

Section I. Invitation for Bids

Ministry of Health and Sanitation

National Competitive Bidding

Date of Issuance: 4th November, 2021

SUPPLY OF DIETS AND SUNDRY ITEMS

Procurement Number: **MoHS/DFN/NCB/2021/002**

The Government of Sierra Leone has allocated funds to the Ministry of Health and Sanitation and part of the funds are now intended to be used for the **Supply of Diet and Sundry Items for Tertiary Hospitals in the country with procurement number: MoHS/DFN/NCB/2021/002**

The Ministry of Health and Sanitation now invites sealed bids from eligible bidders for the supply of Diet and Sundry Items.

The items are categorised into Nineteen (19) lots for the various hospitals as listed below:

| Lot No. | Description | Location |
|----------------|--|-----------------|
| 1 | Connaught Hospital General | Freetown |
| 2 | Connaught Hospital Annex | Freetown |
| 3 | Princess Christian Maternity Hospital | Freetown |
| 4 | Princess Christian Maternity Hospital – Annex | Freetown |
| 5 | Ola During Children’s Hospital | Freetown |
| 6 | Ola During Children’s Hospital –Nutrition Centre | Freetown |
| 7 | Lakka Government Hospital | Lakka |
| 8 | Bo Government Hospital General | Bo |
| 9 | Bo Government Hospital Annex | Bo |
| 10 | Makeni Regional Hospital General | Makeni |
| 11 | Makeni Regional Hospital Annex | Makeni |
| 12 | Kenema Government Hospital General | Kenema |
| 13 | Kenema Government Hospital Annex | Kenema |
| 14 | Sierra Leone Psychiatric Hospital | Freetown |
| 15 | Jui Hospital | Jui |

| | | |
|----|---------------------------------------|-----------|
| 16 | Port Loko General | Port Loko |
| 17 | Port Loko Nutrition Centre | Port Loko |
| | <u>Outsourcing to Caterers</u> | |
| 18 | Kingharman Road Hospital | Freetown |
| 19 | Rokupa Government Hospital | Freetown |

Interested bidders can bid for not more than two (2) lots (from **lots 1-19**) and partial lot bidding is not acceptable and may lead to disqualification.

Bidding is open to all suppliers who can demonstrate professionalism in the supply of the above goods.

The required documentary evidence to be submitted by the bidder to confirm eligibility to bid for **Lots 1 -19** is as follows:

- ❑ Evidence of similar supplies (Diet or Sundries) to the Ministry or other MDA's for the past two (2) years and the bidder must have completed at least one successful contract as a contractor involved in the delivery of similar supplies and proof of evidence.
- ❑ A Certified True Copy of a Valid Business Registration Certificate
- ❑ A Certified True Copy of Valid Tax Clearance Certificate from the National Revenue Authority (NRA) (Valid up to the time of bid opening)
- ❑ A Valid NASSIT Clearance Certificate
- ❑ A Valid City Council Certificate
- ❑ A Bid Security of Le 15,000,000 (Fifteen Million Leones) from a reputable Commercial Bank
- ❑ Similar experience with outstanding track record backed by evidence will be an added advantage.

OUTSOURCING HOSPITAL DIET

Please note that the Supply of Diet to the Lots stated below (**Lots 18 and 19**) will be totally outsourced to Caterers who can demonstrate Professionalism in the supply of this service.

- 18. Kingharman Road Government Hospital and
- 19. Rukupa Government Hospital

CRITERIA FOR SELECTING BIDDER

Bidder:

- Must be an established catering firm with a minimum experience of 5 years in catering for institutions
- Must produce evidence of similar supplies in hospitals eg: invoices, signed delivery notes, receipts of payment of said supplies
- Must have kept a good supply record in previous diet contracts to hospitals
- Must be able to perform well under pressure
- Must be credible and recognized
- Must have an established facility ie kitchen space to prepare 3 meals daily
- Must produce evidence of capable staff strength at the catering firm
- Must have a nutritionist/dietician within staff
- Must be competent to prepare food according to the recommended diet for patients*
- Must maintain a high standard of hygiene during meal preparation and transportation to prevent further infection of patients through food*
- Regular inspections and on the spot checks of food preparation premises by Ministry of Health staff
- Must have the capacity to supply meals for at least three months before payment from MoHS *
- No firm must bid for more than one (1) hospital

Please note that suppliers will be required to sign an Anti-Corruption Commission's Integrity Pack with the Ministry.

Bidders may obtain further information and inspect the bidding document at the Ministry of Health and Sanitation, between the hours of **9:00 a.m.** and **4:00 p.m.** from Mondays to Fridays. The bidding document may be obtained upon payment of a non-refundable fee of **Le.500, 000.00 (Five Hundred Thousand Leones only)**.

Bank: *Bank of Sierra Leone*
Account Number: *NPPA –Revenue from the sale of Bidding Documents*
Account Number: *0111003981*
BBAN: *000001011100398165*

Bank: *Sierra Leone Commercial Bank*
Account Name: *NPPA –Revenue from the sale of Bidding Documents*
Account Number: *0111003981*
BBAN: *003001081791112183*

Bank: *Union Trust Bank*
Account Name: *NPPA –Revenue from the sale of Bidding Documents*
Account Number: *0111003981*
BBAN: *002001002101242863*

Bank: *Rokel Commercial Bank*
Account Name: *NPPA –Revenue from the sale of Bidding Documents*
Account Number: *0111003981*
BBAN: *002001002101242863*

Sealed bids must be delivered to the Office of the Procurement Secretary, Ministry of Health and Sanitation, 4th Floor, Youyi Building, Freetown, **between the hours of 9:00 to 12:00 pm on 3rd December, 2021.**

Bids will be opened on **Friday 3rd December, 2021 by 12.00 noon** in the presence of bidder's or their representatives who may choose to attend, at;

The Conference Room
Ministry of Health and Sanitation
4th Floor, Youyi Building.
Freetown

Contact name: The Senior Procurement Officer/Head of Unit
Email: procurement @mohs.gov.sl

Late bids will be rejected and returned unopened to bidders.

