

Invitation for Bids

Project *Fiduciary Management Unit-PFMU*

Procurement of Equipment & Furniture for the National Investment Board

Procurement Number- SL-MOF-464018-GO-RFB

Date of First Issue: 16th January 2025

1. The Project Fiduciary Management Unit of the Ministry of Finance has received funds from the World Bank through the Sierra Leone Economic Diversification Project for the Procurement of Equipment & Furniture for the National Investment Board and now invites sealed bids from eligible bidders for the supply and installation of:
Internet Connectivity, Laptop computers, assorted connecting linkages, Assorted Network mounted Rack, General purpose Giant printer, Multi-Function Desktop Printers for Executive and Operational management staff, Standard IT technician tool box, Standard Electrical/Electronic Technician Toolbox Storage Devices/ External drive, Electrical Power surge, Electric Duster Blower, Folding aluminium ladder Aluminium Ladder, Sets of IT Accessories, PA Systems, Backup Energy system, Medium sized Television Projector Screen, High Speed Scanner, Projector, Large Conference Table, Conference Chairs, White Board and markers, Shredders, Single Window curtains, Double Window Curtains, 4-Seater Workstations cubicle, Office Swivel Chairs, Mobile Standing Desks, 2 Doors Metal Cabinets, Fridge/Freezer, 240cm L - Shaped Executive Desks, 3 Seater Sofa, 2 Seater Sofa, Coffee Tables, 4 Doors Glass Cabinet, 180cm L-Shaped Executive Desks, Executive Chairs 160cm L-Shaped Managers Desks, Managers Swivel Chairs, Visitors Chairs (for the solution centre) Safe, Reception Desks, Office Desks, Air Conditioners and Standing Air Conditioners.
2. Bidding is open to all suppliers who can demonstrate technical experience in the supply of similar items and financial capabilities for the Procurement of Equipment & Furniture for the National Investment Board. **(Bidders can bid for both Lots)**

Lot	Item	Bid Security	Delivery Period in weeks
Lot 1	Procurement and Installation of ICT Equipment for National Investment Board	NLe 57,000 Fifty-Seven Thousand Leones	Four Weeks
Lot 2	Procurement and Installation of Furniture for National Investment Board	50,000 Fifty Thousand Leones	Four Weeks

3. Bidding will be conducted through the National Competitive Bidding Process-NCB. Interested bidders may obtain further information and inspect the bidding document at the address below between 09:00am to 16:30pm daily from Mondays to Fridays Bidding documents may be purchased upon payment of a non-refundable fee
4. The bidding document in English may be purchased by interested Bidders upon the submission of a written application indicating the lot or lots to the address below and upon payment of a non-refundable fee of **Two Thousand Leones (NLe, 2,000)**. The

method of payment will be in cash to the Administrative Officer Sierra Leone Economic Diversification Project Ministry of Finance 35 Percival Street Freetown.

5. All Bids must be accompanied by a Bid Security in the amounts indicated above. The Bidder shall seal the original and each copy of the bid, in separate envelopes, duly marking the envelopes as “ORIGINAL (1)” and “COPY (4).” The envelopes shall then be enclosed in an outer envelope and sealed for each lot.
6. Bids must be delivered to the address below on or before Thursday 13th February 2025 at 11:00am.
7. All bids must be accompanied by:
 - ❑ A valid Business registration certificate
 - ❑ Bid Security of **Fifty-Seven Thousand (NLe, 57,000) for Lot 1 and Fifty Thousand (NLe, 50,000) for lot 2** from a reputable Commercial Bank;
 - ❑ A valid tax clearance certificate.
 - ❑ A valid NASSIT clearance certificate.
 - ❑ A signed Integrity Pact; [*see attached*]
 - ❑ Audited Financial Statements for the past 3 years
 - ❑ A valid City Council clearance certificate
 - ❑ Evidence of Similar Supplies for the past 5 years
 - ❑ Manufacturers Authorization for ICT Equipment’s
 - ❑ Business Profile of the Bidder/Supplier
 - ❑ Original Brochure/ Technical Literature/Specifications of the Items to be supplied
8. Bids will be publicly opened on **Thursday 13th February 2025 at 11:00am** 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.
9. The address indicated above,
The Team Lead
Project Fiduciary Management Unit
Ministry of Finance
4th Floor, 13a Howe Street, Freetown
Western Area, Sierra Leone
Tel: +232 30 203451
Email:mswai@waicpa.com