

Section 1. Letter of Invitation



Road Maintenance Fund Administration
Maritime House
Government Wharf
Freetown

Invitation for Bids **ROAD MAINTENANCE FUND ADMINISTRATION** **(RMFA)**

PROCUREMENT FOR THE PROVISION OF AIR CONDITIONING SERVICE

Procurement Numbers: RMFA/ADMIN/NCB/RFP/S/07/2024

Date of First Issued: 4th July, 2024.

A. Background

The Road Maintenance Fund Administration office located at 3rd & 4th Floors Maritime House Government Wharf, has allocated funds from its annual budget, and intends to apply part of this fund towards procurement for Maintenance & Repairs to RMFA Air Conditioning Units.

Road Maintenance Fund Administration is hereby inviting potential service providers who are interested in providing Air Conditioning services to submit proposals. The successful bidders shall be contracted for a period of Two (2) years and may be renewable after review and successful evaluation.

B. Submission Requirements

1. Proposal is open to all Service Providers who can demonstrate Technical & Financial capability to provide the required services.
2. Bidding will be conducted through National Competitive Bidding (NCB) procedure specified in the Public Procurement act 2016 and the Regulation 2020.
3. Interested Bidders can obtain the Bid document for a non-refundable fee Le 200,000 **for the Procurement of Software** into a Treasury Single Account Number 0111003981 at the Central Bank of Sierra Leone Single Account Number 0111003981 at the Central Bank of Sierra Leone, 21011325301 Union Trust Bank,

00300108179112183 Sierra Leone Commercial Bank, 02011012428 Rokel Commercial Bank and issue the payment slip to obtain the Bid document at RMFA office 3rd & 4th Floor Maritime House

4. Framework Contract would **only** be awarded to bidder(s) bidding for all listed services.
5. Interested bidders may obtain further information and inspect the bidding document at the address below between **10:00 am to 3:00 pm from Mondays to Fridays**.

Proposal must be delivered to the address below on or before 7th August, 2024.

All bids must be accompanied by:

- A valid Business registration certificate
 - A valid tax clearance certificate.
 - A valid NASSIT clearance certificate.
 - A signed Integrity Pact; [*see attached*]
 - Experience in similar service from reputable institution
 - Business Profile
6. Proposal will be opened on the 7th August, **2024 at 1:35 p.m.** in the presence of bidders or their representatives and those who chose to attend, at the **Board Room of the Road Maintenance Fund Administration, 3rd Floor Maritime House, Government Wharf, Freetown**. Late bids will be rejected and returned unopened to bidders.
 7. Proposal must be delivered to the address below on or before **1:30 p.m. on the 7th August, 2024** to:

The Administration and Corporate Services
Road Maintenance Fund Administration
3rd& 4th Floor
Maritime House
Government Wharf
Freetown