



GOVERNMENT OF SIERRA LEONE

HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

3rd, 4th and 5th FLOORS, MINISTERIAL BUILDING, GEORGE STREET, FREETOWN, SIERRA LEONE

Issued Date: 15th February, 2021

The Human Resource Management Office (HRMO) has received funds from the Government of Sierra Leone (GoSL) through the Ministry of Finance (MoF) for which the HRMO has agreed to use part of it for the procurement of Services for the maintenance of Official Vehicles attached to the Office, Fumigation and cleaning service. The HRMO therefore invites sealed bids from eligible bidders for the provision of the following:

| LOT | ACTIVITY | Procurement No. |
|-----|--|-------------------------------|
| 1. | CLEANING: The Successful contractor shall be responsible for cleaning, garbage collection services, provision of day-men to Mann the toilets of the floors occupied by the Human Resource Management Office (HRMO). | GoSL/HRMO/NCB/2021/001 |
| 2 | VEHICLE & MOTOR BIKE MAINTENANCE: The Successful contractor shall carry out Repairs and Maintenance Services to vehicles and Motor bikes at the Human Resource Management Office as and when required | GoSL/HRMO/NCB/2021/002 |
| 3 | FUMIGATION: The Successful contractor shall be responsible for the fumigation of all the floors occupied by the Human Resource Management Office (HRMO). | GoSL/HRMO/NCB/2021/003 |

The contract period for the various Services above will be **April, 2021 to 31st December 2021** through a Framework Contract Agreement which is subject to renewal in 2022 fiscal year based on performance. The Office will make payments on a quarterly basis only for the Services provided to the Office. Bidding is open to all eligible bidders as defined in the bidding documents.

Interested Service providers with the requisite skills are hereby encouraged to submit their letter of expressions of interest for the above mentioned service(s).

Firms submitting multiple proposals in different names for the same service shall be deemed to be inhibiting competition and shall be disqualified.

The Expression of Interest shall include the following:

- (i) Profile of Firm
- (ii) Previous experience of firm in the discharge of the service
- (iii) Experience and qualification of proposed staff for the assignment
- (iv) Methodology and approach for the provision of service

For Cleaning Services:

- Cleaning solutions: list of various chemical/detergents appropriate for specific cleaning needs;
- List of equipment available with the firm for the assignment which can be inspected by the Office.

The Expression of Interest shall include the following documents:

- ✚ Business Registration Certificate
- ✚ Valid NRA Tax Clearance Certificate
- ✚ Valid Local Council business license
- ✚ Valid NASSIT Clearance Certificate

Expression of Interest, in sealed envelopes must be delivered to the address below not later than **11:00 hours on 2nd March, 2021.**

**The Procurement Unit
The Human Resource Management Office;
4th Floor, Ministerial Building,
George Street, Freetown.
Contact No: +232-78-350-504**