



**NATIONAL REVENUE AUTHORITY**  
(Head Office)

**Invitation for Bids**

**NATIONAL REVENUE AUTHORITY**  
**NATIONAL COMPETITIVE BIDDING (NCB)**

**Date: 3<sup>rd</sup> June 2021**

**SUPPLY AND DELIVERY OF IT EQUIPMENTS**

**Contract Identification Number: NRA/ ICT /NCB/ 2021/057**

1. The National Revenue Authority has set aside funds for its operations during the financial year 2021. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contracts for the supply and delivery of IT EQUIPMENTS.
2. The National Revenue Authority now invites sealed bids from eligible suppliers as follows:

**Brief Description of Items**

<b>Lots</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Period</b>	<b>Bid Security (Le)</b>	
Lot 1	Desktop Computers	110 PCS	THREE WEEKS AFTER SIGNING OF CONTRACT	20,000,000	
Lot 2	High Spec Laptop Computers	15 Pcs		20,000,000	
	Laptop Computers	25 Pcs			
	Laptop Bags	40Pcs			
Lot 3	Photocopiers	5 Pcs			20,000,000
	Personal Printers	10 Pcs			
	Network Printers	10 Pcs			



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Lot 4	Documents Scanners	11 Pcs		10,000,000
	USB External Hard Drive	5 Pcs		
	Power Distribution Units	19 Pcs		

**Bidders may bid for one or all the lots. Partial Quotations for each lot will be considered non-responsive**

- Bidding will be conducted through National Competitive Bidding (NCB) procedures in accordance with Sierra Leone National Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to supply the required items.
- Interested eligible Bidders may obtain further information from and inspect the bidding documents at the **Procurement Unit, National Revenue Authority, 4<sup>th</sup> Floor 18 Wellington Street, Freetown from 9.00am to 3:45pm, Mondays to Fridays inclusive except on public holidays.**
- A complete set of bidding documents may be purchased by interested bidders upon payment of a non-refundable fee of **LE 500, 000.00 (Five Hundred Thousand Leones)**. **Payment should be by cash into NPPA's Revenue Account, and a pay-in slip must be submitted to the Finance Department and/or Procurement Unit before the issuance of a Bid Document. The Accounts are:**

- 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:** *NPPA- Revenue from sale of Bidding Documents*  
**Account Number:** *210113253-01*  
**BBAN:** *00400111001113253120144*
- Bank Name:** *Sierra Leone Commercial Bank*



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**Account Name:** *NPPA- Revenue from sale of Bidding Documents*  
**BBAN:** *003001081791112183*

- **Bank Name:** *Rokel Commercial Bank*  
**Account Name:** *NPPA- Revenue from sale of Bidding Documents*  
**Account Number:** *02-011012428*  
**BBAN:** *000001011100398165*

6. Bids must be **clearly** marked on the outer envelope, indicating the lot or lots that you are interested in **"Supply and Delivery of IT Equipment: Desktop Computers Lot 1, Laptop Computers, High Spec Laptop Computers and Laptop Bags Lot 2, Photocopiers, Personal Printers, Network Printers Lot 3 and Document Scanners, USB External Hard Drive & Power Distribution Unit Lot 4"** and delivered to the above office **on or before 10.00 AM on Wednesday, 30<sup>th</sup> June 2021** and must be accompanied by the following documents:

- A Bid security of **LE 20,000,000 for Lots 1, 2, & 3 and Le 10,000,000 for Lot 4** which **must** be in the form of a valid Bank Guarantee from a reputable Bank and recognised by the Central Bank of Sierra Leone.
- A True Copy of a valid Business Registration Certificate
- A True Copy of a valid tax clearance certificate from the National Revenue Authority (NRA);
- A True Copy of a valid Clearance Certificate from NASSIT.
- Sign Integrity Pact
- Each bid price must include 15% GST
- Evidence of similar contract for the past two years
- Coloured brochure of all items (IT Equipment's) to be supplied for evaluation purposes.

7. Bids will be publicly opened on **Wednesday, 30<sup>th</sup> June 2021 at 10:05 AM** in the presence of bidders or their representatives who choose to attend at **The Training Hall, 5<sup>th</sup> Floor, National Revenue Authority, 18 Wellington Street, Freetown.** Late bids will be rejected and returned unopened to bidders.