



Johns Hopkins University Affiliate

**Section 1: Invitation for Bid**

<b>ITB Ref:</b>	<b>GSR-MNR-4819</b>
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<b>Date of Invitation:</b>	<b>January 14, 2025</b>
<b>Contract Package(s)</b>	<ol style="list-style-type: none"> <li>1. Food &amp; Catering and Hall Rental Services (Montserrado, Nimba and Grand Gedeh)</li> <li>2. Vehicle Rental Services</li> <li>3. Office Supplies</li> <li>4. Assorted Stationery and Cartridges</li> <li>5. IPC Supplies</li> <li>6. Accommodation/Lodging Services - (all counties)</li> </ol>
<b>Deadline of Submission</b>	<b>January 27, 2025</b>

1. Jhpiego is an international non-profit organization affiliated with Johns Hopkins University headquartered in Baltimore, Maryland, USA. Jhpiego has been working in Liberia since 2008 and works closely with the Ministry of Health (MOH) in Liberia for building capacity in providing quality health services to the Liberian population.
2. Jhpiego Liberia has a requirement for at least three (3) service providers, on a standby basis, to provide **the services mentioned** on demand against pre-determined prices valid for at least one (1) year and at most two (2) years in the various counties of operation.
3. This invitation to bid will establish a ranking list of potential suppliers. At least three (3) suppliers will be awarded a Preferred Vendor/Blanket Purchase Order Agreement. The suppliers will be selected based on their technical compliance, delivery time, service availability and total gross price. This approach will give Jhpiego Liberia access to a pool of “preferred” service providers that can provide **the services mentioned** on an as needed basis.
4. Jhpiego Liberia invites bids for **the goods and services** as described in the **Schedule of Requirements of the tender documents**.
5. *The responses to this invitation to bid will be evaluated according to technical conformity, delivery time, service availability and price/commission, tax compliance, business registration and experience providing similar good/ service.*
6. The supplier’s /service provider’s bid, **including illustration brochures (if necessary)**, menu, etc. must be delivered to the specified address on or before the submission date specified. Bids will not be opened in public.
7. Bids which do not offer all service descriptions will be rejected.
8. Bids can be submitted electronically to the email below:  
[LR-Procurement@jhpigo.org](mailto:LR-Procurement@jhpigo.org).
9. Bidders are advised to adhere to the timeline below and in the tender document/request for quote:

No.	Activity	Time	Date
1	Submission Deadline	See tender document	January 27, 2025

10. *Potential vendors wishing to submit bids can request the full invitation for bid by sending email to [rkiawoin@jhpigo.org](mailto:rkiawoin@jhpigo.org) and copy [bmoore@jhpigo.org](mailto:bmoore@jhpigo.org) or calling +231777556806 for inquiries.*