

## Invitation for Bids

### Institute of Public Administration and Management, IPAM Procurement of Security and Catering Services

**Procurement Number: IPAM/ADMIN/NCB/0001/2024**

**Date of issue: 7/11/2024**

The Institute of public Administration and Management, University of Sierra Leone has allocated funds for the Procurement of Security and Catering Services and now invites sealed bids from eligible bidders.

No.	Description of Items	Bid Security New Leones	Delivery Period
<b>Lot.1</b>	<b>Security Services</b>	<b>10,000</b>	<b>As and when required</b>
<b>Lot.2</b>	<b>Catering Services</b>	<b>10,000</b>	<b>As and when required</b>

**Bidding is open to all bidders who have the capacity in the Provision of Security and Catering Services.**

Interested bidders should obtain the bid document for a non-refundable fee of **Le1,000, (One thousand Leones)**. Payment should be made to the Consolidated General Revenue Account number **0111001499** held at the Bank of Sierra Leone. Bring along the receipt of payment to obtain the bidding document. Partial quotations will be considered non-responsive. Further information and inspection of the bidding document can be done at the address below between **9:00 a.m. to 4:00 p.m. from Mondays to Fridays**.

Bids must be delivered to the address below on or before 3rd December 2024 at 12:00pm. All bids must be accompanied by:

- A valid Business registration certificate
- Bid Security of Le 10,000,000 from a reputable Commercial Bank;
- A valid tax clearance certificate;
- A valid NASSIT clearance certificate;
- A copy of Local council certificate;
- A signed Integrity Pact; [*see attached*]
- Evidence of Similar contract performed
- A copy of a valid Police Clearance Certificate only for Security Service
- A copy of a valid Registration certificate from the Office of the National Security only for security service.

Bids will be publicly opened on 3<sup>rd</sup> December, 2024 at 12:00pm, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Institute of Public Administration and management (IPAM), University of Sierra Leone  
Ekunday Building  
A.J. Momoh Street, Freetown

