



Invitation for Bids

National Competitive Bidding (NCB)

Audit Service Sierra Leone

Relaunch Procurement of CARTRIDGE/TONERS

Procurement Number: ASSL/FIN/FWC/NCB/2026/001 Lot-2

Date of First Issue: Monday 29th June 2026

The Audit Service Sierra Leone (ASSL) is inviting sealed bids from professionals or duly registered and licensed businesses for the supply of:

No.	Framework Contract Description	Procurement Number	Lot No
1	PROCUREMENT OF CARTRIDGE/TONERS	ASSL/FIN/FWC/NCB/2026/001 Lot 2	2

The contract period for the Supply & Delivery/Completion of the aforementioned goods and services will commence during the **Fiscal Year 2026** under a **Framework Contract Agreement**. Payment under this contract shall be for actual quantity delivered and may be less than the total contract price.

Bidding is open to all eligible bidders as defined in the Bidding Document.

Interested bidders may obtain further information and inspect the Bidding Document at the address below between **10:00am to 4:00pm from Mondays to Thursdays and 10:00am to 3:00pm on Fridays** before the bid closing date. Bidding Documents may be purchased upon payment of a non-refundable fee of **Five Hundred New Leones (NL500)** at any of the designated 'Account Numbers' held at the following Banks as listed below:

- **Bank Name: Bank of Sierra Leone**
- **Account Name: Revenue from Sale of Bidding Document**
- **Account Number: 0111003981**
- **BBAN: 0000011100398165**

- **Name of bank: Union Trust Bank**
- **Account Name: Revenue from Sale of Bidding Document**
- **Account Number: 210113253-01**
- **BBAN: 00-4001113253120144**

- **Name of Bank: Sierra Leone Commercial Bank**
- **Account Name: Revenue from Sale of Bidding Document**
- **Account Number: 003001081791112183**

- **Name of Bank: Rokel Commercial Bank**
- **Account Name: Revenue from Sale of Bidding Document**
- **Account Number: 02-011012428**
- **BBAN: 002001002101242863**

Upon payment at any of the aforementioned banks, a copy of **Receipt/ Payment Slip** should be submitted to the Procurement Unit of the ASSL for the issuance of Bidding Documents thereafter.

All bids must be accompanied by:

- A Copy of a valid Business Registration Certificates
- A Copy of a valid Tax Clearance Certificate from the National Revenue Authority (NRA);
- A Copy of valid NASSIT Clearance Certificate,
- A Copy of NPPA Suppliers Registration Certificate
- A copy of a valid Municipal or Local Council Certificate
- Signed Integrity Pact Form (**Page 53 & 54**)

Bids will be opened at **12:00 noon** on **Friday, 3rd July 2026** in the presence of bidders or their representatives' who chose to attend, at the **ASSL Common Room, 12th Floor, FCC Building, 17 Wallace Johnson Street, Freetown.**

Sealed Bids must be delivered to the address below on or before bid closing date on **Friday, 3rd July 2026** at **12:00 noon**. Late bids will be rejected and returned unopened to bidders.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. The ASSL reserve the right to cancel a procurement process at any point without incurring any liability or cost to the bidders
2. Bids submitted are to be valid for a period of Ninety (90) days from the date of submission
3. Please note that partial bidding will be disqualified.

All Bids must be addressed to:

**The Auditor-General
Audit Service Sierra Leone
12th Floor, FCC Building
17 Wallace Johnson Street
Freetown
+23278252056**

**Bids Submission and Opening address
Common Room
12th Floor, FCC Building
17 Wallace Johnson Street**

