



## Request for Proposals



### ELECTORAL COMMISSION FOR SIERRA LEONE

#### CONSULTANCY SERVICES FOR DEVELOPMENT OF CUSTOM GEOGRAPHIC INFORMATION SYSTEM (GIS) ENABLED MOBILE AND WEB APP

Procurement Number: EC/DMVR/NCB/CS/2021/0028.

Date of First Issue: 15<sup>th</sup> November 2021

Dear Madam/Sir:

1. The Electoral Commission for Sierra Leone has received funds from the Government of Sierra Leone toward the cost of consultancy services for the development of a custom GIS enabled Mobile and Web App to enhance Centre Verification and Mapping exercises and intends to apply a portion of this funding to eligible payments under this Contract, reference number EC/DMVR/NCB/CS/2021/0028.
2. The Electoral Commission for Sierra Leone now invites proposals from legally constituted consulting firms to provide the following consulting services referenced above. Further details on the services are provided in the attached Terms of Reference.
3. This RFP is open to all eligible entities (Consultants) who wish to respond to this invitation.
4. A firm will be selected under **Quality and Cost Base Selection (QCBS) Method** and procedures described in this RFP. The selection process, as described, will include a review and verification of qualifications and past performance, including a reference check, prior to the award of contract.
5. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Information to Consultants
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Standard Forms of Contract.
  - Section 7 – Integrity Pact

6. Proposals must be delivered to the address indicated below not later than **12:00 GMT on 9<sup>th</sup> December 2021.**

**Electoral Commission for Sierra Leone  
OAU Drive, Tower Hill,  
Freetown, Sierra Leone**

7. Late Proposals will not be accepted under any circumstances and will be returned unopened to the consultant.

8. Interested Consultants may obtain further information and inspect the Request for Proposals document at the Electoral Commission for Sierra Leone Office, OAU Drive, Tower Hill-Freetown, between 9:00am-3:00pm from Monday-Friday. Request for Proposals document may be purchased upon payment of a non-refundable fee of Five Hundred Thousand Leones only (Le500,000).

Payment for the Request for Proposals document must be made into the consolidated bank account and the deposit slip presented at NEC Procurement Unit for collection of Request for Proposals document.

- Bank Name: Bank of Sierra Leone  
Account Name: NPPA-Revenue from sale of Bidding Documents  
Account Number: 0111003981  
BBAN: 000001011100398165

Below are details of Transit Accounts at the following Commercial Banks:

- Bank Name: Union Trust Bank  
Account Name: NPPA-Revenue from sale of Bidding Documents  
Account Number: 210-113253-01  
BBAN: 004001113253120144
- 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: 002001002101242863

Please note that electronic Proposals shall not be accepted.

Yours sincerely,

**Electoral Commission for Sierra Leone;  
Procurement Department;  
OAU Drive, Tower Hill;  
Freetown;  
Email: [proc.log@nec.gov.sl](mailto:proc.log@nec.gov.sl)**

**Pay No Bribe**