

Invitation for Bids

NATIONAL REVENUE AUTHORITY

NATIONAL COMPETITIVE BIDDING (NCB)

Date: 13th July 2021

SUPPLY, DELIVERY & INSTALLATION OF OFFICE FURNITURE AND 250 KVA GENERATOR FOR RENSIS BUILDING

Contract Identification Number: NRA/ ADMIN /NCB/ 2021/056

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, delivery & Installation of Office Furniture & 250 KVA Generator for Rensis Building at Gloucester Street, Freetown.
2. The National Revenue Authority now invites sealed bids from eligible suppliers as follows:

Brief Description of Items

Lots	Description	Quantity	Delivery Period	Bid Security (Le)
Lot 1	<ul style="list-style-type: none">• Executive Swivel Chairs• Visitor Chair for Board Room• Visitor Chair• Executive Office Table (L-Shape)• Sofa (3x1)• Mini Conference Table• Conference table• Conference Chair	20 PCS 40 PCS 86 PCS 20 PCS 10 PCS 1 PCS 2 PCS 50 PCS	TWO WEEKS AFTER SIGNING OF CONTRACT	20,000,000
Lot 2	<ul style="list-style-type: none">• Executive Wooden Glass Cupboard• Filling Cabinet• Workstation (4x1)• Swivel Chairs for workstation• Ordinary Swivel Chairs	36 PCS 75 PCS 10 Pcs 40 Pcs 22 Pcs		20,000,000

	<ul style="list-style-type: none"> • Ordinary Office Table • Reception Table • Pillot Visitor Chairs (3x1) 	22 PCS 1 PCS 20 PCS		
Lot 3	<ul style="list-style-type: none"> • Shredder • Office Fridge • Plasma Television • Wall Clock • Microwave • Water dispenser • Carpet 	33 Pcs 33 Pcs 19 Pcs 38 Pcs 2 Pcs 15 Pcs To be Measured		20,000,000
Lot 4	Supply, Delivery & Installation of 250-KVA Generator at Rensis Building at Gloucester Street, Freetown	01	TWO WEEKS AFTER SIGNING OF CONTRACT	20,000,000

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, 4th Floor 18 Wellington Street, Freetown from 9.00am to 3:45pm, Mondays to Fridays inclusive except on public holidays.**

5. 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*
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, Delivery & Installation of Office Furniture Lots 1,2, &3 and Generator Lot 4**" and delivered to the above office **on or before 10.00 AM on Tuesday 27th July 2021** and must be accompanied by the following documents:

- A Bid security of **LE 20,000,000 for EACH LOT** 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 Office Furniture and Generator to be supplied

- Sample of Carpet to be supplied (Lot 3)
7. Bids will be publicly opened on **Tuesday 27th July 2021 at 10:05 AM** in the presence of bidders or their representatives who choose to attend at **The Training Hall, 5th Floor, National Revenue Authority, 18 Wellington Street, Freetown**. Late bids will be rejected and returned unopened to bidders.