



Invitation for Bids



ELECTORAL COMMISSION FOR SIERRA LEONE

SUPPLY AND DELIVERY OF ASSORTED STATIONERY

Procurement Number: ECSL/OPS/NCB/G/2022/0044

Date of First Issue: 19th July 2022

The Electoral Commission for Sierra Leone (ECSL) has received funds from the Government of Sierra Leone (GoSL) and intends to use part of the funds for eligible payments under the contract for the Supply and Delivery of Assorted Stationery. The Electoral Commission for Sierra Leone now invites sealed bids from eligible bidders for the Supply and delivery of the undermentioned materials:

No.	Item Description	Qty	Amount of Bid Security Required (Le)	Delivery Period
1.	Supply and Delivery of Assorted Stationery	Various	90,000,000	One (1) Week

Interested bidders may obtain further information and inspect the bidding document at procurement department, Electoral Commission Office, OAU Drive, Tower Hill, Freetown between 9:00am-3:00pm 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 any of the bank accounts listed below and the deposit slips presented at ECSL Procurement Department to collect 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 **25th July 2022 at 10:00 am**. All bids must be accompanied by:

- A Valid Business Registration Certificate**
- Bid Security of Le 90,000,000 from a reputable Commercial Bank;**
- A Valid NRA Tax Clearance Certificate;**
- A Valid NASSIT Clearance Certificate;**
- A signed Integrity Pact; [see attached]**
- A signed and stamped Bid Form and Price Schedule**
- Compliance with Delivery Schedule**
- Compliance with Payment Terms**

Bids will be publicly opened on **25th July 2022 at 10:00 am**, 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

Dear Managing Editors,

Please publish the attached Invitation for Bids (IFB) on half page and on the dates specified below:

19th July 2022

21st July 2022

22nd July 2022

25th July 2022

19th July 2022

20th July 2022

22nd July 2022

25th July 2022

19th July 2022

20th July 2022

22nd July 2022

25th July 2022

Following the final publications, please submit your individual invoices, evidence of publications and copy of the email to the Director of Media, Electoral Commission for Sierra Leone, OAU Drive, Tower Hill, Freetown, upon which payment will be made.

By copy of this email, NPPA is kindly requested to publish the attached IFB on NPPA website.