



Audit Service Sierra Leone

Invitation for Bids

PROCUREMENT OF Stationery, Computers, Computer Consumables & Ancillaries, Office Supplies and Supply and Installation of Furniture & Equipment

Procurement Number: ASSL/FIN/NCB/0001/2020

Date of Issue: 10th January, 2020

The Audit Service Sierra Leone, has allocated funds for the procurement of the following items and now invites sealed bids from eligible bidders for the below Lots.

No.	LOTS	Description of Items	Bid Security Le	Delivery Period “CALL OFF” basis
1	Lot A	Stationery	12,676,869	“
2	Lot B	Computers, Computer Consumables and Ancillaries	36,627,175	“
3	Lot C	Office Supplies	7,391,250	“
4	Lot D	Supply and Installation of Furniture and Equipment	15,022,852	“

Bidders can bid for one or more Lots and bidding will be conducted through the National Competitive Bidding procedure in accordance with the National Public Procurement Authority (NPPA) Acts, 2016. Bidding is open to all suppliers who can demonstrate the ability to supply the correct specification of the aforesaid goods within the specified time period. The successful bidder (s) will be required to sign a framework contract which will last for one year for the goods indicated in the schedule for requirement.

A framework contract is one which is adopted by a purchaser:

- a) Where the Items are needed “On Call” but where the quantity and timing of the requirements cannot be defined precisely in advance; or**
- b) To reduce lead times for items which are needed repeatedly or continuously over a period of time, by having them available on a “Call Off” basis.**

Payment under this contract shall be for actual quantity delivered using the fixed unit price specified in your bidding documents.

Bidding can be done in Lots as specified in the table above.

Bidders can obtain the bid documents for a non-refundable fee of Le250,000 (Two Hundred and Fifty Thousand Leones). Please make payment to the Audit Service Sierra Leone Account number 001-109912-10-001 held at the Sierra Leone Commercial Bank. Further information and inspection of the bidding document can be done at the address below between 9:00 a.m. to 5:00 p.m. from Mondays to Thursdays and 9:00 a.m. to 3:00 p.m. on Fridays.

Bids must be delivered to the address below on or before 12:00noon, on Thursday 6th February, 2020. All bids must be accompanied by the following documents:

- 1. A valid Business registration certificate**
- 2. Bid Security of [see above page] from a reputable Commercial Bank;**
- 3. A valid NRA tax clearance certificate;**
- 4. A valid NASSIT clearance certificate;**
- 5. A valid Municipal License certificate;**
- 6. A signed Integrity Pact; [Section VIII –page 78 of bidding document];**
- 7. Evidence of Similar contract performed (document to be attached like LPO/ contract etc.)**
- 8. One original copy and three photocopies of bid documents.**
- 9. Brochure of the Products.**

Bids will be publicly opened on Thursday 6th February, 2020 at 12:00 noon, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Please note that partial bidding for Lot A, B, C & D will be disqualified.

Bid Submission address
The Auditor-General
Audit Service Sierra Leone
2nd Floor Lotto Building
Tower Hill
Freetown
+23278252056

Bid Opening Address
Basement, Lotto Building
Tower Hill
Freetown