



NATIONAL REVENUE AUTHORITY
(Head Office)

INVITATION FOR BIDS
NATIONAL REVENUE AUTHORITY
NATIONAL COMPETITIVE BIDDING (NCB)

Date: 16th August 2021

**PRINTING, SUPPLY AND DELIVERY OF SEASONAL MATERIALS (LOT 1)&
CHRISTMAS HAMPERS(LOT 2)**

Contract Identification Number: NRA/LCSD/NCB/2021/108

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 contract for the Printing, Supply and Delivery of Seasonal Materials and Christmas Hampers.
2. The National Revenue Authority now invites sealed bids from eligible suppliers for the Supply of Seasonal and Promotional Items as follows:

Brief Description of Items to be procured

Item Number	Description	Quantity	Delivery Schedule	Total Bid Security (Le)
LOT 1	DAIRIES WITH PENS	1,500	4 WEEKS	25,000,000
	CALENDARS	1,500		
	CHRISTMAS CARDS AND ENVELOPES	1,500		
	GIFT BAGS	1,000		
LOT2	CHRISTMAS HAMPERS	90	4 WEEKS	10,000,000



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Bidders can bid for one or both Lots. Partial quotations will be considered non-responsive.

3. 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 defined in the Bid Document.
4. 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 5:00pm – on 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*



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6. Bids must be marked on the outer envelope **“PRINTING, SUPPLY AND DELIVERY OF SEASONAL MATERIALS WITH LOT INDICATED”** and delivered to the above office **on or before 12.00 Noon on Monday 13th September 2021** and must be accompanied by the following documentation:
- A Bid security of **LE 25,000,000 for Lot1 and Le 10,000,000 for Lot2 which must be in the form of a valid Bank Guarantee from a reputable Bank 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.
 - **Samples to be supplied based on the specifications given together with the Bid Documents for evaluation purpose.**
7. Bids will be opened on **Monday 13th September 2021 at 12:05pm** in the presence of bidders or their representatives who choose to attend, at **the Training Room, 5th Floor, National Revenue Authority, 18 Wellington Street, Freetown.** Late bids will be rejected and returned unopened to bidders.