



# TERTIARY EDUCATION COMMISSION

Freetown

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## GOVERNMENT OF SIERRA LEONE

### Tertiary Education Commission (TEC)

Interim Secretariat at the Ministry of Technical and Higher Education  
Sababu Building, New England Ville, Freetown, Sierra Leone

*Proposal Extension Date: 17<sup>th</sup> June 2026*

## **REQUEST FOR PROPOSAL (SMALL ASSIGNMENT)**

*Procurement Number: TEC/ADMIN/SER/NCB/2026/001.*

Request for Proposal to hire a consultant for architectural, structural, mechanical, and electrical designs, prepare bills of quantities, and provide supervision services.

### **Background**

1. The **Tertiary Education Commission** has received funds from the Government of Sierra Leone to cover the cost of hiring a consultant to provide architectural, structural, mechanical, and electrical designs, prepare bills of quantities, and offer supervision services. *It now invites qualified consultants (both local and international) capable of performing the described services.*

2. *The primary goal of the consultant assignment is to deliver architectural, structural, mechanical, and electrical designs, prepare a bill of quantities, and provide supervision services to achieve the following objectives:*

1. *Assess the site's feasibility at Tower Hill.*
2. *Develop designs in these disciplines, prepare a bill of quantities, and assist in procuring a contractor for construction while overseeing the work.*

3. *The proposal is open to all consultants (firms/individuals) who can demonstrate:*

- *Experience and performance on similar assignments.*
- *The consultant is not under suspension for corrupt or fraudulent practices, as issued by the government in accordance with ITB Clause 2.1 of the Bidding Document.*

*Interested firms or individuals can obtain more information about the invitation for bids and the request for proposals at the address below. This can be done between 9:00 a.m. and 4:00 p.m., Monday through Friday, by visiting the Tower Hill site for a feasibility study. The Standard Proposal Documents can be purchased for a non-refundable fee of Two Thousand Leones [Le2,000.00]. Payment should be made to the account listed below, and the bank slip must be presented to the National Public Procurement Authority to receive a receipt. The consultant*

*will then use this receipt to pick up the proposal document from the Procurement Unit at the above Interim Secretariat.*

*Bank of Sierra Leone, Siaka Stevens Street, Freetown, Sierra Leone*

**Account Name:** Revenue from Sale of Bidding Documents

**Account No:** 0111003981

**BBAN No:** 000001011100398165

*Sierra Leone Commercial Bank*

**Account Name:** Revenue from Sale of Bidding Sub Treasury

**Account No:** 02-011012428

**BBAN No:** 002001002101242863

*The Request for Proposal must be delivered to the address below on or before Wednesday, July 8<sup>th</sup>, 2026. All bids must be accompanied by:*

- *Signed/Stamped Request for Proposal Form*
- *Curriculum vitae of proposed staff for the assignment*
- *Relevant business documents*
- *NRA tax clearance*
- *At least two years of audited financial statements [2025 & 2024]*
- *NASSIT clearance*
- *Local Council Certificate*
- *A signed integrity pact between the commission and the consultant [see attached]*

*Proposals will be publicly opened at the address below on Wednesday, July 8<sup>th</sup>, 2026, at 12:15 pm Freetown local time, in the presence of the consultants' designated representatives and anyone who chooses to attend.*

*The Procurement Unit*

*Interim Administration, TEC*

*Sababu Building, New England Ville*

*Freetown*

*Sierra Leone*

*Email:* [gabrielpgeorge@hotmail.com](mailto:gabrielpgeorge@hotmail.com)

*Tel:* [+23274409393](tel:+23274409393)