



REPUBLIC OF LIBERIA
CENTRAL BANK OF LIBERIA

**REQUEST FOR PROPOSAL
FOR THE
SUPPLY OF STATIONERY AND CARTRIDGES
RFP#: CBL/RFP/01/2026**

**CENTRAL BANK OF LIBERIA
Lynch & Ashmun Streets
1000 Monrovia 10 Liberia**

**ISSUANCE DATE: JANUARY 6, 2026
SUBMISSION DATE: JANUARY 20, 2026**



CENTRAL BANK OF LIBERIA

Lynch & Ashmun Streets
1000 Monrovia 10, Liberia

INVITATION TO BID

Re: Invitation For Bids – For the Supply of Stationery and Cartridges for Central Bank of Liberia Head Office

Dear Sir/Madam:

The Central Bank of Liberia (CBL) intends to apply funds from its budget for fiscal year 2026 towards the procurement of **Stationery and Cartridges. (RFP #: CBL/RFP/01/2026).**

Accordingly, The Central Bank of Liberia now invites qualified and eligible firms to submit sealed bids for the provision of Lot #1 Stationery (Assorted) & Lot #2 Cartridges (Assorted).

The supply of Stationery and Cartridges as per CBL quantities and requirements included in the Bid documents:

Lots	Description	Quantity
Lot 1	Stationery	Assorted
Lot 2	Cartridges	Assorted

Interested and eligible bidder may obtain bidding document and further information from the Bank's head office on the corner of Ashmun and Lynch Streets beginning Tuesday, January 6, 2026. The document will be available at the Procurement Section.

Sealed bids must be delivered to the Procurement Section on the 7th floor of the CBL Head Office no later than **2:00 PM on Tuesday, January 20, 2026**, in hard copies or electronically to procurement@cbl.org.lr. Electronic submissions must be protected by passwords. Late proposals will be rejected and returned unopened. This request for proposal (RFP) can also be accessed on the CBL's website (www.cbl.org.lr).

Signed: _____

Maakai A. Amblard
DIRECTOR
General Support Services Department

Instructions to Bidders (ITB)

A. Introduction

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| 1. Scope of Bid | <p>1.1 The Central Bank of Liberia (hereinafter referred to as the Purchaser) wishes to receive bids for provision of Stationery and Cartridges (hereinafter referred to as the Service).</p> <p>1.2 All bids are to be completed and returned to the Purchaser in accordance with these Instructions to Bidders.</p> |
| 2. Source of Funds | <p>2.1 The Purchaser shall fund this procurement from its approved budget to pay for the contract (hereinafter referred to as the “Contract”) for which this Invitation for bid is issued toward the provision of Stationery and Cartridges for the Central Bank of Liberia head office</p> <p>2.2 Payments under the Contract shall be made only upon a formal request submitted by the Purchaser and subject to approval by a designated official of the Central Bank of Liberia. All payments shall be made in accordance with the terms and conditions of the Contract and shall comply fully with the Financial Administration laws of the Republic of Liberia. No party other than the Service Provider shall derive any rights from the Contract or have any claims to the funds.</p> |
| 3. Eligible Bidders | <p>3.1 This Invitation for Bid is open to all eligible service provider.</p> <p>3.2 State owned enterprises may participate only if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Purchaser.</p> |
| 4. Cost of Tender | <p>4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will, in no case, be responsible or liable for those cost, regardless of the conduct or outcome of the Biding process.</p> |

B. THE BID DOCUMENTS

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| 5. Content of Tender Documents | <p>5.1 The service required, bid procedures and contract terms are prescribed in the Bid Documents. In addition to the Invitation for Bid, the Bid Documents include:</p> |
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- a. Instruction to Bidding (ITB).
- b. Bid Data Sheet.

5.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required by the Bid Documents or submission of a Bid not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

6. Clarification of Bid Documents

6.1 A prospective Bidder requiring any clarification of the bid Documents may request the Purchaser in writing at the Purchaser's address indicated in Bid Data Sheet. The purchaser will respond in writing or by email to any request for clarification of the bid documents which it receives no later than five (5) days prior to the deadline for the submission of Bid. The Purchaser's response (including an explanation of query without identifying the source of inquiry) will be sent in writing or email to all prospective bid, who have the bid Documents.

7. Amendment of Bid Documents

7.1 At any time prior to the deadline for submission of Bid, the Purchasers may, for any reason, modify the Bid Documents by issuing Addenda.

7.2 Any Addendum will be notified in writing to all prospective Bidders who have the bid Documents and shall be a part of the bid document.

7.3 Where the Purchaser issues the Addendum very close to deadline for submission of bid, the Purchaser may extend the deadline for submission of bid to afford prospective Bidders a reasonable time to take the Addendum into account in preparing their Bid.

C. PREPARATION OF BID

8. Language of Bid

8.1 The Bid prepared by the Bidder and all correspondence and supporting documents relating to the bid exchanged by the bid and the Purchaser, shall be written in the English language.

9. **Bid Price** 9.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the service it proposes to deliver under the contract.
10. **Currency of Bid** 10.1 Prices shall be quoted in United States Dollars, clearly separating employees into categories.
11. **Document Establishing Bidder's Eligibility and Qualifications**
- 11.1 Pursuant to Clause 10, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its Bid is accepted.
- 11.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country.
- 11.3 The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the Purchaser satisfaction:
- a. that the Bidder has the financial and technical capability necessary to perform the contract.
 - c. that the Bidder meets the Qualifications as specified in Bid Data Sheet.
12. **Bid Security** 12.1 To encourage greater competition by limiting the barriers to bidders' participation, bid security submission is hereby waived. Thus, bid security IS NOT required for this tendering process.
13. **Period of Validity of Bids** 13.1 Bids shall remain valid for the period as specified in the *bid Data Sheet* after the date of Tender opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 13.2 In exceptional circumstances, the Purchaser may solicit the Bidders' consent to an extension of the period of bid validity. The request and the responses thereto shall be in writing or by email. The validity of the Bid Security period shall also be suitably extended. A Bidder may refuse the request without

forfeiting its Bid Security. A Bidder granting the request will not be required nor permitted to modify its bids.

14. Format and signing of Bids

- 14.1 The Bidder shall prepare one original document comprising the bid and clearly marked **“ORIGINAL”**. In addition, the Bidder shall submit four (4) copies of the bid and clearly marked as **“COPIES”**. In the event of discrepancy between them, the original shall prevail.
- 14.2 The original and copy of the bid shall be typed written and shall be signed by the Bidder or a person or people duly authorized to sign on behalf of the Bidder. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, where entries or amendments have been made, shall be initialed by the person or persons signing the Tender.

D. SUBMISSION OF BIDS

15. Sealing and marking of bids

- 15.1 The Bidder shall seal the original and the copy of the bids in two inner envelopes and an outer envelope, duly marking the inner envelopes as “Original” and “Copy”.
- 15.2 The inner and outer envelopes shall:
- a. Be addressed to the Purchaser at the address given in the *Bid Data Sheet*:
 - c. Provide a warning **“Not to Open Before”** the time and date for bid opening as specified in the *Bid Data Sheet*.
- 15.3 If the outer envelope is not sealed and marked as required the Purchaser will assume no responsibility for the bid misplacement or premature opening.

16. Deadline for Submission of Bids

- 16.1 Bid must be received by the Purchaser at the address and no later than the time and date specified in the *Bid Data Sheet*.
- 16.2 The Purchaser may, at their discretion, extend the deadline for the submission of bids by issuing an amendment, in which case, all rights and obligations of the Purchaser and Bidders

previously subject to the original deadline will thereafter be subject to the deadline as extended.

17. Late Bids

- 17.1 Any Bid not received within the date and time specified in ITB Clause 20 will not be accepted and will be returned unopened.

18. Process to be Confidential

- 18.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the Award of Contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the Award to the successful Bidder has been announced.

19. Clarification of bids

- 19.1 To assist in the examination, evaluation, and comparison of Bids, the Purchaser may, at its discretion, ask any Bidder for clarification of its bids, including breakdowns of unit rates. The request for clarification and the response shall be in writing and no change in the price or substance of the Tender shall be sought, offered or permitted, except as required to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the bids.

20. Examination of Bids and Determination of Responsiveness

- 20.1 The Purchaser will determine whether each Bid:
- a. meets the eligibility criteria
 - b. has been properly signed.
 - c. is accompanied by the required securities.
 - d. is substantially responsive to the requirements of the Tender documents.
- 20.2 Arithmetical errors will be rectified on the following basis:
- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, its bids will be rejected, and its Bid Security may be forfeited,
 - ii. If there is a discrepancy between words and figures, the amount in words may prevail.
- 20.3 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Bid

Documents. A substantially responsive Bid is one which conforms to all the terms and conditions of the bid Documents without material deviations. The Purchaser's determination of a Bidder's responsiveness is to be based on the contents of the bid itself. A material deviation or reservation is one:

- a. which affects in any substantial way the Scope, Quality, or Performance of the Contract.
- b. which limits in any substantial way, inconsistent with the bid documents, the Purchaser's rights, or the Bidder's obligations under the contract; or
- c. whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive bids.

20.4 A bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction.

21. Evaluation and Comparison of Bids

21.1 The Purchaser will evaluate and compare only the Tenders determined to be substantially responsive.

21.2 The Purchaser's evaluation of a bids will be based on bid Price.

21.3 The Purchaser's evaluation of a bids will consider, in addition to the bid Price one or more of the following factors as specified in the *Bid Data Sheet*:

- e. Other specific criteria indicated in the *Bid Data Sheet* and/or in the Technical Specifications.

22. Contacting the Purchaser

22.1 No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing.

- 22.2 Any effort by a Bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid

F. AWARD OF CONTRACT

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| 23. post-qualification | <p>23.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.</p> <p>23.2 The determination will consider the Bidder's financial, technical capabilities/ resources. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Purchaser deems necessary and appropriate.</p> <p>23.3 An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Purchaser will proceed to the next lowest evaluated bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.</p> |
| 24. Award Criteria | <p>24.1 Subject to Clause 26, the Purchaser will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest-evaluated bidder, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</p> |
| 25. Purchaser's Right to Vary Quantities at Time of Award | <p>25.1 The Purchaser reserves the right at the time of award of Contract to increase or decrease by the percentage as specified in the <i>Bid Data Sheet</i>, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit prices or other terms and conditions.</p> |
| 26. Purchaser's Right to Accept Any Bid and to Reject Any or All Bid | <p>26.1 The Purchaser reserves the right to accept or reject any bid, and at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.</p> |

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| 27. Notification of Award | <p>27.1 The Bidder whose bid has been accepted will be notified of the award by the Purchaser prior to expiration of the bid validity period by to confirmed by a letter that its bid has been accepted.</p> <p>27.2 The notification of award will constitute the formation of the Contract</p> <p>27.3 Upon the successful Bidder's furnishing of performance security, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its Bid Security.</p> <p>27.4 The contract will incorporate all Agreements between the Purchaser and the Successful Bidder.</p> |
| 28. Signing of Contract | <p>28.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will call the successful Bidder to sign the Contract through Notification of Award.</p> <p>28.2 Within fourteen (14) days of receipt of the Notification of Award, the successful Bidder shall sign the Contract.</p> |
| 29. Performance Security | <p>29.1 Within 14 days of receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the Tender Documents: denominated in the type and proportion of amount as specified in the Notification of award.</p> <p>29.2 Failure of the successful Bidder to comply with the requirement above requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security in which event the Purchaser may make the award to the next lowest evaluated Tender or call for new bid.</p> <p>29.3 The Performance Security provided by the successful bidder in the form of a Bank Guarantee as specified, shall be issued by a Bank in Liberia acceptable to the Purchaser.</p> |
| 30. Corrupt or Fraudulent Practices | <p>30.1 The Government of the Republic of Liberia requires that Bidders under the contracts financed by public funds, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the following terms shall be interpreted as indicated:</p> |

- a. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - b. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the benefits of free and open competition.
- 30.2 a. The Purchaser will reject a proposal for award if the purchaser determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Bid Data Sheet

Introduction
Name of Purchaser: Central Bank of Liberia
The Source of Funding: 2026 Budget
Name of Contract: Stationery and Cartridges for CBL Head Office.
RFP#: CBL/RFP/01/2026
Request for Proposal is open to all eligible service providers who can provide: <ul style="list-style-type: none"> a. Article of Incorporation b. Valid Business Registration c. Valid Tax Clearance d. Valid License to operate an insurance company in Liberia issued by the CBL e. Past performance records of previous and current customers, telephone numbers and email addresses for the past five (5) years Audited financial statements for the last Three (3) years (2023, 2024, 2025)
<p>For Clarification of Bid purposes only, the Purchaser's Address is.</p> <p>Attention:</p> <p style="margin-left: 40px;"> Maakai A. Amblard DIRECTOR General Support Services Department (GSSD) 7th floor Central Bank of Liberia Lynch & Ashmun Streets 1000 Monrovia 10 Liberia </p> <p style="margin-left: 40px;">Email: procurement@cbl.org.lr</p>
Purchaser can modify Bid documents before the Deadline for submission of Bids by issuing Addenda.
Language of the Bid: ENGLISH
BID PRICE AND CURRENCY
The price quoted shall be in: Liberian Dollars and/or United States Dollars
PREPARATION AND SUBMISSION OF BID

EVALUATION AND QUALIFICATION REQUIREMENTS.

- i. Compliance with Scope of Service.**
- iii. Compliance as per specifications provided in bid documents submitted. by bidder**
- iv. It is not permissible to transfer this Bidding Document (BD) to another company or vendor.**
- v. Article of Incorporation**
- vi. Valid Business Registration**
- vii. Valid Tax Clearance**
- ix. Past performance records for previous and current customers, telephone number (s) and email address (es) for the past five (5) years.**
- xiv. Audited financial statements for the last THREE (3) years (2023, 2024 & 2025)**

Bid Validity Period: Sixty (60) days.

Number of Copies: One (1) Original and Four (4) Duplicate Copies

Address for Bid Submission:

**Maakai A. Amblard
Director
General Support Services Department (GSSD)
7th floor
Central Bank of Liberia
Lynch & Ashmun Streets
1000 Monrovia 10 Liberia**

Email: procurement@cbl.org.lr

Deadline for Bid submission:

Date: Tuesday, January 20, 2026

Time: 2:00 PM

Place: Central Bank of Liberia

Bids shall be opened on the 7th floor (General Support Services Department) of the Central Bank of Liberia 5 minutes after the deadline for submission.

BID EVALUATION

Criteria for Bid evaluation shall be on the basis of:

- i. Compliance with scope of service.**
- ii. Price quoted.**
- iii. Strong financial liquidity.**
- iv. Capacity to deliver and provide reference and contact numbers for previous customers supplied with the same services for the past five (5) years.**

v.	Post-qualification exercise by Evaluation Panel members to ascertain the accuracy, authenticity, and verification of information and capacity of Bidder; and
vi.	Business Registration Certificate, Tax Clearance Certificate, Article of Incorporation
vii.	Audited financial statements for the last THREE (3) years (2023, 2024, & 2025)
viii.	Experience in providing similar coverage.
CONTRACT AWARD	
Notification of Award shall be sent to the successful Bidder at any time prior to expiration of Bid Validity.	

SCOPE OF SERVICE

Quarterly Provision of Bulk Stationery to the Headquarters of the Central Bank of Liberia in line with the contract.

PRICE SCHEDULE (Lot 1)

CENTRAL BANK OF LIBERIA			
PROPOSED STATIONERIES			
No.	Items Description	Unit	Quantity
1	32GB Flash Drive, PNY Sledge	pcs	50
2	Money Scorch Tape (Clear small size)	ctn	3
3	Plastic Clip Board (A4 Size)	pcs	40
4	Stainless Steel Scissors /Regular Size 8 1/2"	pcs	50
5	Non-Toxic Stick Glue	ctn	3
6	Ballpoint Pen /Obama/ Blue Only	ctn	252
7	Gel Pen Q10430 for Signature (Only Blue)	Pks	20
8	Staple Pins 23/13	ctn	5
9	Staple Pins 26/6	ctn	430
10	Middle Size Perforator (DP-600)	pcs	250

11	Water Glue / Liquid Glue	pcs	50
12	White Board duster	pcs	50
13	Rubber Band (100 pks in a bag)	bags	8,500
14	Stapler Machine /DS-E335 (m/s)	pcs	220
15	Paper Clip L/S	pks	100
16	Paper Clip s/s	pks	393
17	Master Tape Clear (L /S)	ctn	5
18	Heavy Duty Packing Tape Dispenser	pcs	50
19	A4 Plain Sheet	ctn	1,760
20	Plain White Wallet Envelope (8.85' X 4.52')	ctn	461
21	Manila File Folder - A4 size	box	291
22	Brown Envelope A4 Size	box	735
23	Legal Size Brown Envelope A3	box	415
24	Small Size Brown Envelope A 5	box	50
25	Two Face Glossy Paper A4 side (White)	box	10
26	Legal Sheet (Legal Rule) with red lines	ctn	20
27	Ledger (Record Book)	ctn	324
28	Binding Comb (10m)	pks	10
29	Plastic Banding Cover	pks	20
30	Master Plus Binding Slide (10mm)	box	2
31	High-Quality Heavy-Duty Extension Cord	pcs	100
32	A4 Brown Folder	box	50
33	Plain Long Sheet, Legal A3	ctn	15
34	Masking Tape Brown Large Size	ctn	5
35	A4 Yellow Writing Pad	ctn	305
36	File Dividers	box	1
37	Duracell AA Finger Size Battery	ctn	2
38	Duracell AAA Batteries	ctn	3
39	Yellow & White Call Card Sheet	Pks	20
40	Omega Damper Round Plastic Sponge Pad	box	15
41	Mixed Colors Poster Sheet	ream	20

42	Mouse Pad	pcs	115
43	Plastic Ring Binder (1 inch) (white)	ctn	2
44	Large Size 12-digit Printing Calculator (Casio)	pcs	20
45	Large Size Printing Calculator Power Cord for Casio HK-100-RC-BK	pcs	20
46	Box File	ctn	25
47	Stano Pad/Shorthand Notebook	pcs	300
48	External Hard Drive	pcs	26
49	Extension Cords	Pcs	100
50	Obama pen blue only	Pks	352
51	Obama pen black	Pks	250
52	Obama pen Red	Pks	150
53	Calculator	Pcs	166
54	Desk Tray	Pcs	125
55	Desk Organizer	Pcs	125
56	Fastener	Pks	65
57	Stick-On Pad	pcs	340
58	Ruler	Pcs	50
59	Scissor	Pcs	35
60	Shredder	Pcs	60
61	White Board Maker	Pcs	310
62	Scotch Tape Clear S/S	Pcs	3,500
63	Nose Marks	Boxes	200
64	Staple Pins Heavy duty	Pks	65
65	Staple Machine Heavy duty	Pks	30
66	Calculator Roll	Pks	5,000
67	Staple pin remover	Pcs	200

68	Trash Basket	Pcs	50
69	Desk Calendar	Pcs	150
70	Calculator Battery Finger size	Ctn	5
71	Brown Envelope M/S	Ctn	20
72	Permanent Marker	Ctn	5
73	White Envelops (Regular Size	Pks	536
74	Banner Clips	Ctn	2
75	Brother Typewriter Easer	Pks	30
76	Brother Typewriter Ribbon	Pks	75
77	Hanging Folders	Ctn	5
78	Steno Note Pad	Ctn	5

CENTRAL BANK OF LIBERIA			
PROPOSED INKS/CARTRIDGES			
No.	Items Description	Unit	Quantity
1	HP Laserjet 203A	set	22
2	HP Cartridge 410A	set	22
3	HP 953	set	20
4	HP 415A	set	20
5	HP 207	set	10
6	123A	set	10
7	HP Cartridge-414	set	20
8	HP 130A	set	22
9	HP61	set	10
10	HP62	set	20

11	HP 35A	pcs	15
12	HP 30A	pcs	15
13	HP 80A	pcs	15
14	HP 285A	set	15
15	HP 350A	set	20
16	EXV-33	pcs	30
17	C-EXV-54	set	22
18	Drum Unit 126 / CE314	pcs	10
19	2520 Toner	pcs	20
20	2520 Drum Unit	pcs	10
21	737 Canon	pcs	10
22	HP 59A	pcs	20
23	HP 58A	pcs	20
24	60A	pcs	20
25	HP 128A	set	5
26	HP910A	set	10