



# **NATIONAL REVENUE AUTHORITY**

*(Head Office)*

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## **REQUEST FOR EXPRESSION OF INTEREST (EOI)**

**Date: May 29<sup>th</sup>, 2024**

### **PROVISION OF CATERING SERVICES FOR THE NATIONAL REVENUE AUTHORITY (NRA).**

**Procurement Number NRA/WELFARE/EOI/2024/052**

The National Revenue Authority has set aside funds for its operations. It is intended that part of the proceeds of the funds will be used to cover eligible payments, under **FRAMEWORK CONTRACTS** for the Provision of **CATERING SERVICES ON AN “AS REQUIRED” BASIS**.

#### **SCOPE OF THE JOB**

1. The National Revenue Authority (NRA) is seeking Expression of Interest (EOI) from competent and qualified firms for the Provision of Catering Services and/or café services to the Authority. The contract is planned to have an initial period of one year, with possible renewal for another one year upon satisfactory performance.
2. Companies wishing to be considered should have an established reputation in the field and should be currently engaged in providing catering services.
3. Shortlisted firms are expected to provide full-service program at the NRA serving breakfast, lunch, and snacks on an as ‘Required Basis’.
4. Shortlisted firms are also expected to operate an executive-type dining for official functions and receptions hosted by the Authority.
5. The NRA will contract the catering services of more than one firm.
6. All labor, tools, materials, and licenses necessary to perform service under this contract will be the responsibility of the firm(s).
7. The NRA will provide it requirement and the awarded firms will be required to provide a written job quote for each job description.
8. All catering services shall be carried out by or under the direct supervision of the “NRA Procurement Unit and Human Resource Training Team”.



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9. All caterers shall be experienced in the trade and the services shall be consistent with international best practices and to the satisfaction of the NRA.
  10. Firms should be ready to provide catering services at short notice.

Sealed Proposals must be marked on the outer envelope “**Expression of Interest for the Provision Catering Service for the NRA**”, delivered to the below office on or before **11:00 am on Thursday, 13<sup>th</sup> June 2024** at **The Procurement Unit, 4<sup>th</sup> Floor, 18 Wellington Street, Freetown** and must be accompanied by the following documentation.

- A certified true copy of a valid Business Registration Certificate
- A certified true copy of a valid NRA tax clearance certificate
- A certified true copy of a valid NASSIT clearance certificate
- Evidence of similar contract for at least one year. Its past relevant work, the work plan including time and CVs of the propose professional team members.
- The NRA team will inspect the business places of interested firms for evaluation purpose.

Interested bidders may obtain further information at **The Procurement Unit, 4<sup>th</sup> Floor, 18 Wellington Street, Freetown from 9:00 a.m. and 4:00 p.m., Mondays to Fridays inclusive, except on public holidays.**

The **National Revenue Authority** now invites interested firms to submit their proposals for the Provision of Catering Services for the NRA.

Only shortlisted firms will be contacted to submit detailed technical and financial proposal, for further evaluation and final award of contracts.