



NATIONAL REVENUE AUTHORITY
(Head Office)

Invitation for Bids

NATIONAL REVENUE AUTHORITY
NATIONAL COMPETITIVE BIDDING (NCB)

Date: 25th June 2024

FRAMEWORK CONTRACTS FOR THE PRINTING, SUPPLY AND DELIVERY OF ITEMS FOR THE PRODUCT TRACING SYSTEM (PTS) FOR TAXPAYER EDUCATION DRIVE

Contract Identification Number: NRA/ LCSD /NCB/ 2024/044-FWC

The National Revenue Authority has set aside funds for its operations during the financial year 2024. It is intended that part of the proceeds of the fund will be used to cover eligible payment under **the FRAMEWORK CONTRACTS** for the Printing, Supply and Delivery of Items for the Product Tracing Systems (PTS) Taxpayer Education Drive. The National Revenue Authority now invites sealed bids from eligible suppliers as follows:

Brief Description of Items

Lots	Description	Delivery Period	Bid Security (Le)
Lot 1	<ul style="list-style-type: none">• PRINTING OF T-SHIRTS LACUS, POLO ROUND NECK• PRINTING OF CAPS• PRINTING WRIST BANDS• PRINTING OF KEY HOLDERS• PRINTING OF GIFT BAGS	ON AN AS REQUIRED BASIS	NLE 20,000



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	<ul style="list-style-type: none"> • PRINTING OF CUSTOMIZED FLASKS/CUPS 		
Lot 2	<ul style="list-style-type: none"> • PRINTING OF CUSTOMIZED BOOKS AND PENS • PRINTING OF FREQUENTLY ASKED QUESTIONS (FAQs) • PRINTING OF FLYERS • PRINTING OF BROCHURES • PRINTING OF PAPER FILES 		20,000
Lot 3	<ul style="list-style-type: none"> • PRINTING OF ROLLUP BANNERS • PRINTING OF WALL BANNERS • PRINTING OF BILL BOARDS 		20,000

Bidders may bid for one or all the lots. Partial Quotations for each lot will be considered non-responsive.



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3. Bidding will be conducted through National Competitive Bidding (NCB) procedures in accordance with Sierra Leone National Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to supply the required items.
4. Interested eligible Bidders may obtain further information from and inspect the bidding documents at the **Procurement Unit, National Revenue Authority, 4th Floor 18 Wellington Street, Freetown from 9.00am to 4:45pm, Mondays to Fridays inclusive except on public holidays.**
5. A complete set of bidding documents may be purchased by interested bidders upon payment of a non-refundable fee of **LE 500 (Five Hundred Leones)**. **Payment should be by cash into NPPA's Revenue Account, and a pay-in slip must be submitted to the Finance Department and/or Procurement Unit before the issuance of a Bid Document. The Accounts are:**
 - **Bank Name:** *Bank of Sierra Leone*
Account Name: *NPPA- Revenue from sale of Bidding Documents*
Account Number: *0111003981*
BBAN: *000001011100398165*
 - **Bank Name:** *Union Trust Bank*
Account Name: *NPPA- Revenue from sale of Bidding Documents*
Account Number: *210113253-01*
BBAN: *00400111001113253120144*
 - **Bank Name:** *Sierra Leone Commercial Bank*
Account Name: *NPPA- Revenue from sale of Bidding Documents*
BBAN: *003001081791112183*
 - **Bank Name:** *Rokel Commercial Bank*
Account Name: *NPPA- Revenue from sale of Bidding Documents*
Account Number: *02-011012428*
BBAN: *000001011100398165*
6. Bids must be **clearly** marked on the outer envelope, indicating the lot or lots that you are interested in : **Printing, Supply and Delivery of Product Tracing System (PTS) for Taxpayers Education Drive Lot 1, 2 or 3** and delivered to the above office **on or before 10.00 AM on Wednesday, 24th July 2024** a must be accompanied by



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the following documents:

- A Bid security of **not less than Le 20,000 for EACH LOT** which **must** be in the form of a valid Bank Guarantee from a reputable Bank and recognised by the Central Bank of Sierra Leone;
- A True Copy of a valid Business Registration Certificate
- A True Copy of a valid tax clearance certificate from the National Revenue Authority (NRA);
- A True Copy of a valid Clearance Certificate from NASSIT;
- Each bid price must include 15% GST
- Signed Integrity Pact
- Samples of the Printing Items to be supplied for evaluation purposes

7. Bids will be publicly opened on **Wednesday, 24th July 2024 at 10:05 AM** in the presence of bidders or their representatives who choose to attend at **The Training Hall, 5th Floor, National Revenue Authority, 18 Wellington Street, Freetown.** Late bids will be rejected and returned unopened to bidders.