



Booker Washington Institute (BWI)

Invitation for Bids

Procurement of Goods

(Supply of Stationery)

IFB No. BWI/NCB/001/26



1. Booker Washington Institute has received budgetary allotment from the Government of Liberia for FY 2026 National Budget and intends to apply portion of it towards the procurement of Stationery.
2. Booker Washington Institute now invites eligible bidders to submit sealed bids for the supply of the aforementioned stationery.
3. Bidding will be conducted through the National Competitive Bidding (NCB) process as specified in the Amended and Restated Public Procurement and Concession Act of 2010 and is open to all eligible and qualified bidders.

No	Item	Item Code	Quantity	Specification
1.	Stationery	G4761	Assorted	As Stipulated in the Bidding Document

- ❖ Detailed descriptions and specifications of stationery items can be found in the Technical Specification section of the bidding document.

4. **Eligibility requirements include the following:**
 - a. Current Business Registration and Valid Tax Clearance Certificate
 - b. Articles of Incorporation, where applicable
 - c. Bid Security from reputable bank
 - d. Company's profile
 - e. Provision of at least three (3) references of similar contract implemented with contact details
 - f. PPCC vendor's Registration Certificate
5. Interested eligible bidders can obtain a complete set of bidding document for US\$75.00 from the Procurement Unit, on the main campus of the Booker Washington Institute beginning Monday, November 10, 2025 to Wednesday, December 10, 2025 from 9:00 AM to 4:00 PM, Monday to Friday.
6. All bids must be delivered to the Procurement Unit not later than Wednesday December 10, 2025 12:40 P.M.
7. Bids shall be valid for a period of 60 days after the deadline of Tender submission. Additionally, all bids must be sealed and accompanied by a Bid Security of US\$550.00 from a reputable bank.
8. Late Tenders will be rejected and returned unopened immediately. Absolutely, no electronic Bid(s) will be accepted

Bids will be opened on the main Campus of the Booker Washington Institute in the Annex of the Library in the presence of bidders or their representatives who choose to attend on Wednesday, December 10, 2025 at 12:50 P.M.

Signed: _____
Procurement Director



**Booker Washington Institute
(BWI)
Invitation for Bids
Procurement of Goods
(Supply of Cleaning Materials)
IFB No. BWI/SBA/NCB/001/26**



1. Booker Washington Institute has received budgetary allotment from Government of Liberia for FY 2026 National Budget and intends to apply portion of it towards the procurement of Cleaning Materials.
2. Booker Washington Institute now invites eligible bidders to submit sealed Bids for the supply of the aforementioned Cleaning Materials.
3. Bidding will be conducted through the National Competitive Bidding (NCB) process as specified in the Amended and Restated Public Procurement and Concession Act of 2010 and is open to all eligible and qualified bidders.

No.	Item	Item Code	Quantity	Specification
1.	Cleaning Materials	G4773	Assorted	As Stipulated in the Bidding Document

- ❖ Detailed description and specification of Cleaning Materials Items is placed in the Technical Specification section of the Bidding Document.

4. **Eligibility requirements include the following:**
 - a. Current Business Registration and Valid Tax Clearance Certificate
 - b. Article of Incorporation, where application
 - c. Bid Security from reputable bank
 - d. Company profile
 - e. Provision of at least three (3) references of similar contract implemented with contact numbers
 - f. Proof of PPCC vendor' registration
5. Interested eligible bidders can obtain a complete set of bidding documents free of charge from the Procurement Unit, on the main campus of the Booker Washington Institute beginning Monday, November 10, 2025 to Wednesday, December 10, 2025 from 9:00 AM to 4:00 PM, Monday to Friday.
6. All bids must be delivered to the Procurement Unit not later than Wednesday, December 10, 2025 at 12:00 Noon
7. Bids shall be valid for a period of 60 days after the deadline of Tender submission. Additionally, all bids must be sealed and accompanied by a Bid Security of US\$350.00 from a reputable bank.
8. Late Tenders will be rejected and returned unopened immediately. Absolutely, no electronic Bid(s) will be accepted.
9. Bids will be opened on the main Campus of the Booker Washington Institute in the Annex of the Library in the presence of bidders or their representatives who choose to attend on Wednesday, December 10, 2025 at 12:10 P.M.

Signed: _____
Procurement Director



Booker Washington Institute (BWI)

Invitation for Bids

Procurement of Goods (Supply of Food Items) IFB No. BWI/NCB/002/26



1. Booker Washington Institute has received budgetary allotment from Government of Liberia for FY 2026 National Budget and intends to apply portion of it towards the procurement of Food items.
2. Booker Washington Institute now invites eligible bidders to submit sealed bids for the supply of the aforementioned food items.
3. Bidding will be conducted through the National Competitive Bidding (NCB) process as specified in the Amended and Restated Public Procurement and Concession Act of 2010 and is open to all eligible and qualified bidders.

No.	Item	Item Code	Quantity	Specification
1.	Food Items	G4711/G4721	Assorted	As Stipulated in the Bidding Document

- ❖ Detailed description and specification of Food Items is placed in the Technical Specification section of the Bidding Document.

4. **Eligibility requirements include the following:**
 - a. Current Business Registration and Valid Tax Clearance Certificate
 - b. Article of Incorporation, where application
 - c. Bid Security from reputable bank
 - d. Company profile
 - e. Provision of at least three (3) references of similar contract implemented with contact numbers
 - f. Proof of PPCC vendor' registration
5. Interested eligible bidders can obtain a complete set of bidding documents for US\$75.00 from the Procurement Unit, on the main campus of the Booker Washington Institute beginning Monday, November 10, 2025 to Wednesday, December 10, 2025 from 9:00 a.m. to 4:00 p. m, Monday to Friday
6. All bids must be delivered to the Procurement Unit not later than Wednesday, December 10, 2025 at 1:20 P.M.
7. Bids shall be valid for a period of 60 days after the deadline of Tender submission. Additionally, all bids must be sealed and accompanied by a Bid Security of US\$350.00 from a reputable bank.
8. Late Tenders will be rejected and returned unopened immediately. Absolutely, no electronic Bid(s) will be accepted.
9. Bids will be opened on the main Campus of the Booker Washington Institute in the Annex of the Library in the presence of bidders or their representatives who choose to attend on Wednesday, December 10, 2025 at 1:30 P.M.

Signed: _____
Procurement Director