

Invitation for Bids (IFB)

NATIONAL COMPETITIVE BIDDING

**Accountant General's Department,
1st & 2nd Floor, Ministerial Building, George Street, Freetown.**

Date of First Issue: 3rd August, 2021

The Accountant General's Department has received funds as budgeted for the 2021 Fiscal Year from the Government of Sierra Leone (GoSL) through the Ministry of Finance (MoF) for which the Department has agreed to use part of it for the procurement of goods and services, therefore invites sealed bids from eligible bidders for the supply of:

LOT	ACTIVITY	Procurement No.
1	MAINTENANCE OF AIR CONDITIONERS: The Successful contractor shall Service and Maintenance all Air Conditioners in the Accountant General's Department.	GoSL/MOF/AGD/NCB/2021/001
2	VEHICLE & MOTOR BIKE MAINTENANCE: The Successful contractor shall carry out Repairs and Maintenance Services to vehicles and Motor bikes of the Accountant General's Department as and when required	GoSL/MOF/AGD/NCB/2021/002
3	CLEANING & FUMIGATION: The Successful contractor shall be responsible for cleaning, garbage collection services, provision of day-men to Mann the toilets of the floors occupied by the Accountant General's Department.	GoSL/MOF/AGD/NCB/2021/003
4	STATIONERY	GoSL/MOF/AGD/NCB/2021/004
5	TONER CARTRIDGES	GoSL/MOF/AGD/NCB/2021/005
6	COMPUTERS & ANCILLARY EQUIPMENT	GoSL/MOF/AGD/NCB/2021/006
7	OFFICE FURNITURE	GoSL/MOF/AGD/NCB/2021/007

The contract period for the various lots is 1st October 2021 to 31st December 2022 through a Framework Contract Agreement. The Department will make payments on a quarterly basis only for the goods and services requested for and supplied. Bidding is open to all eligible bidders as defined in the bidding documents.

Interested bidders may obtain further information and inspect the bidding documents at the address below between 10:00am to 3:00pm from Mondays to Fridays before the bid closing date. The bidding document can be purchased for a non-refundable fee of **Le500,000 (Five hundred Thousand Leones)**. Payment for the bidding document must be made to the account below and the Bank slip

presented to the Procurement Unit for the issuance of the bidding document at the Accountant General's Department for issuance of the bidding document.

**Bank of Sierra Leone
Siaka Stevens Street
Freetown, Sierra Leone**

Account Name: NPPA – Revenue from the sale of Bidding Documents

Account No.: 0111003981

BBAN: 000001011100398165

All bids must be accompanied with:

- Bid security of **Le6,000,000 (Six million Leones)** for **Lots 1, 2 & 3** and Bid security of **Le20,000,000 (Twenty million Leones)** for **Lots 4,5,6 & 7** respectively. It must be in the form of a valid bank guarantee from a reputable Commercial Bank operating in Sierra Leone.
- A copy of a valid business registration certificate
- A copy of a valid tax clearance certificate from the National Revenue Authority (NRA).
- A copy of a valid NASSIT clearance certificate,
- A copy of a valid local council License
- Evidence of similar supplies preferably in public sector.

- Considering the nature of the contract, the Successful bidder should have an existing shopping outlet.
- Additional document for Services:
 - Methodology and approach for the provision of service
 - Cleaning solutions: list of various chemical/detergents appropriate for specific cleaning needs;
 - List of equipment available with the firm for the assignment which can be inspected by the Department.

- Sealed bids must be delivered to the address below on or before **Tuesday, 31st August, 2021 at 11:00 A.M.** Electronic bidding will not be permitted. **Late bids will be rejected and returned unopened to bidders.**

Bids will be publicly opened on **Tuesday, 31st August, 2021 at 11:15 A.M** in the presence of bidders' designated representatives and anyone who chooses to attend, at the **Conference Room of the Accountant General's Department, 1st Floor, Ministerial Building, George Street Freetown.**

**The Senior Procurement Officer,
Administration and Central Service Unit,
Accountant General's Department;
1st Floor, Ministerial Building,
George Street, Freetown
Tel: 076-462-040**