

Invitation for Bids

PETROLEUM REGULATORY AGENCY

PROCUREMENT OF SANITARY CONSUMABLES, COMPUTER CONSUMABLES, FOUR (4) MOTOR VEHICLES, AND STATIONERY ITEMS

**Procurement Number: PRA/ADMIN/NCB/2022/001
PRA/ADMIN/NCB/2022/005
PRA/ADMIN/NCB/2022/009
PAR/ADMIN/NCB/2022/015**

Date of First Issue: 11th January, 2022

- 1. The Petroleum Regulatory Agency Sierra Leone is the Regulatory Agency charged with the responsibility to regulate the downstream Petroleum Sector as contained in the Petroleum Regulatory Act of 2014.**

The Petroleum Regulatory Agency has allocated funds under the contract for procurement No. PRA/ADMIN/NCB/2022/001, PRA/ADMIN/NCB/2022/005, PRA/ADMIN/2022/009 and PRA/ADMIN/NCB/2022/015 to procure Sanitary Consumables, Computer Consumables, Four (4) Motor Vehicles and Stationery Items.

- 2. The Petroleum Regulatory Agency now invites sealed bids from eligible bidders for the supply of these items.**
- 3. Brief description of items to be procured is as follows:**

Item	Description of Items	Qty	Lots	Cost of Bidding Document (Le)	Bid Security (Le)	Delivery period
1.	Sanitary Consumables	Various	1	350,000.00	20,000,000.00	FRAMEWORK
2.	Computer Consumables	Various	2	350,000.00	21,592,000.00	FRAMEWORK

3.	Motor Vehicles	4	3	500,000.00	232,000,000.00	6 weeks
4	Stationery Items	Various	4	350,000.00	15,968,000.00	FRAMEWORK

The supplier shall deliver the goods at our office situated at A J Momoh Street. British Council Building (1st & 2nd Floor), Tower Hill. (i.e., delivery at door steps).

Bidding is open to all suppliers that have the requisite knowledge, financial capacity and a clean track record to undertake this contract. In addition, interested bidders should be in possession of an authentic and valid mandatory Trading Supporting Documents.

Bidding will be conducted through the National Competitive Bidding (NCB) procedures in accordance with National Public Procurement Act, 2016 and opened to all eligible bidders defined in the Bid Document.

Interested bidders may obtain further information and inspect the bidding document at the address below between 9:00 am to 4:00 pm from Mondays to Fridays. Bidding documents may be purchased upon payment of a non-refundable fee of

Le 350,000.00 (Three Hundred and Fifty Thousand Leones) for Lot 1,

Le 350,000.00 (Three Hundred and Fifty Thousand Leones) for Lot 2,

Le 500,000.00 (Five Hundred Thousand Leones) for Lot 3, and

Le 350,000.00 (Three Hundred and Fifty Thousand Leones) for Lot 4,

Bids must be delivered to the address below on or before Tuesday, 12:00 noon on 15th February 2022.

All bids must be accompanied by:

- A Certified True Copy of a Valid Business Registration/ Renewal Certificate
- A Certified True Copy of Valid Tax Clearance Certificate from the National Revenue Authority (NRA)
- A Certified True Copy of NASSIT Clearance Certificate
- Bid Security of Twenty Million Leones Only (**Le 20,000,000.00**) for **Lot 1**, Twenty-One Million, Five Hundred and Ninety-Two Thousand Leones Only (**21,592,000.00**) for **Lot 2**, Two Hundred and Thirty-Two Million Leones Only (**232,000,000.00**) for **Lot 3**, Fifteen Million, Nine Hundred and Sixty-Eight Million Leones Only (**Le 15,968,000.00**) for **Lot 4** and must be in the form of a guaranty from a reputable Commercial Banking institution.
- A valid Municipal Business Licence
- Provision of brochure of goods (**For Lot 3**)
- A Signed Integrity Pact Form

Bids will be publicly opened on Tuesday 15th February 2022 at 12: Noon in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Bidding is open to all Suppliers who can demonstrate professionalism in the supply of Lot 1: Sanitary Consumables, Lot 2: Computer Consumables, Lot 3: Motor Vehicles and Lot 4: Stationery Items.

- Interested bidders can bid for one or more Lots. Bidders can obtain the bid documents for a non-refundable fee as stated in the schedule above. Payment should be made to the Consolidated General Revenue Account number **210-113253-01** held at the Bank of Sierra Leone.
- Alternatively, the potential bidders 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: 002001002101242863

Bank Name: Bank of Sierra Leone
ACCOUNT NAME: NPPA-Revenue from sale of Bidding Documents
ACCOUNT NO. 210-113253-01
BBAN NO: 004001113253120144

Bids must be delivered to the:

**The Head of Procurement & Logistics,
Petroleum Regulatory Agency,
First Floor, British Council Building,
A J Momoh Street,
Tower Hill,
Freetown.
232-25208409 / 232-76747860**