

## **Invitation for Bids**

**PETROLEUM REGULATORY AGENCY (PRA)  
FRAMEWORK CONTRACT FOR GOODS**

### **Office Stationery – Lot 1, Office Equipment-Lot 2, Computer Consumables-Lot 3, Office Furniture & Fittings- Lot 4, Sundry & Sanitary Consumables-Lot 5, & Vehicle Spare Parts-Lot 6, and ICT Equipment-Lot 7**

**Procurement Number: PRA/PROC/NCB/003/2025-Lot 1  
PAR/PROC/NCB/004/2025-Lot 2  
PRA/PROC/NCB/005/2025-Lot 3  
PRA/PROC/NCB/006/2025-Lot 4  
PRA/PROC/NCB/007/2025-Lot 5  
PRA/PROC/NCB/008/2025-Lot 6  
PRA/PROC/NCB/009/2024-Lot 7**

**Date of First Issue: 27<sup>th</sup> January 2025**

- 1. 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.**
- 2. The Petroleum Regulatory Agency has allocated funds under the contract for Procurement Number: PRA/PROC/NCB/003/2025-Lot 1  
PAR/PROC/NCB/004/2025-Lot 2  
PRA/PROC/NCB/005/2025-Lot 3  
PRA/PROC/NCB/006/2025-Lot 4  
PRA/PROC/NCB/007/2025-Lot 5  
PRA/PROC/NCB/008/2025-Lot 6  
PRA/PROC/NCB/009/2025-Lot 7 to procure Office Stationery-Lot 1,  
Office Equipment-Lot 2, Computer Consumables-Lot 3, Office Furniture & Fittings-Lot 4,  
Sundry & Sanitary Consumables-Lot 5, Vehicle Spare Parts-Lot 6, and ICT Equipment-Lot 7.**
- 3. The Petroleum Regulatory Agency now invites sealed bids from eligible bidders for the supply of these items on a framework contract.**

**4. Brief description of items to be procured is as follows:**

<b>No.</b>	<b>Description of Items</b>	<b>Procurement Number</b>	<b>Framework Contract</b>	<b>Cost of Bidding Document (NLe)</b>	<b>Bid Security (NLe)</b>
1.	Assorted Office Stationery (Lot 1)	PRA/PROC/NCB/003/2025	Framework	500.00	50,000.00
2.	Office Equipment (Lot 2)	PRA/PROC/NCB/004/2025	Framework	500.00	75,000.00
3.	Computer Consumables (Lot 3)	PRA/PROC/NCB/005/2025	Framework	500.00	77,600.00
4.	Office Furniture & Fittings (Lot 4)	PRA/PROC/NCB/006/2025	Framework	500.00	112,400.00
5.	Sundry & Sanitary Consumables (Lot 5)	PRA/PROC/NCB/007/2025	Framework	500.00	97,500.00
6.	Vehicle Spare Part (Lot 6)	PRA/PROC/NCB/008/2025	Framework	500.00	75,000.00
7.	ICT Equipment (Lot 7)	PRA/PROC/NCB/009/2025	Framework	500.00	152,500

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

Bidding is open to all suppliers that have the financial capacity to undertake this contract. In addition, interested bidders should be in possession of an authentic and valid mandatory Trading Supporting Documents and also with a business premiss with the required items for each procurement activity.

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.

Interested bidders may obtain further information and inspect the bidding document at the address below between 10am and 3pm Mondays to Fridays.

At the Procurement Department,  
Petroleum Regulatory Agency  
A.J.Momoh Street, British Council Building (1<sup>st</sup> & 2<sup>nd</sup> Floor),  
Tower Hill  
Freetown.

Bidding documents may be purchased on payment of a non-refundable fee of NLe 500.00 (Five Hundred Leones). Payment should be deposited into the following National Public Procurement Authority (NPPA) accounts with details as shown: With the pay in Slip submitted to the Procurement Department, Petroleum Regulatory Agency.

**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:** Revenue from sale of Bidding Documents  
**Account Number:** 210113253-01  
**BBAN:** 004001113253120144

**Bank Name:** Sierra Leone Commercial Bank  
**Account Name:** Revenue from sale of Bidding Documents  
**Account Number:** 003001081791112183

**Bank Name:** Rokel Commercial Bank  
**Account Name:** Revenue from sale of Bidding Documents  
**Account Number:** 02-011012428  
**BBAN:** 002001002101242863

**Note that Bidders who wishes to bid for more than one lots should buy one copy one copy since all the bidding documents are advertised with all the details of all lots are together.**

**Bids must be delivered to the address below on or before at 12:00 noon on Thursday 27<sup>th</sup> February 2025.**

**All bids must be accompanied by:**

- A valid Business registration certificate**
- Valid Certificate of Incorporation**
- Bid Security from reputable commercial bank (Office Stationery-Fifty Thousand Leones (NLe50,000.00) Lot 1, Office Equipment-Seventy-Five Thousand Leones (NLe75,000.00) Lot 2, Computer Consumables-Seventy Seven Thousand Six Hundred Leones (77,600.00) Lot 3, Office Furniture & Fittings-One Hundred and Twelve Thousand Four Hundred Leones (NLe112,400.00) Lot 4, Sundry & Sanitary Consumables -Ninety Seven Thousand Five Hundred Leones (NLe97,500.00) Lot 5, Vehicle Spare Parts- Seventy Five Thousand Leones (NLe75,000.00) Lot 6, and ICT Equipment-One Hundred and Fifty Two Thousand Five Hundred Leones (NLe152,500.00) Lot 7.**
- A valid tax clearance certificate.**
- A Valid Certificate of GST Registration**
- A valid NASSIT clearance certificate.**
- Sign and Stamped Bid Form**
- A signed Integrity Pact; [see attached]**
- Evidence of similar contract performed.**
- Warranty Period of Six (6) Months for Lot 2, Lot 4, Lot 6, and Lot &**

**Bids must be delivered to the address below on or before at 12:00 noon on Thursday 27<sup>th</sup> February 2025.**

**Bids will be publicly opened on Thursday 27<sup>th</sup> February 2025. 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:**

**Procurement & Logistics Department,  
Petroleum Regulatory Agency,  
1<sup>st</sup> & 2<sup>nd</sup> Floor, British Council Building,  
A J Momoh Street,  
Tower Hill,  
Freetown.  
232-25208409 / 232-76747860**

## Invitation for Bids

### PETROLEUM REGULATORY AGENCY (PRA) FRAMEWORK CONTRACT FOR SERVICES

#### Procurement of Repairs & Maintenances of Motor Vehicles Lot 1, Internet Connectivity Lot 2, and Security Guard Lot 3

Procurement Number: PRA/PROC/NCB/NCS/2025/002 (Lot 1)  
PRA/PROC/NCB/NCS/2025/004 (Lot 2)  
PRA/PROC/NCB/NCS/2025/006 (Lot 3)

Date of First Issue: 27<sup>th</sup> January 2025

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 under the contract for procurement No. PRA/PROC/NCB/NCS/2025/002 (Lot 1)  
PRA/PROC/NCB/NCS/2025/004 (Lot 2)  
PRA/PROC/NCB/NCS/2025/006 (Lot 3)

5. To procure Repairs & Maintenances of Motor Vehicles Lot 1, Internet Connectivity Lot 2 and Provision of Security Services Lot3
6. The Petroleum Regulatory Agency now invites sealed bids from eligible bidders for the supply of these services.
7. Brief description of items to be procured is as follows:

No.	Description of Items	Procurement Number	Framework Contract	Cost of Bidding Document (NLe)	Bid Security (NLe)
1	Repairs & Maintenances of Motor Vehicles	PRA/PROC/NCB/NCS/2025/002/ (Lot 1)	Framework	500.00	Fourty Two Thousand Leones (42,000.00)
2	Provision of Internet Service (Connectivity)	PRA/PROC/NCB/NCS/2025/004 (Lot2)	Framework	500.00	One Hundred Thousand Leones (100,000.00)

3	Provision of Security Services (Guard)	PRA/PROC/NCB/NCS/2025/006 (Lot 3)	Framework	500.00	Sixty Thousand Leones (60,000.00)
---	--	-----------------------------------	-----------	--------	-----------------------------------

1. Bidding is open to all service provider 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 and with a business premise with the required provision for each service.
2. Bidding is open to all bidders who have the capacity in the Procurement of Repairs & Maintenances of motor bikes and vehicles Lot 1, procurement of internet services (connectivity) Lot 2, and procurement of security services (guards) Lot 3
  - Interested bidders can bid for one or more Lots. Bidders can obtain the bid documents for a non-refundable fee of **Le 500.00 (Five Hundred Thousand Leones Only)**. Payment should be made to the Consolidated General Revenue Account number **0111003981** held at the Bank of Sierra Leone.
  - Alternatively, the potential bidders also have the option to pay for the bidding document in any of the Transit Accounts at the following Commercial Banks:

**Bank Name:** Bank of Sierra Leone  
**ACCOUNT NAME:** NPPA-Revenue from the sale of Bidding Document  
**ACCOUNT NO.** 0111003981  
**BBAN NO:** 000001011100398165

**Bank Name:** Sierra Leone Commercial Bank  
**ACCOUNT NAME:** NPPA-Revenue from the sale of Bidding Document  
**ACCOUNT NO.** 0111003981  
**BBAN NO:** 003001081791112183

**Bank Name:** Union Trust Bank  
**ACCOUNT NAME:** NPPA-Revenue from the sale of Bidding Document  
**ACCOUNT NO.** 0111003981  
**BBAN NO:** 004001113253120144

**Bank Name:** Rokel Commercial Bank  
**ACCOUNT NAME:** NPPA-Revenue from the sale of Bidding Document  
**ACCOUNT NO.** 0111003981  
**BBAN NO:** 002001002101242863

Bring along the receipt of payment to obtain the bidding document. Partial quotations for any lot will be considered non-responsive. Further information and inspection of the bidding document can be done at PRA, A J Momoh Street. **British Council Building (1<sup>st</sup> & 2<sup>nd</sup> Floor), Tower Hill** between **9:00 a.m. to 4:00 p.m. from Mondays to Fridays.**

**Bids must be delivered to the address below on or before Thursday 27<sup>th</sup> February 2025. at 12:00pm. All bids must be accompanied by:**

- Valid Business Registration Certificate**
- Valid Certificate of Incorporation**
- Bid Security of Le 42,000.00 (Fourty Two thousand leones) for Lot 1, Le100,000.00 (One Hundred Thousand Leones) for Lot 2, and Le60,000.00 ( Sixty thousand Leones) for Lot 3 from a Reputable Commercial Bank.**
- A Valid Tax Clearance Certificate**
- A Valid Certificate of GST Registration**
- A Valid NASSIT Clearance Certificate**
- A Valid Municipal Business Licence**
- Office of National Security (O.N.S) Certificate (Applicable only to Lot3)**
- A Signed Integrity Pact; [*see attached*]**
- One original copy and three photocopies**

**Note that Bidders who wishes to bid for more than one lots should buy one copy one copy since all the bidding documents are advertised with all the details of all lots are together.**

**Bids will be publicly opened on Thursday 27<sup>th</sup> February 2025. at 12:00pm, 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.**

**Procurement & Logistics Department  
Petroleum Regulatory Agency,  
First and Second Floors, British Council Building,  
A J Momoh Street,  
Tower Hill,  
Freetown.  
232-25208409 / 232-76747860**