

# NATIONAL DISASTER MANAGEMENT AGENCY (NDMA)

## INVITATION FOR BIDS (IFB)

### NATIONAL COMPETITIVE BIDDING

**Date: Monday, 24<sup>th</sup> January, 2022.**

**Procurement of Building Materials, Food Items, Furniture and Fitting, Office Equipment, Stationeries and Toners, Sanitary Consumable and safety Gear, Non-Food Item, ICT Equipment, Catering Services, Vehicles Repair and Maintenance Services, and Air Conditioners Repair and Maintenance Services.**

**Procurement Number: NDMA/NCB/2022/001**

1. The **National Disaster Management Agency** has set aside funds for its operations. It is intended that part of the proceeds of the funds will be used to cover eligible payments, under ‘**Frame Work**’ contracts with suppliers/service providers for the procurement of the items listing below:

<b>Lot No.</b>	<b>Description of Goods/Services</b>	<b>Qty</b>	<b>Amount of Bid Security (Le)</b>	<b>Delivery Period</b>
1	Building Materials	Various	5,000,000	Framework
2	Food items	Various	5,000,000	Framework
3	Furniture and fitting	Various	5,000,000	Framework
4	Office Equipment	Various	5,000,000	Framework
5	Office stationeries and Toners	Various	5,000,000	Framework
6	Sanitary consumable	Various	5,000,000	Framework
7	Non-Food Items	Various	5,000,000	Framework
8	ICT Equipment	Various	5,000,000	Framework
9	Catering Services	Various	Nil	
10	Vehicle Repair and Maintenance Services	Various	Nil	Framework
11	Air Conditioner Repair and Maintenance Services	Various	Nil	Framework

2. The **National Disaster Management Agency** now invites sealed bids from eligible and qualified bidders for the supply of the following goods/services as per the following Lots
3. Bidding will be conducted through National Competitive Bidding procedures in accordance with the Sierra Leone Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to supply the required goods or services.
4. Interested bidders may obtain further information from and inspect the bidding documents at **The Procurement Unit, National Disaster Management Agency, 64 Sir Samuel**

**Lewis Road, Aberdeen, Freetown from 9:00 a.m. and 4:00 p.m., Mondays to Fridays inclusive, except on public holidays,**

5. Bidding documents may be purchased at the Procurement Unit upon payment of a non-refundable fee of **Le 500,000 (Five Hundred Thousand Leones)**. Payment should be made by cash at the Bank of Sierra Leone, with the payment receipt submitted to the Procurement Units.

**Bank of Sierra Leone details:**

**Account Name: NPPA-Revenue from Sale of Bidding Documents**

**Account Number: 0111003981**

**BBAN: 000001011100398165**

**Sierra Leone Commercial Bank details:**

**Account Name: NPPA-Revenue from Sale of Bidding Documents**

**Account Number: 003001081791112183**

**BBAN:**

**Rokel Commercial Bank details:**

**Account Name: NPPA-Revenue from Sale of Bidding Documents**

**Account Number: 02-011012428**

**BBAN: 002001002101242863**

6. Sealed Bids must be marked on the outer envelope “e.g. Lot 1 – Supply of Building Materials etc”. **One original plus three copies of each bid**, delivered to the above office on or before **12:00 noon** (Sierra Leone Time) on **Monday, 21<sup>st</sup> February, 2022** and must be accompanied by the following documentation:
  - A Bid Security as indicated in the Table above (**from a reputable Commercial Bank**)
  - A certified true copy of a valid Business Registration Certificate
  - A certified true copy of a valid NRA Tax Clearance Certificate
  - A certified true copy of a valid NASSIT Clearance Certificate
  - Signed Integrity pact
  - Detailed price list
  - Business profile
  - A Completed and Signed Bid Form
7. Bids will be opened at **12.00 noon** (Sierra Leone Time) on Monday, 21<sup>st</sup> February, 2022, in the presence of bidders’ representatives who choose to attend, at the address below. Late bids will be rejected and returned unopened to bidders.
8. **NOTE: The reference point for listing of prices is the Price Norm prepared by the NPPA.**
9. **NOTE: Each lot is subject to renewal based on the contract performance.**

The Procurement Unit  
National Disaster Management Agency  
64 Sir Samuel Lewis Road,  
Aberdeen,  
Freetown.