



INVITATION TO BID

PROJECT # PM 001 Printer Maintenance, CM 002 Counting Maintenance and ACM 003 A/C Maintenance

LOCATION: Access Bank Branch

DATE: December 28, 2018

Please be informed that ACCESS BANK Liberia Ltd. through the office of Procurement / Administration Department, request your participation in the BID Invitation for maintenance of **Printers Maintenance, Counting Machine Maintenance and A/C Maintenance** in all Access Bank branches including head office.

We are seeking potential vendors or Maintenance service provider who will provide us a quality services to the below branches.

1. 20th Street, Sinkor branch/ Head Office
2. Johnson Street branch
3. Duala branch
4. Gardnersville branch
5. Red-light branch
6. ELWA branch
7. Buchanan branch

In view thereof, kindly send us a proposal for the maintenance of the above services and also include the price list of required spare parts in the proposal for each of the maintenance service.

The proposal soft copy should be sent via procurement@accessbank.com.lr along with all valid business documents.

Eligibility:

All participating vendor or maintenance service provider must be register and submit all required business document mention below.

PRESENTATION PROCEDURE

Present two sets of documents

- 1) One Set should have company's names, proposal heading with date, signed, & stamp
- 2) The other Set should have only proposal heading with date
- 3) Each set should be sealed in individual envelop
- 4) One envelop should have company's names, proposal heading, & recipient's name
- 5) The other envelop should have only recipient's name
- 6) Put the two envelops into a bigger one labeled with your company's names, the proposal heading, & recipient's name.
- 7) Company profile, business registration, Valid Tax Clearance and any other proof of Certificate.
- 8) Please include your payment term, unit price, whole sales price discount and total cost.

Assessment Date: January 7–8, 2019

Proposal Submission Date: Tuesday, January 15, 2019

Thanks for your effort in Participating and hope doing business

Signed: _____
Procurement Officer