Invitation for Bids

National Public Procurement Authority (NPPA)

PROCUREMENT FOR THE PROVISION OF EVENT MANAGEMENT SERVICES FOR THE HOSTING OF THE SIXTH GENERAL ASSEMBLY OF THE AFRICAN PUBLIC PROCUREMENT NETWORK

National Competitive Bidding (NCB)

Consultant Selection (FIRM SELECTION)

PAY NO BRIBE

Procurement Number: ***NPPA/APPN-GA/NCB/2026/001***

Date of First Issue: 2nd November, 2026

The Government of Sierra Leone has allocated funds to the National Public Procurement Authority (NPPA) towards the hosting of the Sixth General Assembly of the African Public Procurement Network (APPN), and part of the funds is now intended to be used for **the Provision of Event Management Services for the Sixth General Assembly of the APPN, to be held in Lungi, Sierra Leone, from the 8th to 11th December 2026.**

The National Public Procurement Authority now invites sealed bids from eligible and qualified event management firms for the provision of the services, covering participants' management, conference arrangements, communication and public relations, ground transport, accommodation coordination and the official dinner/welcome cocktail for participants.

The required documentary evidence to be submitted by the bidder to confirm eligibility to bid is as follows:

- Evidence of having successfully managed at least two (2) international conferences or events of similar nature and scale (minimum of 100 participants, including foreign delegates) within the last five (5) years, supported by copies of contracts, completion certificates or reference letters from the clients.

- The Event Manager must possess strong technical expertise and demonstrable hands-on experience in the planning, coordination, operation, and management of audiovisual (AV) systems and conference technology for high-level international conferences and institutional events. This includes practical knowledge of sound systems, microphones, interpretation systems, projection and LED screens, video conferencing platforms, presentation systems, lighting, and other relevant technical equipment.

- The Event Manager must demonstrate the ability to oversee technical setup and testing, coordinate audiovisual technicians and other technical service providers, troubleshoot technical issues in real time, and ensure the seamless delivery of conference proceedings at a high professional standard.

- A Certified True Copy of a Valid Business Registration Certificate

- A Certified True Copy of Valid Tax Clearance Certificate from the National Revenue Authority (NRA) (Valid up to the time of bid opening)

- A Valid NASSIT Clearance Certificate

- A Valid City or District Council Business Licence

- A signed Bid Declaration Form

- Line of Credit or other evidence of access to financial resources from a Reputable Commercial Bank

- Valid National Public Procurement Authority (NPPA) supplier registration Certificate

- Audited financial statements (or other financial statements acceptable to the Purchaser) for the last two (2) years

Please note that the successful bidder will be required to sign an Anti-Corruption Commission's Integrity Pact with the National Public Procurement Authority.

Bidders may obtain further information and inspect the bidding document at the Procurement Unit, National Public Procurement Authority, Headquarter Tower Hill, Freetown, between the hours of 9:00 a.m. and 4:00 p.m. from Mondays to Fridays. The bidding document may be obtained upon payment of a non-refundable fee of NLe 1,000.00 (One Thousand Leones only) into any of the following accounts:

Bank: ***Bank of Sierra Leone***
Account Name: NPPA –Revenue from the sale of Bidding Documents
Account Number: 0111003981
BBAN: ***000001011100398165***

Bank: ***Sierra Leone Commercial Bank***
Account Name: ***NPPA –Revenue from the sale of Bidding Documents***
Account Number: 0111003981
BBAN: ***003001081791112183***

Bank: ***Union Trust Bank***
Account Name: ***NPPA –Revenue from the sale of Bidding Documents***
Account Number: 0111003981
BBAN: ***002001002101242863***

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Bank: ***Rokel Commercial Bank***
Account Name: ***NPPA –Revenue from the sale of Bidding Documents***
Account Number: 0111003981
BBAN: ***002001002101242863***

Sealed bids must be delivered to the Procurement Unit, National Public Procurement Authority, Headquarter, Tower Hill, Freetown, between the hours of 9:00 a.m. and 12:00 noon on or before **Monday 9th November, 2026.**

Bids must be delivered to the address below on or before **Monday 9th November, 2026** by **12:00 noon**. Each bid shall comprise a Technical Proposal and a Financial Proposal in two separately sealed envelopes, both enclosed in a sealed outer envelope, as specified in the Bid Data Sheet.

Technical Proposals will be publicly opened on **Monday 9th November, 2026 at 12:15 p.m.**, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below. Financial Proposals of bidders whose Technical Proposals attain the minimum qualifying score will be opened publicly on a date and at a time to be communicated to all bidders. Late bids will be rejected and returned unopened to bidders.

The Conference Room
National Public Procurement Authority (NPPA) Headquarter
Tower Hill
Freetown
Contact Name: The Head of Procurement Unit, NPPA
Email: sulaimantommy@nppa.gov.sl
Telephone: +23278513554

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