

Invitation for Bids
SIERRA LEONE PORTS AUTHORITY
PROCUREMENT OF CALENDARS, DIARIES AND PROMOTIONAL ITEMS
Procurement Number: SLPA/MGT/NCB/06/21
Date of First Issue: 6th August, 2021

The Sierra Leone Ports Authority has allocated funds for the procurement of Calendars, Diaries and Promotional Items and now invites sealed bids from eligible bidders for the supply of:

| Item No. | Description | quantities | Delivery period | Total bid security |
|----------|----------------------|------------|---------------------------------------|--------------------|
| 1. | Diaries 2021 | 500 | 5 weeks after the signing of contract | Le: 5,000,000 |
| 2. | Calendars 2021 | 800 | | |
| 3. | Standard Gift Bags | 300 | | |
| 4. | Christmas Cards | 400 | | |
| 5. | I.D Card Holder Rope | 300 | | |
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Interested bidders may obtain further information and inspect the bidding document at the address below between 10:00hrs and 16:00hrs on Mondays to Fridays. Bidding documents may be purchased upon payment of a non-refundable fee of Five hundred thousand Leones (Le: 500,000) payable to NPPA - Revenue from sale of Bidding Documents Account no. 0111003981 Held at Bank of Sierra Leone, Rokel Commercial Bank Account no.02-011012428, Union Trust Bank A/C no. 210113253-01 and Sierra Leone Commercial Bank A/C no. 003001081791112183 and Receipt of payment must be presented to the Accounts section and the procurement unit for issuance of bidding documents.

Bids must be delivered to the address below on or before **3rd September, 2021** at 11:00hrs. All bids must be accompanied by:

- A valid Business registration certificate
- Bid Security of Le:5,000,000 from a reputable Commercial Bank;
- A valid tax clearance certificate;
- A valid NASSIT clearance certificate;
- A signed Integrity Pact;
- Samples of Calendars, Diaries and Promotional Items indicating that the printing was done by the bidder.
- Evidence of past performance of printing similar items.

Bids will be publicly opened on **3rd September, 2021** at 11:05hrs, 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.

Sierra Leone Ports Authority
P. O. Box number; 386
Procurement Unit
Conference room
Queen Elizabeth II Quay
Cline Town
Freetown