

Invitation for Bids

PETROLEUM REGULATORY AGENCY

PROCUREMENT OF PRA'S 2025 DIARIES AND CALENDARS

Procurement Number: PRA/ADMIN/NCB/015/2024

Date of First Issue: 28th August 2024

The Petroleum Regulatory Agency Sierra Leone is the Regulatory Agency charged with the responsibility to regulate the downstream Petroleum Sector as contained in the Petroleum Regulatory Act of 2014.

The Petroleum Regulatory Agency has allocated funds from its 2024 budget for procurement and supply of PRA's Diaries and Calendars with a Procurement Number PRA/ADMIN/NCB/015/2024

The Petroleum Regulatory Agency now invites sealed bids from eligible bidders for the procurement and supply of PRA.s Diaries and Calendars

The supplier shall deliver the goods at our office situated at A J Momoh Street. British Council Building (1st & 2nd Floor), Tower Hill. (i.e., delivery at doorsteps).

Bidding is open to all suppliers that have the requisite knowledge, financial capacity and a clean track record to undertake this contract. In addition, interested bidders should be in possession of an authentic and valid mandatory Trading Supporting Documents.

Bidding will be conducted through the National Competitive Bidding (NCB) procedures in accordance with National Public Procurement Act, 2016 and opened to all eligible bidders defined in the Bid Document. Bidders must ensure that their business of operation is printing services.

Interested bidders may obtain further information and inspect the bidding document at the address below between 9:00 am to 4:00 pm from Mondays to Fridays. Bidding documents may be purchased upon payment of a non-refundable fee of **Le 400.00 (Four Hundred Leones Only)** at the designated Account Number listed below:

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

Bids must be delivered to the address below on or before Thursday, 12:00 noon on 26th September 2024.

All bids must be accompanied by:

- A Certified True Copy of a Valid Business Registration/ Renewal Certificate
- A Certified True Copy of Valid Tax Clearance Certificate from the National Revenue Authority (NRA)
- A Certified True Copy of NASSIT Clearance Certificate
- Bid Security of Thirty-Five Thousand Leones Only (Le 35,000.00) must be in the form of a guaranty from a reputable Commercial Banking institution.
- A valid Municipal Business Licence
- Provision of brochure of Diary and Calendar
- Sample of Diary & Calendar
- A Signed Integrity Pact Form
- Evidence of samples of recent contracts over the last two years

Bids will be publicly opened on Thursday, 12:00 noon on 26th September 2024 at 12: Noon in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Bids must be delivered to the:

**The Head of Procurement & Logistics,
Petroleum Regulatory Agency,
First Floor, British Council Building,
A J Momoh Street,
Tower Hill,
Freetown.
232-25208409 / 232-76747860**