



NATIONAL REVENUE AUTHORITY
(*Head Office*)

REQUEST FOR PROPOSALS
(RFP)

National Revenue Authority

Date: 9th July 2021

**RFP FOR VEHICLE REPAIR AND MAINTENANCE SERVICES. FRAMEWORK
CONTRACT**

Procurement Number NRA/ADMIN/RFP/2021/076

1. The **National Revenue Authority** 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 a Framework Contract(s) with a service provider(s) for the **Routine Vehicle Repair and Maintenance Services**.
2. The **National Revenue Authority** now invites sealed proposals (Technical and Financial) from eligible firms to provide **ROUTINE VEHICLE REPAIR AND MAINTENANCE SERVICES ON AN “AS REQUIRED BASIS”**.
3. Bidding will be conducted through Request for Proposals (RFP) 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 provide the required services.
4. All interested bidders can obtain further information from and inspect the proposals at **The Procurement Unit, 4th Floor, 18 Wellington Street, Freetown from 9:00 am. to 5:00 p.m., Mondays to Fridays inclusive, except on public holidays,**
5. Bidding documents may be purchased upon payment of a non-refundable fee of **Le 250,000 (Two Hundred and Fifty Thousand Leones)**. Payment should be by cash into the following National Public Procurement Accounts with details as shown: **With the pay-in slip submitted to the NRA Procurement Unit, 4th Floor, 18 Wellington Street, Freetown.**

Bank Name: Bank of Sierra Leone
Account Name: NPPA-Revenue from sale of Bidding Documents
Account Number: 0111003981



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BBAN: 000001011100398165

Bank Name: Union Trust Bank
Account Name: Revenue from sale of Bidding Sub Treasury
Account No; 210113253-01
BBAN No; 00-4001113253120144

Bank Name: Sierra Leone Commercial Bank
Account Name Revenue from Sale of Bidding Sub Treasury
Account No: 003001081791112183

Bank Name: Rokel Commercial Bank
Account Name: Revenue from Sale of Bidding Sub Treasury
Account No; 02-011012428
BBAN: 002001002101242863

6. Sealed Bids must be marked on the outer envelope “Proposal for the Routine Vehicle Repair and Maintenance Services,” **One Original plus three copiers of the Technical and Financial Proposals must be** delivered to the above office on or before **10:00 am on Friday, 6th August 2021** and must be accompanied by the following documentation:

- A certified true copy of a valid Business Registration Certificate
- A certified true copy of a valid NRA tax clearance certificate
- A certified true copy of a valid NASSIT clearance certificate
- Evidence of similar contract for at least 3 years
- A certified true copy of a valid certificate from the Ministry of Labor and Social Security

7. Bids will be opened on **Friday, 6th August 2021 at 10:15 am.**, in the presence of bidders’ representatives who choose to attend, at the above address. Late bids will be rejected and returned unopened to bidders.