



**GOVERNMENT OF SIERRA LEONE
INTEGRATED HEALTH PROJECTS ADMINISTRATION UNIT (IHPAU)
MINISTRY OF HEALTH**

LETTER OF INVITATION

**Project Management Firm: Consulting Services for Construction Supervision of Pharma
grade Warehouse**

Procurement Ref. No.: MOH/PR/GF/ICB/QCBS/2025/03/001

Date of first Issue: 14th March 2025

1. The Ministry of Health has obtained financing from Government of Sierra Leone, the Global Fund, World Vision International and Private Sector Donor for the Construction of a new pharma grade warehouse. The pharma grade warehouse will be built in Kerrytown, Western Area, Freetown and is expected to be 6,000 square meters. The construction of a new pharma-grade warehouse is a transformative initiative that will address critical shortcomings in the current infrastructure of the Pharma grade warehouses in Sierra Leone.
2. Objectives of the assignment. The support entails the provision of construction supervision in behalf of MOH to a general contractor selected by MOH for the construction and installation works of a pharma grade warehouse. The PMF shall take into consideration the environmental and social aspects of the construction. The Project Management Firm (PMF) will ensure that the warehouse construction by the general contractor is in accordance with the MOH approved designs, applicable MOH procedures, approved specifications and any other document of the MOH. Further, the PMF shall in addition ensure that the construction abides by local laws, regulations and grant agreements provided for in the grant agreement signed between the Global Fund and the MOH. The overall objective of the assignment is to;
 - advise the procurement committee in tender evaluation and contract negotiations on behalf of the Ministry of Health to assist MOH in concluding the final contract and appointing the general contractor.
 - supervise the construction works through prudent contracts management to ensure conformity and compliance to design specifications and design modifications,
 - quality control and assurance; performance monitoring for the infrastructure during defects period, and adherence to the environmental and social safeguard policies and requirements.
 - Final completion, works defects resolution, issuing of the necessary project completion certificates and final handover to the facility operator.

Scope of work: The supervision assignment implementation can be divided into two components:

Component I: Construction Supervision Tasks: Contract Management and Construction Supervision.

Component II: Assistance during the Defect Liability Period Tasks.

3. The Integrated Health Projects Administration Unit (IHPAU), an extension of the Ministry of Health (MoH) now invites proposals from eligible Project Management Firms to Supervision of the Construction of Pharma grade Warehouse (hereinafter called “Services”) under the Ministry of Health, Sierra Leone. The expected contract duration is 25 Months starting 1st July 2025. Scope of work and more details on the services are provided in the Terms of Reference as attached with the Request for Proposal.
4. This Request for Proposals (RFP) is open to all eligible consultants (Local and International) who wishes to respond to this invitation. Interested consultants should request for a complete Request for Proposal (RFP) on submission of a written application to the email addresses below.
5. Interested consultants may obtain further information via email to msbah@mohsihpau.gov.sl and copy aujalloh@mohsihpau.gov.sl, and/or inspect the Request for proposal at the Procurement Department, Integrated Health Projects Administration Unit (IHPAU), Ministry of Health, 23 Cantonment Road, Off King-Harman Road, Freetown between the hours of 9.00am to 12:00PM and 1:00pm to 4:30pm during official working days but not later than 4th April 2025
6. Proposals (in sealed envelope) Must be delivered to the address indicated below not later than 11th April 2025 at 12:00 PM Sierra Leone Time.
Hard delivery into the tender box, at the Ground Floor
Integrated Health Projects Administration Unit (IHPAU)
23 Cantonment Road
Off Kingharman Road
Freetown, Sierra Leone
or
electronically via e-mail to: msbah@mohsihpau.gov.sl and copy aujalloh@mohsihpau.gov.sl and knallo@mohsihpau.gov.sl with each proposal (Technical and Financial) protected with password which shall be shared with the Client during the proposals opening).

NB: the password for the Technical and Financial proposals must different.

The password for the Technical proposal shall be shared with the client during the technical proposal opening on the 11th April 2024 at 1:00 PM (Sierra Leone Time).

7. A firm will be selected under Quality & Cost Based Selection (QCBS) procedures and in a Full Technical Proposal (FTP) format as described in this RFP.
8. Bidding documents in English should be purchased by interested consultant on submission of a written application to the Team Lead/ Funds Management Specialist, Integrated Health

Projects Administration Unit, Ministry of Health and Sanitation, 23 Cantonment Road, Off King-Harman Road, Freetown and upon payment of a non-refundable fee of Twenty-Five Hundred Sierra Leones Leone (SLE 500) or equivalent.

The method of payment will be by direct deposit to the following bank account

Bank Name: Bank of Sierra Leone
Account Name: NPPA – Revenue from the sale of Bidding Documents
Account Number: 0111003981
BBAN: 000001011100398165

Alternatively, the potential bidders will also have the option to pay for the bidding document in any of the Transit Accounts at the following Commercial Banks:

Bank Name: Union Trust Bank
Account Name: Revenue from sale of Bidding Sub Treasury
Account No: 0111003981
BBAN No: 00-4001113253120144

Bank Name: Sierra Leone Commercial Bank
Account name: Revenue from sale of Bidding Sub Treasury
Account No: 0111003981
BBAN No: 003001081791112183

Bank Name: Rokel Commercial Bank
Account Name: Revenue from sale of Bidding Sub Treasury
Account No: 0111003981
BBAN No: 002001002101242863

The payment slip must be hand delivered IHPAU Procurement Department, OR Emailed to aujalloh@mohsihpau.gov.sl; and msbah@mohsihpau.gov.sl: and the Request for Proposal will be sent by via email to the consultant.

9. Please inform us by 4th April 2025, in writing to the Team Lead/Funds Management Specialist, Integrated Health Projects Administration Unit (IHPAU), Ministry of Health, 23 Cantonment Road, Off Kingharman Road, Freetown Sierra Leone, by E-mail: aujalloh@mohsihpau.gov.sl; and msbah@mohsihpau.gov.sl:

- (a) that you received the request for proposal; and
- (b) whether you intend to submit a proposal alone or intend to enhance your experience by requesting permission to associate with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 3.3(i)).

Details on the proposal's submission date, time and address are provided in Clauses 4.4 and 4.5 and 4.6 of the ITC.

Sincerely,
Alpha Umara Jalloh
Team Lead, Integrated Health Projects Administration Unit