

Invitation for Bids

National Revenue Authority

SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE & EQUIPMENT

Procurement Number: NRA/ADMIN/NCB/2021/034

Date of First Issue: 9TH June,2021

The *National Revenue Authority* has allocated funds for the *Procurement of Office Furniture & Equipment* and now invites sealed bids from eligible Bidders for the *Supply, Delivery and Installation of Office Furniture & Equipment*.

Brief Description of Goods:

LOT- ONE (1)

<i>SN</i>	<i>Description</i>	<i>Quantity</i>	<i>Delivery Period</i>	<i>Bid Security</i>
1	<i>Executive Swivel Chair</i>	<i>14 Pcs</i>	<i>6 WEEKS</i>	<i>LE 20,500,000</i>
2	<i>Executive Table</i>	<i>11 Pcs</i>		
3	<i>Sofar</i>	<i>6 Set</i>		
4	<i>Coffee Table</i>	<i>2 Pcs</i>		
5	<i>Chair for Coffee Table</i>	<i>8 Pcs</i>		
6	<i>Work Station (2 by 1)</i>	<i>10 Pcs</i>		
7	<i>Work Station (4 by 1)</i>	<i>30 Pcs</i>		
8	<i>Shredder</i>	<i>20 Pcs</i>		

LOT -TWO (2)

<i>SN</i>	<i>Description</i>	<i>Quantity</i>	<i>Delivery Period</i>	<i>Bid Security</i>
1	<i>Visitors' Chair</i>	<i>187 Pcs</i>	<i>6 WEEKS</i>	<i>LE 19,000,000</i>
2	<i>Conference Chair</i>	<i>40 Pcs</i>		
3	<i>Cashier Chair</i>	<i>5 Pcs</i>		
4	<i>Conference Table</i>	<i>2 Pcs</i>		
5	<i>Door</i>	<i>9 Pcs</i>		
6	<i>Plasma TV 42''</i>	<i>20 Pcs</i>		
7	<i>Digital Camera</i>	<i>1 Pcs</i>		

LOT- THREE (3)

<i>SN</i>	<i>Description</i>	<i>Quantity</i>	<i>Delivery Period</i>	<i>Bid Security</i>
1	<i>Swivel Chair</i>	<i>420 Pcs</i>	<i>6 WEEKS</i>	<i>LE 45,000,000</i>
2	<i>Office Table</i>	<i>174 Pcs</i>		

LOT- FOUR (4)

SN	Description	Quantity	Delivery Period	Bid Security
1	<i>Water Dispenser</i>	<i>50 Pcs</i>	6 WEEKS	LE 18,500,000
2	<i>Safe</i>	<i>12 Pcs</i>		
3	<i>Cupboard</i>	<i>12Pcs</i>		
4	<i>White Board</i>	<i>5 Pcs</i>		
5	<i>Notice Board</i>	<i>2 Pcs</i>		
6	<i>Wall Clock</i>	<i>50 Pcs</i>		
7	<i>Flip Chart</i>	<i>10 Pcs</i>		
8	<i>Flip Chart Stand</i>	<i>1 Pcs</i>		
9	<i>Visitor' Chair (Pilot 5 by 1)</i>	<i>8 Pcs</i>		
10	<i>Visitors' Chair (Pilot 3 by 1)</i>	<i>1Pcs</i>		
11	<i>Cupboard with 2 way doors</i>	<i>2 Pcs</i>		
12	<i>Tripod Stand</i>	<i>1Pcs</i>		
13	<i>Office Fridge</i>	<i>50 Pcs</i>		
14	<i>Filling Cabinet</i>	<i>200 Pcs</i>		

PLEASE NOTE THE FOLLOWINGS;

- **ALL PRICE QUOTED MUST BE GST INCLUSIVE.**
- **A SITE VISIT WILL BE CONDUCTED BY THE EVALUATION COMMITTEE DURING THE EVALUATION PROCESS TO ASCERTAIN THE CAPACITY OF THE SUPPLIER AND THAT WILL FORM PART OF THE EVALUATION PROCESS.**
- **THIS PROCUREMENT ACTIVITY IS FOR NRA OFFICES NATION- WIDE AND THE INSTALLATION OF THESE FURNITURE & EQUIPMENT IS ALSO NATION- WIDE THEREFORE, SUPPLIERS MUST TAKE INTO CONSIDERATION COSTS FOR INSTALLATION OUTSIDE FREETOWN IN THEIR QUOTATIONS.**
- **SUPPLIERS MUST SUBMIT COLOURED BROCHURE OF FURNITURE &EQUIPMENT THAT THEY INTEND TO SUPPLY FOR EVALUATION PURPOSE.**

Bidding is open to all suppliers who can demonstrate the under-mentioned criteria;

Interested bidders may obtain further information and inspect the bidding document at the address below between the hours of **9:00 AM- 4:00 PM From Mondays through Fridays except on Public holidays**. Bidding documents may be purchased upon payment of a non-refundable fee of **Five**

Hundred Thousand Leones (Le 500,000) at the Bank of Sierra Leone (BSL) or the Transit Accounts at the Under-mentioned Commercial Banks with the following Bank details;

A formal treasury receipt must be issued and presented to the Procurement Unit at NRA before the issuance of Bid document.

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: 004001113253120144

Bank Name: Sierra Leone Commercial Bank
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: 002001002101242863

Bids must be delivered to the address below on or before **10:00 AM on Wednesday 7th July, 2021**. All bids must be accompanied by:

- A valid Business registration certificate**
- Bid Security of Lot-1 Le 41,000,000 Lot-2 Le 38,000,000, Lot-3 Le 90,000,000 & Lot-4 Le 37,000,000 from a reputable Commercial Bank;**
- A valid tax clearance certificate;**
- A valid NASSIT clearance certificate;**
- A signed Integrity Pact; [see attached]**
- Brochure of the Furniture & Equipment to be supplied**

Bids will be publicly opened on **Wednesday, 7th July, 2021 at 10:05 AM**, 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.

National Revenue Authority
Procurement Unit
4th Floor
18 Wellington Street, Freetown
Sierra Leone
+23276106976/ +23277220940

