

## Invitation for Bids

### INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT, UNIVERSITY OF SIERRA LEONE

#### PROCUREMENT OF CLASSROOM FURNITURE (LOCALLY MADE COMPOSITE TABLES AND CHAIRS)

Procurement Number USL/IPAM/ADMIN/NCB/2022/009

Date of First Issue: 31<sup>st</sup> January, 2022

The Institute of Public Administration and Management has allocated funds for the procurement of locally made tables and chairs and now invites sealed bids from eligible bidders for the supply of:

Description	Delivery Period
Classroom furniture (Locally made tables and chairs)	8 weeks maximum for full delivery

Bidding is opened to all suppliers who can demonstrate Financial Capability and Timely delivery necessary to perform the contract.

Interested bidders may obtain further information and inspect the bidding document at the address below between 9:30 a.m - 4:00 p.m Mondays – Fridays. Bidding documents may be purchased upon payment of a non-refundable fee of Five Hundred Thousand Leones (Le500,000.00). Payment should be made at the following Banks: Bank of Sierra Leone, Account Name: Revenue from sale of Bidding Sub Treasury, Account Number: 0111003981, BBAN Number: 000001011100398165; Bank Name: Sierra Leone Commercial Bank, Account name: Revenue from sale of bidding sub treasury, Account Number: 003001081791112183; Bank Name: Union Trust Bank, Account Name: Revenue from sale of Bidding Sub Treasury, Account Number: 210-113253-01, BBAN Number: 004001113253120144 and Bank Name: Rokel Commercial Bank, Account Name: Revenue from sale of Bidding Sub Treasury, Account Number: 02-011012428, BBAN Number: 002001002101242863) and payment Receipt should be submitted to the Procurement Unit for the collection of bidding document at the Institute of Public Administration and Management , IPAM main campus, A.J. Momoh Street, Tower Hill Freetown.

Bids must be delivered to the address below on or before 12:00 noon , 14<sup>th</sup> February, 2022 . All bids must be accompanied by:

- A valid Business registration certificate
- Bid Security of Thirty Million Leones from a reputable banking Institution;
- A valid tax clearance certificate;
- A valid NASSIT clearance certificate
- A valid council licence
- A signed Integrity Pact; [*see attached*]
- Audited Financial Statement for 3 years

- ❑ **Evidence of Similar past contract performed**
- ❑ **Sample of the said composite tables and chairs should be provided on/before the day of bid opening Evidence of works yard**
- ❑ **Evidence of works yard**

Bids will be publicly opened on 14<sup>th</sup> February 2022 at 12:00 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.

**The Deputy Vice-Chancellor's Conference Room**  
**4<sup>th</sup> Floor**  
**Institute of Public Administration and Management**  
**A.J. Momoh Street**  
**Freetown, Sierra Leone**  
**Telephone: 076690192/030772336**