schedule	4 trucks		
2.	4 wheel drive diesel pick up	pickup to be used for operational and supervisory purposes tor inspection, move personnel and other logistics and administrative	2 pickups		
3.	Diesel for 4 trucks for 12 months	To facilitate the operation and administrative functions of the project	1000gal		
4.	Operational funds	Initial investment capital to jump start the project f	Initial operational capital for 12 months		
5.	Marketing	To sell and market the new product to the public for sustain revenue intake	Public awareness for a period for 12 months		

Interested eligible bidders may obtain further information from the Procurement Unit and inspect the bidding documents at the address given below beginning July 28, 2016, 9:00am to 4:00Pm from Mondays through Fridays.

A complete set of Tender document soft copy in English may be received by interested bidders free for each set.

**The Procurement Unit**  
**3<sup>rd</sup> Floor**  
**Ministry of Posts and Telecommunications**  
**Carey and Macdonald Streets**

Tenders must be delivered to the address above on or before 12pm September 8, 2016. Tenders shall be valid for a period of Ninety (60) Days from the deadline of tender submission. Late tender will be rejected; Tenders will be opened on the 3<sup>rd</sup> floor in the conference room of the Ministry in the presence of the bidder representatives or those who choose to attend at 12pm on September 8, 2016.

Signed: \_\_\_\_\_  
 Patrick Paye-Tee  
**DIRECTOR OF PROCUREMENT**

Approved: \_\_\_\_\_  
 Dr. Fredrick B. Norkeh  
**CHAIRMAN/PROCUREMENT COMMITTEE**