



NATIONAL ELECTORAL COMMISSION
O. A. U. Drive, Tower Hill
Freetown- Sierra Leone



Invitation for Bids
National Electoral Commission

SUPPLY AND DELIVERY OF STATIONERY AND TONERS

Procurement Number: NEC/ADMIN/NCB/G/2022/0015&0016

Date of First Issue: 2nd March 2022

The National Electoral Commission has received funds from the Government of Sierra Leone (GOSL) for the procurement of Stationery and Toners **and** now invites sealed bids from eligible bidders for the Supply and Delivery of the aforementioned materials under a framework contract for 2022 financial year:

Lot No.	Description of item	Qty	Bid Security Le	Delivery Period
1.	Supply and Delivery of Stationery	Various	10,000,000	As and when needed
2.	Supply and Delivery of Toners	Various	20,000,000	As and when needed

Bidding is open to all suppliers who can demonstrate:

- Evidence of undertaken similar assignment in the last two (2) years preferably in the public sector. Note: Letter (s) of reference from the purchaser and contract documents must be provided.
- Financial capacity and condition needed for the execution of such a contract.
- Assessment of capacity to deliver through shop visitation by the bid evaluation committee to ascertain such capacity.

Interested bidders may obtain further information and inspect the bidding document at procurement department, Electoral Commission's Office, OAU Drive, Tower Hill, Freetown between 9:00am-4:00pm from Monday-Friday. Bidding documents may be purchased upon payment of a non-refundable fee of **Five Hundred Thousand Leones only (Le 500, 000)**.

Payment for bidding document must be made into the bank accounts listed below and the payment slip submitted to Procurement Department for collection of the bidding 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: **0111003981**
BBAN: **004001113253120144**

- Bank Name: **Sierra Leone Commercial Bank**
Account Name: **NPPA-Revenue from sale of Bidding Documents**
Account Name: **0111003981**
Account Number: **003001081791112183**

- Bank Name: **Rokel Commercial Bank**
Account Name: **NPPA- Revenue from sale of Bidding Documents**
Account Number: **0111003981**
BBAN: **002001002101242863**

Bids must be delivered to the address below on or before **28th March 2022 at 12:00 Noon**. All bids must be accompanied by:

- A Valid Business Registration Certificate**
- Bid Security in the amount specified above;**
- A Valid Tax Clearance Certificate;**
- A Valid NASSIT Clearance Certificate;**
- A signed Integrity Pact; [see attached]**
- A signed and stamped Bid Form and Price Schedule**
- Evidence of contract(s) performed of similar nature within the last two years.**

Bids will be publicly opened on **28th March 2022 at 12:00 Noon**, in the presence of the bidders/bidders' designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

For any further clarification, please contact the address below.

Electoral Commission for Sierra Leone;
Procurement Department;
OAU Drive, Tower Hill;
Freetown;
Email: proc.log@nec.gov.sl