



Invitation for Bids
Ministry of Finance (MoF)
Supply & Delivery of Office Consumables

Procurement Number: MoF/ADMIN/2020

Date of First Issue: 19th October, 2020

Background:

The Ministry of Finance (MoF) is charged with managing Sierra Leone's economy to ensure fiscal stability with the view to promoting sustainable economic growth and poverty reduction. The Ministry of Finance therefore seeks to develop a sound Public Financial Management (PFM) System to support the achievements of fiscal discipline; the strategic, efficient and effective allocation and use of public funds, value for money and probity in the use of public funds in Sierra Leone.

The Ministry of Finance (MoF) has allocated funds for the procurement of Office Consumables and now invites sealed bids from eligible bidders for the supply of:

OFFICE CONSUMABLES	
1	Stationeries (Lot 1)
2	Printing Consumables/ Toners/ Inks (Lot 2)
3	Sundry items (Lot 3)

Bidding is open to all suppliers who can demonstrate:

- **Experience and performance on similar contracts;**
- **Financial resources and condition needed for the execution of such a contract;**
- **Bidders not under a declaration of suspension for corrupt and fraudulent practices as issued by the Government in accordance with ITB Clause 36.1 of the Bidding Document.**

Interested bidders may obtain further information and inspect the bidding documents at the address below between the hours of 10am to 3pm from Mondays to Fridays. Bidding documents may be purchased upon payment of a non-refundable fee of Le 1,000,000.00.

Bids must be delivered to the address below on or before 16th November, 2020 at 12:00pm Freetown local time:

**Ministry of Finance;
Procurement Unit;
1st Floor, Treasury Building;
George Street;
Freetown.**

All bids must be accompanied by:

- A valid Business registration certificate**
- Bid Security of Le 50,000,000 from a reputable Commercial Bank;**
- A valid tax clearance certificate;**
- A valid NASSIT clearance certificate;**
- A signed Integrity Pact; [*see attached*]**

Bids will be publicly opened on 16th November, 2020 at 12:05 pm Freetown local time, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below.

**Ministry of Finance;
ICT Conference Room;
3rd Floor, Treasury Building;
George Street;
Freetown.**

Late bids will be rejected and returned unopened to bidders.