



NATIONAL REVENUE AUTHORITY
(Head Office)

INVITATION FOR BIDS
REQUEST FOR PROPOSALS
(RFP)

National Revenue Authority

Date: 16th August 2021

**THE PROCUREMENT OF ADDITIONAL SOCLASS USER LICENCES AND
CODES SIGNING CERTIFICATE**

PROCUREMENT NUMBER: NRA/ICT/RFP/2021/105

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 Contract with a service provider for the **Additional SOClass User License and Code Signing Certificate**.
2. The **National Revenue Authority** now invites sealed proposals (Technical and Financial) from eligible firms to provide **ADDITIONAL SOCLASS USER LICENSE AND CODE SIGNING CERTIFICATE**.
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 4:00 p.m., Mondays to Fridays inclusive, except on public holidays,**

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.**



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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: 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

5. **Bid Security of Le 15,000,000 (Fifteen Million Leones) which must be in the form of a valid Bank Guarantee from a reputable Bank, recognised by the Central Bank of Sierra Leone.**
6. Sealed Bids must be marked on the outer envelope “Proposal for the Additional SOClass User License and Code Signing Certificate.” **One Original plus three copies of the Technical and Financial Proposals must be delivered to the above office on or before 10:00 am on Monday 13th September 2021** and must be accompanied by the following documentation:
- A certified copy of a valid Business Registration Certificate
 - A certified copy of a valid NRA tax clearance certificate
 - A certified copy of a valid NASSIT clearance certificate
 - Evidence of similar contract for at least 3 years
 - A certified copy of curriculum vitae for each staff
7. Technical proposals will be opened on **Monday 13th September 2021 at 10:05 am**, in the presence of bidders’ representatives who choose to attend, at the above address. Late proposals will be rejected and returned unopened to bidders. Financial proposals opening date will be communicated.
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