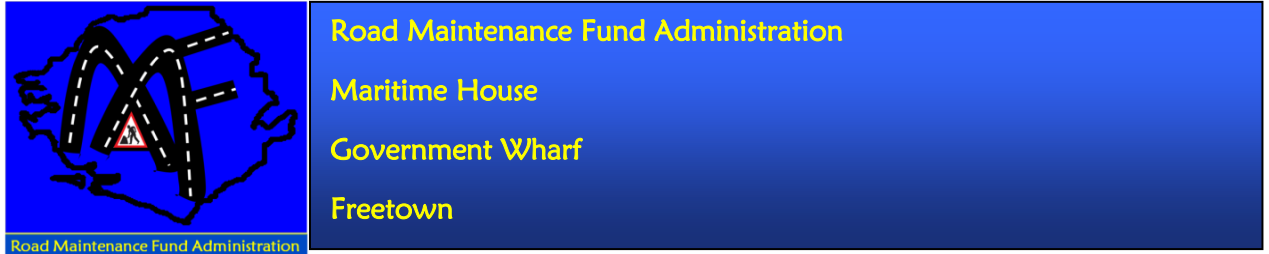


Section 1. Letter of Invitation



Invitation for Bids

Road Maintenance Fund Administration (RMFA)

PROCUREMENT OF VEHICLE MAINTENANCE & SERVICE REPAIRS

Procurement Numbers: RMFA/ADMIN/NCB/RFP/S/06/2024

Date of First Issued: 4th July, 2024.

REQUEST FOR PROPOSAL (RFP)

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 of **vehicle maintenance and service repairs**

Road Maintenance Fund Administration is hereby inviting potential vehicle service providers who are interested in providing vehicle maintenance and service repairs 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 and 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 300,000 for the **Procurement Vehicle Maintenance & Repairs Service** 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
- Registration of certificate with the Sierra Leone Road Safety Authority (SLRSA)

6. Proposal will be opened on the 7th August, **2024 at 10:05 a.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 **10:00 a.m. on the 7th August,2024 to:**

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