



**GOVERNMENT OF SIERRA LEONE  
MINISTRY OF SOCIAL WELFARE (MOSW)  
INVITATION FOR BIDS  
FRAMEWORK CONTRACTS**

**Procurement Number: MoSW/ADMIN/NCB/2025/0001**

**Date of First Issue: 1<sup>st</sup> April, 2025**

**Background:**

The Ministry of Social Welfare (MoSW) through its annual budget from the Ministry of Finance has allocated funds for the procurement of the below mentioned items:

No.	Description	Procurement Number
	<b>GOODS:</b>	
1	Supply of Stationeries	MoSW/ADMIN/NCB/2025/0001 - Lot 1
2	Supply of Sundries	MoSW/ADMIN/NCB/2025/0001 - Lot 2
3	Supply of Provisions	MoSW/ADMIN/NCB/2025/0001 – Lot 3
4	Supply of Toners/ Inks	MoSW/ADMIN/NCB/2025/0001 – Lot 4
5	Supply of Office Furniture & Fittings	MoSW/ADMIN/NCB/2025/0001 - Lot 5
6	Supply of Office Equipment	MoSW/ADMIN/NCB/2025/0001 - Lot 6
7	Supply of drugs and medical consumables	MoSW/ADMIN/NCB/2025/0001 – Lot 7
8	Supply of tools for skills training	MoSW/ADMIN/NCB/2025/0001 – Lot 8
9	Supply of Vehicle Spare Parts & Maintenance	MoSW/ADMIN/NCB/2025/0001 – Lot 9

Bidding is open to all suppliers who can demonstrate:

- Bidders not under a declaration of suspension for corrupt and fraudulent practices as issued by the Government in accordance with ITB Clause 36.1 of the Bidding Document.
- Valid Business registration certificates
- Completed, signed and stamped eligibility form.
- Previous experience of the bidder e.g. certificates of completion.
- The financial capability: Financial Statement for the last 3 year

Interested bidders may obtain further information and inspect the bidding documents at the address below between the hours of 9am to 4pm from Mondays to Fridays.

The Standard Bidding Documents, can be purchased upon payment of a non-refundable fee of Two Hundred & Fifty Leones (NLe 250.00) paid into any one of the accounts below:

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 Sub Treasury  
Account Number: 210113153-01  
BBAN: 00-4001113253120144

Bank Name: Sierra Leone Commercial Bank  
Account Name: Revenue from sale of Bidding Sub Treasury  
Account Number: 003001081791112183

Bank Name: Rokel Commercial Bank  
Account Name: Revenue from Sale of Bidding Sub Treasury  
Account Number: 02-011012428  
BBAN: 002001002101242863

Bids must be delivered to the address below on or before 16<sup>th</sup> April, 2025 at 11:00 am, Freetown local time:

Ministry of Social Welfare;  
Procurement Unit;  
New England Ville;  
Freetown.  
+23275-851991

All bids must be accompanied by:

- ☐ A valid Business registration certificates
- ☐ Bid Security of Thirty Thousand Leones (NLe 30,000) per Lot from a reputable Commercial Bank;
- ☐ A valid tax clearance certificate;
- ☐ A valid NASSIT clearance certificate;
- ☐ A signed Integrity Pact;
- ☐ A signed Eligibility form.

Bids will be publicly opened on 16<sup>th</sup> April, 2025 at 11:05 am Freetown local time, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below.

Ministry of Social Welfare;  
Conference Room;  
New England Ville;  
Freetown.

**Late bids will be rejected and returned unopened to bidders.**



## Invitation for Bids Ministry of Social Welfare

### FRAMEWORK CONTRACTS

**Procurement Number: MoSW/ADMIN/NCB/2025/0002**

**Date of First Issue: 1<sup>st</sup> April, 2025**

The Ministry of Social Welfare (MoSW) has allocated funds for the procurement of non-consultancy services and now invites sealed bids from eligible bidders as detailed below:

No.	Description	Procurement Number
	<b>NON-CONSULTANCY SERVICES:</b>	
1	Air tickets	MoSW/ADMIN/NCB/2025/0002 - Lot 1
2	Vehicle rental	MoSW/ADMIN/NCB/2025/0002 - Lot 2
3	Hall rental, Canopy rental & Catering Services	MoSW/ADMIN/NCB/2025/0002 - Lot 3
4	Printing Services (Banners, T-Shirts, Caps)	MoSW/ADMIN/NCB/2025/0002 - Lot 4
5	Building Maintenance (Electrical; Plumbing; A/C Maintenance; Painting)	MoSW/ADMIN/NCB/2025/0002 - Lot 5

Bidding is open to all suppliers who can demonstrate:

- Bidders not under a declaration of suspension for corrupt and fraudulent practices as issued by the Government in accordance with ITB Clause 36.1 of the Bidding Document.
- Valid Business registration certificates
- Completed, signed and stamped eligibility form.
- Previous experience of the bidder e.g. certificates of completion.
- The financial capability: Financial Statement for the last 3 years

Interested bidders may obtain further information and inspect the bidding documents at the address below between the hours of 9am to 4pm from Mondays to Fridays. The Standard Bidding Documents, may be purchased upon payment of a non-refundable fee of Two Hundred & Fifty Leones (NLe 250.00) paid into any one of the accounts below:

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 Sub Treasury  
Account Number: 210113153-01  
BBAN: 00-4001113253120144

Bank Name: Sierra Leone Commercial Bank  
Account Name: Revenue from sale of Bidding Sub Treasury  
Account Number: 003001081791112183

Bank Name: Rokel Commercial Bank  
Account Name: Revenue from Sale of Bidding Sub Treasury  
Account Number: 02-011012428  
BBAN: 002001002101242863

Bids must be delivered to the address below on or before 16<sup>th</sup> April, 2025 at 11:00 am,  
Freetown local time:

Ministry of Technical and Higher Education;  
Procurement Unit;  
Sababu Building;  
New England Ville;  
Freetown.  
+23275-851991

All bids must be accompanied by:

- ☐ A valid Business registration certificates
- ☐ Bid Security of Twenty Thousand Leones (NLe 20,000) per Lot from a reputable Commercial Bank;
- ☐ A valid tax clearance certificate;
- ☐ A valid NASSIT clearance certificate;
- ☐ A signed Integrity Pact;
- ☐ A signed Eligibility form.
- ☐ IATA Certificate of Accreditation or Sierra Leone Civil Aviation Authority (Travel Agency Certificate) (Applicable to Air ticket service providers only)

Bids will be publicly opened on 16<sup>th</sup> April, 2025 at 11:05 am Freetown local time, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below.

Ministry of Technical and Higher Education;  
Conference Room;  
Sababu Building;  
New England Ville;  
Freetown.

**Late bids will be rejected and returned unopened to bidders.**