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Project Fiduciary
Management Unit –PFMU
13 Howe Street
Freetown
Sierra Leone

GOVERNMENT OF SIERRA LEONE
PROJECT FIDUCIARY MANAGEMENT UNIT –PFMU

SL-MOFED-200334-NC-RFQ	Date: 3 rd November, 2020.
To: The Managing Director Attn:	From: Alpha I. Sesay Team Lead Project Fiduciary Management Unit –PFMU
Tel: Fax: Email:	Tel: (+232-76-672-186) Email: pfmu2018@gmail.com

Request for Quotation
NON-CONSULTING SERVICES TO DESIGN, DEVELOP AND ROLL OUT
AN AGRIBUSINESS DATA MANAGEMENT SYSTEM (ADMS)

- A. The Government of Sierra Leone (hereinafter referred to as “The Borrower”) has received financing from the World Bank toward the cost of the Project. The Borrower through the **Project Fiduciary Management Unit** of the **Ministry of Finance** intends to apply part of the proceeds of the funds for eligible payments under the contracts, subject to this Request for Quotation (RFQ).
- B. The PFMU therefore solicits your quotation for the services as stated in the attached **Annex 2**. Please quote your delivery unit and total prices, and state your earliest delivery time.
- C. No Performance Security is required.
- D. The detailed Terms of Reference and copy of the original Request for Quotation can be obtained from the address below during office hours 9:00am to 5:00pm Monday –Friday
- E. Your bid in sealed envelope should be submitted by hand or email not later than **12:00 hours GMT of 17th November, 2020** to the address below:

The Team Lead
Project Fiduciary Management Unit –PFMU
13 Howe Street
Freetown
Sierra Leone
Tel: +23278235061
E-mail: slagroprocessing@gmail.com

The inner and outer envelopes shall:

- i) bear the name and address of the Bidder;
- ii) be addressed to the Employer as indicated above;
- iii) bear the specific identification (Title and Reference Number) of this bidding process indicated above; and
- iv) bear a warning not to open before the time and date for bid opening.

F. Your quotation must be valid for 30 days and written in English.

G. Criteria for award will be prices, delivery time, quality and adherence to specifications and :

- A registered firm with at least three years' experience in designing, developing, managing data and deployment of software products for organizations
- Reference(s) of similar work done in the sub region is an added advantage
- A good understanding of the agriculture, trade and agribusiness sector, Infrastructure development and understanding of public policy will be an added advantage
- Supportive attitude towards building institution capacity will be expected
- Provide two References (with contact details) of past relevant assignments that demonstrate your capability to undertake this assignment

H. PFMU's payment terms for this contract are 100% payment upon delivery by cheque not later than 30 days after receipt and acceptance of goods and original invoice(s) by the end user department.

I. You will be required to provide the service not later than **6 Weeks** from the time of notification of the award/purchase order/contract, if your quotation is considered successful.

J. Queries arising from this RFQ should be sent in writing or email to the address in Paragraph D above for the attention of the **Senior Procurement Officer**, not later than **12:00 Noon of 10th November, 2020** are requested to quote your delivered price for these services by completing and returning **Annexes 1 and 2**.

There will be a public opening of bids on **17th November, 2020**, at **12:00 hours GMT at the Office of Project Fiduciary Management Unit –PFMU 13 Howe Street Freetown Sierra Leone**

K. Bidders or their representatives who wish to attend are invited to be in attendance.

L. The address for delivery is:

**Ministry of Trade and Industry
6th Floor Youiyi Building Freetown
Attn: Permanent Secretary**

Annex 1 - Quotation Details

Request for Quotation: Non-Consulting Services to Design, Develop and Roll out An Agribusiness Data Management System (ADMS)

SL-MOFED-200334-NC-RFQ

Your quotation is to be returned on this Form by completing and returning Annexes 1 and 2 including any other information/certification required within this RFQ. (Note: Other similar forms acceptable to the employer may be used).

- 1) Currency of Quotation: **SLL**
- 2) Delivery period offered: days/weeks/months from date of Notification of Award or Purchase Order/Contract.
- 3) The validity period of this Quotation is: days from the date of submission of quotations.
- 4) Warranty period (where applicable): months.
- 5) We enclose the following documents:
 - i. **A copy of the Business Registration License**
 - ii. **Valid NRA Tax Clearance Certificate**
- 6) We confirm that our quotation is subject to the General Conditions of Contract for Purchase Orders, and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

Authorised by:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorized for and on behalf of:

Vendor: _____

Address:

Annex 2- Schedule of Requirements

**NON-CONSULTING SERVICES TO DESIGN, DEVELOP AND ROLL
OUT AN AGRIBUSINESS DATA MANAGEMENT SYSTEM (ADMS)
SL-MOFED-200334-NC-RFQ**

Item No	Description of Item/ToR	Unit	Assignment Duration	Delivered Unit Price SLL	Delivered Total Price SLL
1	Design, Develop and Roll Out an Agribusiness Data Management System (ADMS) (See attached Terms of Reference)	Non-Consulting Services	6 Weeks		
Total					