

**Invitation for Bids**  
NATIONAL COMPETITIVE BIDDING (NCB)

**CABINET SECRETARIAT**

**SUPPLY OF OFFICE STATIONERY (LOT I)**  
**SUPPLY OF PROVISION AND TOILETRIES (LOT II)**

**Procurement Number: CABSEC/ADMIN/NCB/2020/002**

**Date of First Issue: 19<sup>th</sup> JANUARY 2021**

**The Cabinet Secretariat has allocated funds from the Government of Sierra Leone for the procurement of:**

- (i) Stationery (Lot I)**
- (ii) Provision and Toiletries (Lot II)**

**on Framework contact basis and now invites sealed bids from eligible bidders.**

**Bidding is open to all suppliers who can demonstrate the ability to perform this task.**

**Interested bidders may obtain further information and inspect the bidding document at the address below between 10am to 4pm Monday to Friday. Bidding documents may be purchased upon payment of a non-refundable fee of Le 250,000 (two hundred fifty thousand Leones) to the Cabinet Secretariat Bank Account at the Bank of Sierra Leone. (Please contact the Secretariat for details).**

**Bids must be delivered to the address below on or before Tuesday 16<sup>th</sup> February 2021 at 1:00pm. All bids must be accompanied by:**

- A valid Business registration certificate**
- Bid Security of Le2,500,000 (two million five hundred thousand Leones) for LOT I  
Le7,500,000 (seven million five hundred thousand Leones) for Lot II respectively, from a reputable Commercial Bank;**
- A valid NRA tax clearance certificate;**
- A valid NASSIT clearance certificate;**
- A signed Integrity Pact; [see attached]**

**Bids will be publicly opened on Tuesday, 16<sup>th</sup> February 2021 at 1:00pm, 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.**

**Cabinet Secretariat;  
Vice President Building, First Floor;**

**Conference Room;  
Tower Hill; Freetown.**