



Audit Service Sierra Leone
Invitation for Bids
National Competitive Bidding

PROCUREMENT OF Stationery Lot-1, Computers, Computer Consumables & Ancillary Lot-2, Office Supplies Lot-3 and Supply and Installation of Furniture & Equipment Lot-4

Procurement Number: ASSL/FIN/NCB/2023/0001

Date of Issue: Friday 10th February, 2023

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 NLe	Delivery Period “CALL OFF” basis
1	Lot 1	Stationery.	NLe35,977 (Thirty-Five Thousand Nine Hundred and Seventy-Seven Leones)	“
2	Lot 2	Computers, Computer Consumables and Ancillaries.	NLe94,030 (Ninety-Four Thousand and Thirty Leones)	“
3	Lot 3	Office Supplies.	NLe16,140 (Sixteen Thousand One Hundred and Forty Leones)	“
4	Lot 4	Supply and Installation of Furniture & Equipment.	NLe11,416 (Eleven Thousand Four Hundred and Sixteen Leones)	“

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 and revised Regulation 2020. 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 **Le500 (Five Hundred Leones)**. Please make payment to the NPPA bank accounts as detailed below and proceed with the bank’s credit



advice/slip to the National Public Procurement Authority for issuance of receipt. Kindly submit NPPA's receipt to the **Audit Service Sierra Leone** for collection of the bid document.

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

Account Name: NPPA – Revenue from the sale of bidding Documents

Account No.: 0111003981

BBAN: 000001011100398165.

Bank Name: Union Trust Bank

Account Name: NPPA- Revenue from sale of Bidding Documents

Account Number: 210113253-01

BBAN: 00400111001113253120144

Bank Name: Sierra Leone Commercial Bank

Account Name: NPPA- Revenue from sale of Bidding Documents

BBAN: 003001081791112183

Bank Name: Rokel Commercial Bank

Account Name: NPPA- Revenue from sale of Bidding Documents

Account Number: 02-011012428

BBAN: 000001011100398165

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 9th March, 2023.** All bids must be accompanied by the following documents:

- **A valid Business registration certificate**
- **Bid Security of [see above page] from a reputable Commercial Bank;**
- **A valid NRA tax clearance certificate;**
- **A valid NASSIT clearance certificate;**
- **A valid Municipal License certificate;**
- **A signed Integrity Pact; [Section VIII –page 63-64 of bidding document];**
- **One original copy and three photocopies of bid documents.**

Bids will be publicly opened on Thursday 9th March, 2023 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 any Lot will be disqualified.

Bid submission and bids opening address:

The Acting Auditor-General

Audit Service Sierra Leone

12th Floor, FCC Building,

17 Wallace Johnson Street

Freetown

+23278252056