



MINISTRY OF TRADE AND INDUSTRY

REQUEST FOR EXPRESSIONS OF INTEREST

FOR THE PROVISION OF AIR TICKET

PROCUREMENT NUMBER: MTI/OSPS/EOI/AT/NCB/001/2024

Date of first publication: 5th November, 2024.

1. Background

The Sierra Leone Government through the Ministry of Trade and Industry (MTI) is in the process to enhance the competitive process of Air Tickets purchase and hereby invites qualified and interested Local Travel Agencies or service providers to submit Expressions of Interest (EOI) for travel services. The successful service providers shall be contracted to provide Quotations/ Proforma Invoices to allow competition and price comparison to ensure value for money for all air trips to be undertaken by Officials of the Ministry for a period of one (1) year which may be renewable after a successful evaluation of performance and available resources by MTI.

2. Objectives

To Provide Business /Economy class Air Ticket for staff of the Ministry of Trade and any other officials when the need arise.

3. Scope of Services

The successful travel agency selected shall provide full, prompt, accurate, and expert international travel services to the Ministry's staff on request.

4. Roles and Responsibilities

Ministry of Trade and Industry

The Ministry's Procurement Unit shall be the focal point for all dealings under the Framework Agreement. The main responsibilities are as follows:

- a. To send requests for Air Ticket to the travelling agencies with complete, accurate and timely travelling information.
- b. Receive and analyse quotations from service providers and make recommendations for contract award.
- c. Ensure payments are made according to the terms and conditions of the Purchase Orders
- d. Monitor and perform periodic reviews on the performances of service providers.

Travel Agency

- a. Providing information regarding dates, prices, and availability of flights
- b. Provide information on official destinations (visa requirements, security procedures and security procedures)
- c. Provide Invoice with airfare and Airline Routing/Itineraries for the official destination to the Ministry

5. Application Submission Procedure:

The expression of interest and related documents should be delivered directly to the Procurement Unit of the Ministry of Trade and Industry, at 6th Floor, Youyi Building, Brookfield by 12:00 noon 19th November, 2024 enclosed in a sealed envelope, with bold inscription: "Expression of Interest for provision of Air

Ticketing Services indicating the Corporate Name of the bidder, the name of the contracting entity at the centre back of the package. Applications received after the deadline and/or not complying with the required procedures will **NOT** be considered.

6. Qualifications and Requirements of Bidders:

Bidders must demonstrate that they have the equipment, facilities and experienced personnel to carry out professional air ticketing services for the Ministry. These include the following:

- i. Accredited International Air Transportation Association (IATA) travel agent duly licensed in Sierra Leone
- ii. A valid Travel Agency Certificate from Sierra Leone Civil Aviation Authority
- iii. Evidence of experience in Air Ticketing Services
- iv. Business Registration Certificate
- v. A valid National Revenue Authority (NRA) Tax Clearance Certificate
- vi. A valid NASSIT Clearance Certificate
- vii. A local Council Municipal Licence
- viii. Financial Soundness and willingness to pre-finance up to three (3) tickets
- ix. Established Business premise and evidence that at least three (5) Sierra Leoneans are employed (provide Curriculum Vitae & letters of appointments)

7. Deadline for submission of applications:

The deadline for submission of Expressions of Interests is 12: 00 P.M on Friday 19th November, 2024 at the Conference Room of the Ministry of Trade and Industry 6th Floor, Youyi Building, Brookfields, Freetown.

8. Evaluation of Expressions of Interest

Expressions of Interests submitted before the deadline of submission will be evaluated on a **PASS** or **FAIL** basis. A framework contract will be signed with the agencies selected for the submission of quotations/Proforma Invoices for all official trips by officials of the Ministry for a minimum period of one (1) year.

9. **Applicable laws:** This Procurement Process is governed by the Sierra Leone Public Procurement Act, 2016, Public Procurement Regulations 2020 and Public Procurement Manual 2020 and any other Laws deemed necessary for the services that will be provided.

Interested Service provider may obtain detail information from the Head of Procurement Unit, Ministry of Trade and Industry 6th floor Youyi Building Freetown e-mail....Umarrdeen4956@gmail.com starting 5th November, 2024 between 10:00 am to 4:00 pm Mondays to Fridays.

The seal EOI must be delivered to the address below on or before 15th November, 2024

Note:

Late EOIs will be rejected and returned unopened.

The Head of Procurement Unit
Ministry of Trade and Industry
6th floor Youyi Building Freetown
Sierra Leone.
Mob.079-031-405
Email: Umarrdeen4956@gmail.com