

**The General Auditing Commission**  
Old Executive Mansion Building  
Ashmun Street  
Monrovia, Liberia

**Invitation for Bids for the Procurement of Goods and Services**

1. General Auditing Commission (GAC) has received commitment from the Government of Liberia's National Budget for Fiscal Year 2025 (January – December) and intends to apply part of it towards the procurement of goods and services in separate contract packages as indicated below.
2. The GAC now invites sealed bids from eligible and qualified bidders for the procurement of these goods and services for Fiscal year 2025.
3. Bidding will be conducted through the National Competitive Bidding (NCB) method as enshrined in the PPC Act as amended and restated in 2010.
4. Schedule of Requirement:

No.	Service Description	Deadline for submission	Opening time
1.	Procurement of Food Stuff (Rice & Oil) (SBA) only	Nov. 10, 2025 @ 10:00 a.m.	Nov. 10, 2025 @ 10:30 a.m.
2.	Procurement of Software (QuickBooks)	Nov. 21, 2025 @ 10:00 a.m.	Nov. 21, 2025 @ 10:30 a.m.
3.	Repair & Maintenance of Non-Residential Building (SBA) only	Nov. 21, 2025 @ 11:00 a.m.	Nov. 21, 2025 @ 11:45 a.m.
4.	Upgrade of Solar Battery Bank	Nov. 21, 2025 @ 12:00 p.m.	Nov. 21, 2025 @ 1:00 p.m.

5. Qualification requirements are:
  - Article of Incorporation
  - Valid Tax Clearance
  - Valid Business Registration Certificate
  - Past performance records- including the names, email address and contact numbers of at least three clients.
  - PPCC vendors registration form
6. All interested eligible bidders may obtain copy of bidding documents when a written communication requesting for a copy(s) is submitted to the address below. The communication should include the name of the business, type of contract package, signature of authorized person and official stamp of the business. Copy of bidding document will be available from **October 27, 2025 to November 20, 2025 from 9am to 4pm** daily.
7. All bids must be accompanied by a **Bid Securing Declaration** in the format as indicated in the bidding document.
8. Sealed bids must be delivered to the Procurement Unit not later than the time and date indicated in the bidding document.
9. Late bids will be rejected and returned to bidders unopened. Bids will be opened in the presence of bidders who choose to attend or their representatives on the time and date indicated in the bidding document in the Conference room of the GAC, on the 2<sup>nd</sup> floor.
10. The address referred is:

**The Procurement Unit**  
General Auditing Commission  
Old Executive Mansion Building  
Ashmun Street, Monrovia, Liberia  
Tel: 0886779413/0770979437  
Email: [mekamara@gac.gov.lr](mailto:mekamara@gac.gov.lr)

Prepared by: \_\_\_\_\_

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Secretary/Procurement Committee

Approved by: \_\_\_\_\_

Hon. Foday G. Kiazolu, FCCA, CPA<sub>(LIB)</sub>  
Deputy Auditor General/Administration  
Chairman/Procurement Committee