



## OFFICE OF NATIONAL SECURITY

### Invitation for Bids

#### Procurement of Furniture and Fittings

**Procurement Number: ONS/FCS&HRM/NCB/2021/005**

**Date: Friday, 12<sup>th</sup> March 2021**

### Procurement of ICT Equipment, and Furniture and Fittings

1. The **Office of National Security** has set aside funds for its operations. It is intended that part of the proceeds of the funds will be used to cover eligible payments, under ‘**Frame Work**’ contracts with suppliers/service providers for the procurement of:

<b>Lot</b>	<b>Description of Goods/Services</b>	<b>Quantity</b>	<b>Amount of Bid Security (Le)</b>	<b>Delivery Period</b>
1	ICT Equipment	Various	5,000,000	Framework
2	Furniture and Fittings	Various	5,000,000	Framework

**Note the Locations for Lot 2:**

- Western Area Offices
  - Regional Offices
  - District Offices
  - FIA
2. The **Office of National Security** now invites sealed bids from eligible and qualified bidders for the supply of the following goods/services as per the following Lots.
  3. Bidding will be conducted through National Competitive Bidding procedures in accordance with the Sierra Leone Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to supply the required goods or services.
  4. Interested eligible bidders may obtain further information from and inspect the bidding documents at **The Procurement Unit, Office of National Security, OAU Drive, Tower Hill, Freetown from 9:00 a.m. to 4:00 p.m, Mondays to Fridays inclusive, except on public holidays.**

5. Bidding documents may be purchased at the Procurement Unit upon payment of a non-refundable fee of **Le 350,000 (Three Hundred and Fifty Thousand Leones)**. Payment should be made by cash at the Finance Department of ONS, OAU Drive, Tower Hill, Freetown, with the payment receipt submitted to the Procurement Units.
6. Sealed Bids must be marked on the outer envelope “e.g. Lot 1 – Supply of Office Furniture”. **One original plus three copies of each bid**, delivered to the above office on or before **12.00 noon** (Sierra Leone Time) on **Friday, 9<sup>th</sup> April, 2021** and must be accompanied by the following documentation:
  - ❑ **A Bid Security as indicated in the Table above (from a reputable Commercial Bank)**
  - ❑ **A certified true copy of a valid Business Registration Certificate**
  - ❑ **A certified true copy of a valid City/District Council Clearance Certificate**
  - ❑ **A certified true copy of a valid NRA Tax Clearance Certificate**
  - ❑ **A certified true copy of a valid NASSIT Clearance Certificate**
  - ❑ **Brochure of furniture/Fittings, preferably Colored for Lot 2.**
  - ❑ **Business profile**
  - ❑ **A Completed and Signed Bid Form**
  - ❑ **A signed Integrity Pact; [see attached]**
7. Bids will be opened at **12.00 noon** (Sierra Leone Time) on **Friday, 9<sup>th</sup> April, 2021**, in the presence of bidders’ representatives who choose to attend, at the address below. Late bids will be rejected and returned unopened to bidders.
8. ***NOTE: The Reference point for listing of prices is the current Price Norm prepared by the NPPA.***

The Procurement Unit  
Office of National Security  
OAU Drive  
Tower Hill,  
Freetown.