



National Public Procurement Authority

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PUBLIC NOTICE CIRCULAR 02- 2024

REGISTRATION OF SUPPLIERS, CONTRACTORS, AND CONSULTANTS BY THE NATIONAL PUBLIC PROCUREMENT AUTHORITY (NPPA)

In accordance with Regulation 10 of the Public Procurement Regulations, 2020, the National Public Procurement Authority (NPPA) wishes to inform all relevant stakeholders about the commencement of a nationwide registration drive for all suppliers, contractors, and consultants. The registration is a mandatory requirement for participation in all bidding opportunities within Ministries, Departments, Agencies (MDAs), Local Councils, and donor-funded projects across Sierra Leone.

The registration process is intended to create an official database of qualified suppliers, contractors, and consultants who meet the necessary requirements to participate in public procurement processes.

The NPPA Board in collaboration with the Ministry of Finance has approved the process. **Key details regarding the registration process are as follows:**

1. **Registration Start Date:** 1st October 2024
2. **Required Documents:** Corporate Affairs Registration Certificate, NRA Tax Clearance, NASSIT Certificate
3. **Registration Fee for National Businesses:** Five Hundred Leones (Le 500)
4. **Registration Fee for Foreign Businesses:** \$ 100
5. **Validity of Registration Certificate:** One (1) Year and is renewable every year.

Please note that only registered entities with a valid NPPA Registration Certificate will be eligible to participate in any public procurement bidding process effective October 1, 2024. All suppliers, contractors, and consultants are urged to complete their registration promptly to ensure their eligibility to participate in upcoming bidding opportunities. The NPPA remains committed to fostering a competitive and transparent procurement environment that contributes to the economic growth of Sierra Leone.

For further inquiries or assistance, businesses are encouraged to visit the NPPA's head office located at Tower Hill, Freetown, or any of its regional offices in Bo, Kenema, and Makeni.

FODIE J. KONNEH
CHIEF EXECUTIVE OFFICER

