



NATIONAL REVENUE AUTHORITY
(Head Office)

Invitation for Bids

NATIONAL REVENUE AUTHORITY
NATIONAL COMPETITIVE BIDDING (NCB)

Date: 12TH AUGUST 2024

FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF; SEASONAL AND PROMOTIONAL ITEMS LOT 1, EXECUTIVE CHRISTMAS HAMPERS LOT 2 AND ORDINARY CHRISTMAS HAMPERS LOT 3

Contract Identification Number: NRA/ LCSD /NCB/ 2024/072

The National Revenue Authority has set aside funds for its operations during the financial year 2023. It is intended that part of the proceeds of the fund will be used to cover eligible payment under **FRAMEWORK CONTRACT(S)** for the supply and delivery of; **Seasonal and Promotional Items Lot 1, Executive Christmas Hamper Lot 2 and Ordinary Christmas Hampers Lot 3**. The National Revenue Authority now invites sealed bids from eligible suppliers as follows:

Brief Description of Items

Lots	Description	Delivery Period	Bid Security NLE
Lot 1	SEASONAL AND PROMOTIONAL ITEMS	ON AN AS REQUIRED BASIS	20,000
Lot 2	EXECUTIVE CHRISTMAS HAMPERS		10,000
Lot 3		ON AN AS REQUIRED BASIS	10,000



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	ORDINARY CHRISTMAS HAMPERS		
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Bidders may bid for one or all the lots. Partial Quotations for each lot will be considered non-responsive.

- Bidding will be conducted through National Competitive Bidding (NCB) procedures in accordance with Sierra Leone National Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to supply the required items.
- Interested eligible Bidders may obtain further information from and inspect the bidding documents at the **Procurement Unit, National Revenue Authority, 4th Floor 18 Wellington Street, Freetown from 9.00am to 4:45pm, Mondays to Fridays inclusive except on public holidays.**
- A complete set of bidding documents may be purchased by interested bidders upon payment of a non-refundable fee of **NLe 500 (Five Hundred Leones)**. **Payment should be by cash into NPPA's Revenue Account, and a pay-in slip must be submitted to the Finance Department and/or Procurement Unit before the issuance of a Bid Document. The Accounts are:**

- Bank Name:** Bank of Sierra Leone
Account Name: NPPA- Revenue from sale of Bidding Documents
Account Number: 0111003981
BBAN: 000001011100398165
- Bank Name:** Union Trust Bank
Account Name: NPPA- Revenue from sale of Bidding Documents
Account Number: 210113253-01
BBAN: 00400111001113253120144
- Bank Name:** Sierra Leone Commercial Bank
Account Name: NPPA- Revenue from sale of Bidding Documents
BBAN: 003001081791112183



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- **Bank Name:** *Rokel Commercial Bank*
 - **Account Name:** *NPPA- Revenue from sale of Bidding Documents*
 - **Account Number:** *02-011012428*
 - **BBAN:** *000001011100398165*

6. Bids must be **clearly** marked on the outer envelope, indicating the lot or lots that you are interested in **"Supply, Delivery of; Seasonal and Promotional Items Lot 1, Executive Christmas Hampers Lot 2 and Ordinary Christmas Hampers Lot 3 "** and delivered to the above office **on or before 10.00 AM on Friday, 6th September 2024** and must be accompanied by the following documents:

- A Bid security of **not less than NLe 20,000 for Lot 1 & NLe10,000 for Lot 2 & 3 respectively** which **must** be in the form of a valid Bank Guarantee from a reputable Bank and recognised by the Central Bank of Sierra Leone;
- A True Copy of a valid Business Registration Certificate
- A True Copy of a valid tax clearance certificate from the National Revenue Authority (NRA);
- A True Copy of a valid Clearance Certificate from NASSIT;
- Each bid price must include 15% GST
- Signed Integrity Pact
- Evidence of similar contract for the past two years
- Samples of the Samples of Seasonal & Promotional Items and Christmas Hampers to be supplied for Evaluation Purposes.

7. Bids will be publicly opened on **Friday, 6th September 2024 at 10:05 AM** in the presence of bidders or their representatives who choose to attend at **The Training Hall, 5th Floor, National Revenue Authority, 18 Wellington Street, Freetown.** Late bids will be rejected and returned unopened to bidders.