



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT  
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA  
SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION  
PROJECT (STAR-P) AND RURAL ECONOMIC TRANSFORMATION PROJECT (RETRAP)  
1<sup>st</sup> Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),  
Gardnersville – Monrovia, Liberia**

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**REQUEST FOR EXPRESSION OF INTEREST for PREQUALIFICATION**

1. The Government of Liberia has received a credit of US\$25 Million from the World Bank for support to the Agriculture Sector through the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The STAR Project seeks to increase agricultural productivity and promote the commercialization of smallholder farmers through the productive linkage between the farmers and the private agribusiness firms in selected value chains.

Following the successful negotiation of and lessons learned from the STAR Project, the World Bank funded a US\$55M project for the selected value chains, cassava, rubber, poultry, pig, and vegetable value chains support for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable livelihood enhancements and improved rural access and agriculture marketing infrastructure services. In view of this, the two (2) Projects have adopted a one World Bank PIU approach in the implementation of both projects.

2. The Program Implementation Unit is expected to carry on community engagements and providing economic support through the procurement of goods, services, works and non-consulting services in the fifteen(15) counties of operations and intend for suppliers/firms/companies in these counties to participate in the prequalification process in the various categories mentioned below under the caption ***“Prequalification for the provision of goods, services, works and Non-Consulting Services to the World Bank IFAD/PIU of the Ministry of Agriculture”***.
3. The Program Implementation Unit intends to pre-qualify suppliers/firms/companies to participate in a competitive process through Request for Quotation, Limited Competitive Bidding, Request for Proposals etc to provide the below listed services:

REFERENCE NO.	CATEGORY	Evaluation Criteria
LR/MOA/PMU/01/2023	Supply of general office stationery and office supplies	Must meet mandatory requirements
LR/MOA/PMU/02/2023	Supply Communication Cards	Must meet mandatory requirements
LR/MOA/PMU/03/2023	Design and printing of office printed stationery, IEC communication materials, branded and promotional materials, asset coding	Must meet mandatory requirements

<b>REFERENCE NO.</b>	<b>CATEGORY</b>	<b>Evaluation Criteria</b>
LR/MOA/PMU/04/2023	Supply, maintenance and repair of computer hardware and software, printers, UPS's, laptops, LAN and other ICT equipment/accessories	Must meet mandatory requirements
LR/MOA/PMU/05/2023	Supply of office furniture, furnishings and fittings	Must meet mandatory requirements
LR/MOA/PMU/06/2023	Supply of electrical, electronic items, appliances, fittings and accessories	Must meet mandatory requirements
LR/MOA/PMU/07/2023	Supply of farming tools and equipment	Must meet mandatory requirements
LR/MOA/PMU/08/2023	Provision of designing, printing, photocopying, offset printing and binding services.	Must meet mandatory requirements
LR/MOA/PMU/09/2023	Provision of Hotel accommodation, conference, and catering services	Must meet mandatory requirements
LR/MOA/PMU/010/2023	Supply of bottled water and water dispensing materials	Must meet mandatory requirements
LR/MOA/PMU/011/2023	Provision of air ticketing, tour and travel services	Must meet mandatory requirements
LR/MOA/PMU/012/2023	Supply and delivery of agricultural production inputs (Fertilizers, Pesticides, Herbicides, Compost, Mulch, Etc.).	Must meet mandatory requirements
LR/MOA/PMU/013/2023	Provision of Security Services including guards, installation and maintenance of fire alarm equipment and security systems including CCTV, door access, metal detectors and related accessories	Must meet mandatory requirements
LR/MOA/PMU/014/2023	Provision of fumigation, pest control, garbage collection, solid waste and sanitary collection services	Must meet mandatory requirements
LR/MOA/PMU/015/2023	Supply, installation and maintenance of air-conditioning and refrigeration services	Must meet mandatory requirements
LR/MOA/PMU/016/2023	Repair and maintenance of office equipment, furniture & fittings	Must meet mandatory requirements
LR/MOA/PMU/017/2023	Provision of Non-life Insurance services(Comprehensive and third party)	Must meet mandatory requirements
LR/MOA/PMU/018/2023	Provision of event management (outside catering, decorations, tents & chairs, public address etc.)	Must meet mandatory requirements
LR/MOA/PMU/019/2023	Contractors for small works (partitioning, repairs, paint, plumbing and demolition works), feeder roads, market structures etc.	Must meet mandatory requirements

REFERENCE NO.	CATEGORY	Evaluation Criteria
LR/MOA/PMU/020/2023	Supply and delivery of building and hardware materials including agricultural tools.	Must meet mandatory requirements
LR/MOA/PMU/021/2023	Provision of motor vehicle/motorcycle service and repairs (Garages) and supply of spare parts, tyres and tubes	Must meet mandatory requirements
LR/MOA/PMU/022/2023	Provision of Agricultural seeds and seedlings (various value chains in all counties-specify your specialty)	Must meet mandatory requirements
LR/MOA/PMU/023/2023	Supply of Petroleum Products (Fuel and Gasoline)	Must meet mandatory requirements
LR/MOA/PMU/024/2023	Provision of Clearing and Forwarding services	Must meet mandatory requirements
LR/MOA/PMU/025/2023	Supply of local milled rice and seed rice	Must meet mandatory requirements
LR/MOA/PMU/026/2023	Provision of transportation services (Trucks and trailers), vehicle rental service	Must meet mandatory requirements

#### 4. Mandatory Requirements

*Evaluation Criteria: The following are Mandatory Criteria*

No.	Eligibility Criteria	Mandatory (Yes/No)
1.	Company Profile (Minimum of 1 year in Business)- not more than 2 pages	Yes
2.	Legal Registration Documents (Current Business Registration & Tax Clearance) and Names of Director/s	Yes
3.	Past Performance Records (At least 3 contracts) to be shown by way of attaching relevant LPO, Completion certificates etc	Yes
4.	List of Clients & Their Contacts (Email addresses, contact numbers and locations)	Yes
5.	Written Letter of Recommendation from at least three (3) past clients with contact details	Yes
6.	Proof of PPCC Vendor Registration (Must be registered with the Public Procurement & Concessions Commission proof of registration)-	Yes
7.	Financial condition: provide latest audited financial statements or bank statement for the last three months. Reference letters from the bank should also be provided.	Yes

#### 4.2 Other Requirements

- a. Proof of NASCORP Certificate of Clearance (All firms)
- b. Food Certificate from Ministry of Health/National Public Health Institute (catering services)
- c. MPW Certificate and ALCC (Construction companies only)
- d. Ministry of Transport Certificate (Vehicle rental firms only)

5. Interested firms/suppliers can now submit an Expression of Interest, no later than **January 31, 2023** at 2:00 pm. All Expression of Interest **must be submitted in Hard copy** in the Tender Box situated on the 1<sup>st</sup> Floor, Procurement Department, **World Bank/IFAD PIU Office, Japan Freeway, the former Somalia Drive, Gardnersville, Monrovia, Liberia.**
6. Firms will be shortlisted according to their assigned business registration code and core business of operations and must meet the mandatory requirements. Only Shortlisted firms will be notified and requested to submit bids/quotations or proposals for evaluation for a framework contract arrangement of one (1) year under the World Bank/IFAD Program Implementation Unit for small purchases.

All submission must be sealed and clearly marked as below:

**Attention:  
Galah Toto  
National Program Coordinator)  
World Bank IFAD/Program Implementation Unit (PIU)  
Ministry of Agriculture  
Somalia Drive, Gardnersville, Monrovia, Liberia**

**(Clearly indicating which of the services indicated above you are applying for and the Reference Number)**