

Invitation for Bids

MINISTRY OF MINES AND MINERAL RESOURCES (MMMR)

Procurement of Goods

Procurement Number _____ MMMR/ADMIN/NCB/2024/003-006

Date of First Issue _____ 14th June, 2024

The Ministry of Mines and Mineral Resources has allocated funds from the Government of Sierra Leone (GoSL) through the Ministry of Finance (MOF) for which the Ministry has agreed to use part of it for the procurement of goods and now invites sealed bids from eligible bidders to a two (2) year framework contract for the supply of:

No.	ITEMS DESCRIPTION	LOT No.	BID SECURITY (LE)	PROCUREMENT NUMBER
1	Stationeries	Lot 1	5,000	MMMR/ADMIN/NCB/2024/003
2	Office Equipment	Lot 2	5,000	MMMR/ADMIN/NCB/2024/004
3	Food Items	Lot 3	5,000	MMMR/ADMIN/NCB/2024/005
4	Office Furniture	Lot 4	5,000	MMMR/ADMIN/NCB/2024/006

The Goods will be used by the Department to carry out its day-to-day administrative functions in achieving the Government's New Direction Agenda. The items should be supplied as specified in the contract document and they should be user friendly.

Interested bidders can bid for one or more Lots. However, a Supplier shall not be awarded more than two lots. Bidders can obtain the bid documents for a non-refundable fee of NLe.500 (Five Hundred Leones) Partial quotations will be considered unresponsive for one or all lots. Please make payment to the Consolidated General Revenue Account number 0111001499 held at the Bank of Sierra Leone.

Account Name: NPPA-Revenue from sale of Bidding Documents
Account Number: 0111003981
BBAN: 000001011100398165

A formal treasury receipt must be issued to the bidder (Refer to Section 6.7.3 Bullet point 4 of the Public Procurement Manual 2020)

Alternatively, the prospective bidders will also have the option to pay for the bidding documents in any of the Transit Accounts at the following Commercial Banks:

Bank Name: Union Trust Bank
ACCOUNT NAME: Revenue from sale of Bidding Sub Treasury
ACCOUNT NO. 210113253-01
BBAN NO: 00-4001113253120144

Bank Name: Sierra Leone Commercial Bank
ACCOUNT NAME: Revenue from sale of Bidding Sub Treasury
ACCOUNT NO. 003001081791112183

Bank Name: Rokel Commercial Bank
ACCOUNT NAME: Revenue from sale of Bidding Sub Treasury
ACCOUNT NO. 02-011012428
BBAN NO: 002001002101242863

Bidding is open to all eligible bidders that are legally operating in Sierra Leone, further more bidders should demonstrate the following eligibility criteria:

- Bid security of **Le5,000 (Five Thousand Leones) per lot**. It must be in the form of a valid bank guarantee from a reputable Commercial Bank operating in Sierra Leone
- a valid National Revenue Authority tax Clearance Certificate;
- a valid Business Registration Certificate;
- a valid National Social Security & Insurance Trust Contribution Clearance Certificate;
- Signed integrity pact
- Evidence of a minimum amount of Le500,000.00(Five Hundred Thousand Leones) from a reputable Commercial Bank
- Signed and Stamped Bid form
- Considering the type of contract, the Ministry intend to use, the Successful bidder should have an existing shopping outlet

Bids must be delivered to the address below on or before 12th July, 2024 at 3:00 pm.

Bids will be publicly opened on **12th July, 2024 at 3:00 P.M** in the presence of bidders' designated representatives and anyone who chooses to attend, at the **Conference Room of the Ministry, 5th Floor, Youyi Building, Brookfields, Freetown.**

**The Procurement Unit,
Ministry of Mines and Mineral Resources,
5th Floor, Youyi Building, Brookfields,
Freetown;
Tel: +232-76-813-696**

Late bids will be rejected and returned unopened to bidders.