



**GOVERNMENT OF SIERRA LEONE  
MINISTRY OF HEALTH AND SANITATION  
INTEGRATED HEALTH PROJECTS ADMINISTRATION UNIT (IHPAU)**

**Letter of Invitation**

**NATIONAL COMPETITIVE BIDDING**

**LOT 1: UPLOADING DOCUMENTS IN SUN SYSTEM AND PROVISION OF TRAINING.**

**LOT 2: TOMPRO ACCOUNTING SYSTEM: CREATION OF A NEW DATABASE FOR THE NEW FUNDING MODEL (NFM 3) GRANT AND ALSO THE FORMATTING AND UPLOADING OF THE NFM3 GRANT BUDGET INTO THE NEW DATABASE.**

**Date of first Issue: 22nd December 2021**

The Integrated Health Administration Unit (IHPAU) through the Ministry of Health and Sanitation (MoHS) has received funds from Global Fund under the NFM3 Grants towards the cost of **Strengthening System for health and scaling up of high impact interventions for HIV, Tuberculosis and Malaria** to attain Universal Health Coverage. The Project is implemented by the Ministry of Health and Sanitation (MOHS) through its extension office – Integrated Health Project Administration Unit (IHPAU). MOHS-IHPAU intends to apply a portion of this funds to eligible payments under this Contract, (hereinafter called “Services”) with procurement reference number SL-MOHS/IHPAU/GF/SER/NCB/2021/003.

2. The MOHS-IHPAU now invites proposals to provide the following consulting services (hereinafter called “Services”): **Lot 1: Uploading Documents in SUN System and Provision of Training, and Lot 2: TOMPRO ACCOUNTING SYSTEM: Creation of a new Database for the New Funding Model (NFM 3) grant and also the Formatting and uploading of the NFM3 grant budget into the new database** for the Ministry of Health and Sanitation, Sierra Leone.

3. IHPAU is currently using Sun Systems 6.2.1 and Infor Query & Analysis for financial data processing and reporting. During the past two years IHPAU has undergone Reprogramming of some of its donor funded projects as well as Staff Restructuring process. As a result, additional staff have been recruited to improve the overall efficiency at IHPAU in terms of grant management. Also since the installation of Suns systems 6.2.1 in 2016, IHPAU has also taken on board new projects which are not currently in the system as well as undergoing reprogramming of exiting budgets already in the Suns system databases.

4. The Sub-Recipients (SRs) have been using Tompro Accounting system for the past 3 years under the New Funding Model (NFM) 2 grant and the Sub-Recipients (SRs) will be implementing the HIV component of the Global Fund under the MOHS, there is a need for the creation of a new Database for the NFM3 grant and also the Formatting and uploading of the NFM3 grant budget into the new database.

5. Against this backdrop, your company has been pre-selected to submit proposals/ bids to train the staff for optimal usage of Sun Systems as well as add/Upload new projects into the Sun System Database and TOMPRO ACCOUNTING SYSTEM: Creation of a new Database for the New Funding Model (NFM 3) grant and also the Formatting and uploading of the NFM 3 grant budget into the new database.

6. **Project Objective and Scope of Work**

The key objective of this engagement is to provide:

Lot 1: Uploading Documents in SUN System and Provision of Training

- Coding and uploading budgets for the Various Projects
- Training for IHPAU's staff in the effective use and management of current Sun Systems

Lot 2: TOMPRO ACCOUNTING SYSTEM: Creation of a new Database for the New Funding Model (NFM 3) grant and also the Formatting and uploading of the NFM 3 grant budget into the new database

- Create the databases for 7 SRs.
- Create the consolidation database in the IHPAU Headquarters.
- Formatting and uploading the NFM3 grant budget for all SRs
- Install TOMPRO software in the headquarters site in Freetown and enable the functionality for several simultaneous users.
- Enhanced the functionality for several simultaneous users.
- Test systems functionality using dummy data as well as existing live data.
- Provide refresher trainings to the SR users, including data capturing and reporting.
- Provide training to MOHS/FA finance and IT Staff on the use of the system including consolidation (data import/export and support to SRs)
- Provide continuous after-sales/installation technical support for the system for a one-year period

3. Only Prequalified / shortlisted International consultant's data (firms) exist for these services, therefore request for proposal is open to all qualified and interested Local and International firms.

4. A firm will be selected under the Least-Cost Selection (LCS) procedures and in a full Technical Proposal as described in this RFP in accordance with the Sierra Leone government procurement regulations

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Consultants

Section 3 - Technical Proposal - Standard Forms

Section I. Invitation for Bids

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Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract.

Section 7 – Integrity Pact

7. Interested consultants /service providers may obtain further information and inspect the RFP document at the address below between **12:00 am to 2:00 pm Monday to Friday**. Submission of proposals will close on the **25<sup>th</sup> January 2022 at 12:00 Mid-day**. Proposals will be opened on the **25<sup>th</sup> January 2022 at 12:10 Noon**. The RFP documents can be acquired for a non-refundable fee that is equivalent to Five Hundred Thousand Leones (SLL 500,000.00) payable to the Single Treasury Account at the Bank of Sierra Leone:

Account Name: NPPA Revenue from sales of Bidding Documents  
Account Number: 0111003981  
BBAN: 000001011100398165

Alternatively, the potential bidders will also have the option to pay for the bidding document in any of the Transit Accounts at the following Commercial Banks:

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 No: 00200100210124286

8. Please inform us by the 19<sup>th</sup> January 2022, in writing at 23A cantonment Road, Freetown or by E-mail [msbah@mohsihpau.gov.sl](mailto:msbah@mohsihpau.gov.sl) /recruitment@mohsihpau.gov.sl upon receipt:

- (a) that you received the letter of invitation (applicable to only prequalified/shortlisted firms); and
- (b) whether you will submit a proposal alone or in association (applicable to all interested firms).

Section I. Invitation for Bids

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9. The addresses referred to above are:

Clarification, Submission of Bids and Bid Opening:

Ministry of Health and Sanitation (Extension Office)

Integrated Health Projects Administration Unit,

Procurement Unit,

Ground Floor (bid submission) and Conference Room (bid opening), 1<sup>st</sup> Floor –

Procurement Officer (clarifications)

23 Cantonment Road, Off Kingharman Road,

Freetown, Sierra Leone