

# Section I. Invitation for Bids

## NATIONAL REVENUE AUTHORITY

### REQUEST FOR PROPOSALS

**Date of First Issue: 3<sup>rd</sup> December, 2020**

**Contract Identification Number: NRA/ICT/RFP//2020/154**

1. The National Revenue Authority has set aside funds for its operations during the financial year 2020. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contracts for ***ANTI-VIRUS AND WEB HOSTING***
2. The National Revenue Authority now invites sealed proposals (Technical and financial in separate envelopes) from eligible consultants as follows:

#### **BRIEF DESCRIPTION OF ITEMS TO BE PROCURED**

***The Information Communication & Technology (ICT Department) of the National Revenue Authority needs an Anti-Virus and Web Hosting Service Provider.***

- 3 Bidding will be conducted through Request for Proposals (RFP) procedures in accordance with Sierra Leone National Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to supply the required software licenses.
4. Interested eligible Bidders may obtain further information from and inspect the bidding documents at the ***Procurement Unit, National Revenue Authority, 4<sup>th</sup> Floor, 18 Wellington Street, Freetown from 9.00am to 5:00 PM, Mondays to Fridays inclusive except on public holidays.***
5. A complete set of bidding documents may be purchased by interested bidders upon payment of a non-refundable fee of **Le 250, 000 (Two Hundred and Fifty Thousand Leones)**. Payment should be **by cash into NRA's Account {001-110618-10-00-01} at the Sierra Leone Commercial Bank, Siaka Stevens Street, and pay-in slip must be submitted to the Finance and Procurement Units.**
6. Two envelopes must be submitted **clearly** marked on the outer envelopes Technical Proposal and Financial proposal for **“Anti-Virus and Web Hosting”** and delivered to the above address **on or before 12.00 PM on Tuesday, 5<sup>th</sup> January, 2021** and must be accompanied by the following documentations:
  - A Bid security of **LE 20,000,000** which **must** be in the form of a valid Bank Guarantee from a reputable Bank and recognized by the Central Bank of Sierra Leone;
  - A True Copy of a valid Business Registration Certificate
  - A True Copy of a valid tax clearance certificate from the National Revenue Authority (NRA);

- A True Copy of a valid Clearance Certificate from NASSIT;
- Evidence of Performance of Similar Contract.
- Signed Integrity Pact
- Financial Proposals Must Include 15% GST

7. Bids will be publicly opened on *Tuesday 5<sup>th</sup> January, 2021 at 12:05 PM*, in the presence of the Bidders' designated representatives and anyone who choose to attend, at the above stated address. Late Bids will be rejected and returned unopened to the Bidders.

8. Financial proposals opening date will be communicated to the technically responsive bidder(s) for them or their representatives to attend. Only technically responsive bidders will be invited for financial opening, proposals of non-technically responsive bidders will be returned unopened. All business registration documents and bid security must be on the technical proposal envelop(s).