

INVITATION FOR BIDS

University of Sierra Leone

PROCUREMENT OF COMPUTER CONSUMABLES, OFFICE EQUIPMENT, OFFICE FURNITURE, CLEANING MATERIALS, STATIONERY, BUILDING MATERIALS, ELECTRICAL ITEMS AND PRINTING

Procurement Number: USL/FBC/IPAM/COMAHS/SPS/NCB/2021/001

Date of Issuance: 23RD JUNE 2021

The University of Sierra Leone (USL) has allocated funds for the **Procurement of Computer Consumables, Office Equipment, Office Furniture, Cleaning Materials, Stationery, Building Materials, Electrical Items and Printing** and now invites sealed bids from eligible bidders for the supply of the following:

Lot No	Description of item required	Location	Qty	Amount of Bid Security Required (Leones)	Delivery Period
1.	Computer Consumables	University of Sierra Leone Secretariat Freetown(USL Secretariat), A.J. Momoh Street, Tower Hill Freetown Fourah Bay College (FBC), Mount Aureol Freetown, Institute of Public Administration and Management (IPAM) A.J. Momoh Street, Tower Hill	Various	8,000,000	As and when requests are made.

		Freetown, College of Medicine and Allied Health Sciences (COMAHS) New England Ville, Freetown School of Postgraduate Studies(SPS) Mount Aureol Freetown			
2.	Office Equipment	USL SECRETARIAT FBC,IPAM, COMAHS and SPS	Various	30,000,000	As and when requests are made.
3.	Office Furniture	USL SECRETARIAT FBC,IPAM, COMAHS and SPS	Various	20,000,000	As and when requests are made.
4.	Cleaning Materials	USL SECRETARIAT FBC,IPAM, COMAHS and SPS	Various	9,000,000	As and when requests are made.
5.	Stationery	USL SECRETARIAT FBC,IPAM, COMAHS and SPS	Various	14,000,000	As and when requests are made.
6.	Building Materials	USL SECRETARIAT FBC,IPAM, COMAHS and SPS	Various	46,000,000	As and when requests are made.
7.	Electrical Items	USL SECRETARIAT FBC,IPAM, COMAHS and SPS	Various	5,000,000	As and when requests are made.
8.	Printing	USL SECRETARIAT FBC,IPAM, COMAHS and SPS	Various	5,000,000	As and when requests are made.

Bidders may quote for one or more lots. Lot(s) quoted should include all items listed under the lot(s). Partial quotation shall be declared non responsive.

Interested bidders may obtain further information and inspect the bidding document, between **10:00 am to 4:00 pm from Monday to Friday**, at the **University of Sierra Leone Secretariat, A.J. Momoh Street, Tower Hill, Freetown**, where bidding documents

may also be obtained upon payment of a non-refundable fee of **Le 300,000 (Three hundred thousand Leones)** to any of the following **Revenue from sale of Bidding Sub Treasury accounts**;

- **Account No. 0111003981, BBAN 000001011100398165, Bank of Sierra Leone.**
- **Account No.210113253-01, BBAN NO, 00-4001113253120144, Union Trust Bank**
- **Account No.003001081791112183, Sierra Leone Commercial Bank**
- **Account No.02-011012428, BBAN 002001002101242863, Rokel Commercial Bank**

Pay-in slips should be forwarded to the University of Sierra Leone Procurement Office.

Bids must be delivered to the address below on or before 10:00a.m on Friday 23rd July 2021. All bids must be accompanied by:

- A valid Business Registration Certificate
- Bid Security (s) (as stated above) from a reputable Commercial Bank
- A valid NRA Tax Clearance
- A valid NASSIT Clearance
- A signed Integrity Pact (see attached)
- A valid Council Licence
- A valid Manufacturer's /Vendor's Authorisation for Office Equipment including detailed specs and brochures/pictures
- Samples of key computer consumables, stationery and cleaning items will be required as part of the evaluation process
- Samples of Printing items listed will be required as part of the evaluation process
- Audited financial statements for the past two years

Bids will be publicly opened on Friday 23rd July 2021 at 10:00 a.m, in the presence of the bidders' or their designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

**The University Procurement Officer
University of Sierra Leone
Library Room 1;
Institute of Public Administration and Management (IPAM) Library Building;
A.J. Momoh Street, Tower Hill;
Freetown;
+232 76 626970**