

Section I. Invitation for Bids

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Road Maintenance Fund Administration
Maritime House
Government Wharf
Freetown
Sierra Leone

INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING (NCB)

Procurement Number: **RMFA/PRM/NCB/G/04/2025**

Date of Issue 21st July, 2025

1. The Road Maintenance Fund Administration (RMFA) has allocated funds from its annual budget, and intends to spend part of this fund towards eligible payment under the contract for the **PRODUCTION OF PUBLIC RELATIONS MATERIALS**
2. The Road Maintenance Fund Administration (RMFA) invites sealed Bids from eligible bidders who can demonstrate technical and financial capabilities for the Supply of the following goods as per the following:

No	Description	Quantity	Unit of Measure	Amount of Bid Security (SLL)	Delivery Period
1	2026 Wall Calendar (A2 Size)	350	Pieces	Two Thousand Leones (Le 2,000)	10 Weeks
2	2026 Table Calendar (A5 Size) with To-Do Notepad	50	Pieces		
3	2026 Diaries (A4 Size) Non-Personalised	150	Pieces		
4	2026 Diaries (A4) Personalized	19	Pieces		

3. Bidding is open to all suppliers who can demonstrate Technical and Financial capability to supply the required items.
4. Bidding will be conducted through National Competitive Bidding (NCB) procedure specified in the Public Procurement act 2016 and the Regulation 2020.
5. Bidders should bid for all items. Contracts would **only** be awarded to bidder(s) bidding for all items. Only one Bid Security of the above amount is required.
6. Interested bidders may obtain further information and inspect the bidding document at the address below between **10:00 am to 4:00 pm from Mondays to Thursdays**.
7. Interested Bidders can pay for the Bid document for a non-refundable fee of Le 250 Into a Treasury Single Account Number 0111003981 at the Central Bank of Sierra Leone, 21011325301 Union Trust Bank, 00300108179112183 Sierra Leone Commercial Bank, 02011012428 Rokel Commercial Bank and issue the payment slip to obtain the Bid document at RMFA office 3rd & 4th Floor Maritime House

Bids must be delivered to the address below on or before 11:00 on the 21st August, 2025.

All bids must be accompanied by:

- A valid Business registration certificate**
- Bid Security of Two Thousand Leones (2,000) from a reputable Commercial Bank;**
- A valid tax clearance certificate;**
- A valid NASSIT clearance certificate;**
- A signed Integrity Pact; [see attached]**
- Experience in supply of Dairies and Calendars to a least Two Institutions in the last Three years.**
- Business Profile**
- NPPA Registration Certificate**

8. Bids will be opened on the **21st August, 2025 at 11:05 a.m.** in the presence of bidders or their representatives and those who chose to attend, at the **Board Room** of the **Road Maintenance Fund Administration, 3rd Floor Maritime House, Government Wharf, Freetown**. Late bids will be rejected and returned unopened to bidders.
9. Bids must be delivered to the address below on or before **11:00 a.m. on the 21st August, 2025 to:**

**The Procurement Unit
Road Maintenance Fund Administration
3rd& 4th Floor
Maritime House
Government Wharf
Freetown**

