# INVITATION FOR BID (IFB)

## NATIONAL COMPETITIVE BIDDING

Date of Issued: 2nd November, 2026

The Ministry of Finance has set aside funds from its annual allocation for the procurement of the goods and services listed below and intends to use part of the proceeds of this fund to cover eligible payments for this framework contracts. The Ministry now invites eligible firms/businesses to participate in the procurement process in respect of the following activities:

| NO | DESCRIPTION | PROCUREMENT NUMBER | BID SECURITY (Le) | LINE OF CREDIT MINIMUM (Le) | BID PRICE (Le) |
|---|---|---|---|---|---|
| 1 | Procurement of assorted office Equipment | MOF/ADMIN/NCB /GD/2027/003 | 20,000.00 | 100,000.00 | 500.00 |
| 2 | Procurement of assorted office Furniture | MOF/ADMIN/NCB /GD/2027/006 A (Lot 1) | 30,000.00 | 500,000.00 | 1,000.00 |
| 3 | Procurement of assorted office Furniture | MOF/ADMIN/NCB /GD/2027/006 B (Lot 2) | 30,000.00 | 500,000.00 | 1,000.00 |
| 4 | Procurement of Non-Consultancy services for Catering Service | MOF/ADMIN/NCB /NCS/2027/018 | 10,000.00 | 200,000.00 | 500.00 |
| 5 | Procurement of Non-Consultancy Service for the Provision of Air Ticket | MOF/ADMIN/NCB /NCS/2027/003 | 400,000.00 | 1,000,000.00 | 2,000.00 |
| 6 | Procurement of Non-Consultancy Service for the Provision of Fumigation Services | MOF/ADMIN/NCB /NCS/2027/001 | 15,000.00 | 100,000.00 | 500.00 |
| 7 | Procurement of Non-Consultancy Service for the Maintenance of Air Conditioners | MOF/ADMIN/NCB /NCS/2027/005 | 15,000.00 | 50,000.00 | 500.00 |
| 8 | Procurement of Non-Consultancy Service for the Maintenance of MoF's Data Centre | MOF/ADMIN/NCB /NCS/2027/017 | 25,000.00 | 200,000.00 | 500.00 |
| 9 | Procurement of Works in respect of maintenance and refurbishment of buildings occupied by the Ministry of Finance | MOF/ADMIN/NCB /SW/2027/001 | 300,000.00 | 1,000,000.00 | 1,500.00 |

Bidding will be conducted through National Competitive Bidding (NCB) procedures in accordance with the Sierra Leone Public Procurement Act, 2016 and the Public Procurement Regulation 2020. This invitation is open to all suppliers who can demonstrate the eligibility criteria as stated below:

- Must be a business that is legally operating in Sierra Leone,
- Must provide evidence of experience in similar assignment,
- Profile of the Firm/Business
- Methodology and approach to carry out the Assignment

- Must provide financial capability in the form of audited financial statement for the current past three (3) years or line of credit from a reputable commercial bank operation in Sierra Leone
- A Bid Security from a reputable commercial bank operation in Sierra Leone

Interested bidders may obtain further information and inspect the bidding document at the address below between 8 a.m. to 4:30 p.m. daily from Mondays to Thursdays and on Fridays from 8 a.m. to 2:30 p.m. Bidding documents may be purchase upon payment of a non-refundable fee at the above-mentioned prices.

Payment for the bidding document can be done at any of the following Banks below:

- Bank: Bank of Sierra Leone,
  Account Name: NPPA-Revenue from the sale of Bidding Documents,
  Account Number: 0111003981
  BBAN: 000001011100398165
- Bank: Union Trust Bank,
  Account Name: NPPA-Revenue from the sale of bidding documents,
  Account Number: 0111003981
  BBAN: 004001113253120144
- Bank: Sierra Leone Commercial Bank,
  Account Name: NPPA-Revenue from the sale of bidding documents,
  Account Number: 0111003981
  BBAN: 003001081791112183
- Bank: Rokel Commercial Bank
  Account Name: NPPA-Revenue from the sale of bidding documents,
  Account Number: 0111003981
  BBAN: 002001002101242863 and a copy of the receipt submitted to the Procurement Unit at the address below for issuance of the bidding document.

Bids must be delivered to the address below on or before 1st December, 2026 at 10a.m. prompt.

All bids must be accompanied with the following documents:

- A Business Registration Certificate
- A valid tax clearance certificate;
- A valid NASSIT clearance certificate;
- A valid NPPA Registration Certificate
- A signed Integrity Pact;
- Signed and Stamped Bid Form
- Ministry of Health certificate (This is for Catering Services)
- Sierra Leone Civil Aviation Authority Certificate (SLCAA) (for Air Tickets)
- Tourist Board License (for Air Tickets)
- A valid copy of at least class C Ministry of Works and Public Assets (MOW&PA) Certificate (for Building Maintenance)

Bids will be publicly opened on 1st December, 2026 at *10:05 a.m.* in the presence of bidders' designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

The Procurement Unit;
Ministry of Finance;
Methodist Church Building; 4 George Street; Freetown;
Telephone: +232 78 -350504
Email: