



GOVERNMENT OF SIERRA LEONE

HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

3rd, 4th and 5th FLOORS, MINISTERIAL BUILDING, GEORGE STREET, FREETOWN, SIERRA LEONE

Invitation for Bids (IFB) National Competitive Bidding

Advertisement for the Procurement of Goods

Date of Issue: 15th February, 2021

The Human Resource Management Office (HRMO) has received funds from the Government of Sierra Leone (GoSL) through the Ministry of Finance (MoF) for which the HRMO has agreed to use part of it for the procurement of Stationery, Toner Cartridges, Furniture, Computers & Ancillary Equipment and Office Stores/Supplies. The HRMO therefore invites sealed bids from eligible bidders for the supply of:

Lot No.	DESCRIPTION OF GOODS	PROCUREMENT NUMBER
4	Stationery	GoSL/ HRMO/NCB/2021/004
5	Toner Cartridges	GoSL/ HRMO/NCB/2021/005
6	Office Sundry	GoSL/ HRMO/NCB/2021/006
7	Computers & Ancillary Equipment	GoSL/ HRMO /NCB/2021/007
8	Office Furniture	GoSL/ HRMO /NCB/2021/008

The contract period for the various activities above will be **April, 2021 to 31st December 2021** through a Framework Contract Agreement which is subject to renewal in 2022 fiscal year based on performance. The Office will make payments on a quarterly basis only for the goods requested for and supplied. Bidding is open to all eligible bidders as defined in the bidding documents.

Interested bidders may obtain further information and inspect the bidding documents at the address below between 10:00am to 3:00pm from Mondays to Fridays before the bid closing date. The bidding documents may be purchased upon payment of a non-refundable fee of, Five hundred thousand Leones (Le500,000.00) per lot at the Account Unit of the Human Resource Management Office, 4th Floor, Ministerial Building, George Street, Freetown and a copy of the receipt submitted to the Procurement Unit for the issuance of the bidding document.

All bids must be accompanied with following documents:

- A Bid security of **Twelve million Leones (Le12, 000,000.00)** each, it must be in the form of a valid bank guarantee from a reputable Commercial Bank operating in Sierra Leone.
- A copy of a valid business registration certificate
- A copy of a valid tax clearance certificate from the National Revenue Authority (NRA).
- A copy of a valid NASSIT clearance certificate,
- A copy of a valid local council License

- Evidence of similar supplies preferably in public sector.
- Considering the nature of the contract, the Successful bidder should have an existing shopping outlet
- Sealed bids must be delivered to the address below on or before **16th March, 2021 at 11:00 Hours GMT**. Electronic bidding will not be permitted; late bids will be rejected and returned unopened to bidders

Bids will be opened at **11:15 a.m. on 18th March, 2021** in the presence of bidders or their representatives who choose to attend, at the **Conference Room of the Human Resource Management Office, 5th Floor, Ministerial Building, George Street Freetown.**

**The Senior Procurement Officer,
Procurement Unit of the HRMO,
4th Floor, Ministerial Building,
George Street, Freetown.
Contact No: +232-78-350-504**