

## Invitation to Bids

### Ministry of Finance MOF)

#### Procurement of Service to Develop and Test Software Application for the Tracking and Follow-Up Process of Audit Service Sierra Leone's Recommendations

**PROCUREMENT NUMBER: MOF/ADMIN/ICB/2023/017**

**Date: 19<sup>TH</sup> JUNE, 2023**

The **Ministry of Finance** has set aside funds from its annual allocation for the Procurement of Service in respect of Software application for the tracking and follow-up process of Audit Service Sierra Leone's recommendations and now invites sealed bids from eligible bidders that are specialized in software development, testing and training of users of the application that can efficiently and effectively perform this service.

Eligible firms with proven expertise that are capable of providing the services as described below are now invited to participate in the bidding process.

The successful firm should be able to perform the following:

- *Conduct a Business Process Review (BRP) and submit a report to the client. The report of the BRP must include detailed specifications and the minimum requirements for the client users, systems, computers, and documents to ensure the smooth implementation of the DMS.*
- *Supply, install and configuration of the software,*
- *Conduct a training of Trainers for the Audit Follow-Up Team in the Internal Audit Directorate.*
- *Provide a training manual which shall be used to cascade the training to other users*
- *Provide a user manual which is tailored for different level of users and must be adapted to local context*
- *Present the Final report to the Client*
- *Must be a business that is legally operating in all countries and territories which are member states of the United Nations are eligible,*
- *Must provide evidence of experience in similar assignment for the past five (5) years,*
- *Must provide financial capability in the form of and audited financial statement for the current past three (3) years and a line of credit from a reputable commercial bank operation in the country of origin,*
- *Must provide a Bid security of Sixty Thousand New Leones only (NLe60,000) for domestic suppliers and Seven Thousand United State Dollars (USD7,000.00) for foreign*

*suppliers and it should be issued by a reputable Commercial Bank operating in the country of origin.*

Bidding will be conducted through International Competitive Bidding (ICB) procedures in accordance with the Sierra Leone Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to provide the required services.

All interested bidders can obtain further information and inspect the bidding document at **the Procurement Unit, Methodist Church Building, Ministry of Finance 4 George Street, Freetown from 10:00 am. To 4:00 p.m., Mondays to Thursday and from 10:00 a.m. to 2:00 p.m. on Fridays inclusive, except on public holidays.**

Bidding documents may be purchased upon payment of a non-refundable fee of **NLe1,500 (One Thousand Five Hundred New Leones)**. Payment should be by cash into the following National Public Procurement Authority Accounts with details as shown: With the pay-in slip submitted to the Procurement Unit, Ministry of Finance:

- **Bank of Sierra Leone, NPPA-Revenue from sale of Bidding Document, 0111003981**
- **Union Trust Bank, Revenue from sale of bidding sub Treasury, 210113253-01**
- **Sierra Leone Commercial Bank, Revenue from sale of bidding sub Treasury, 003001081791112183**
- **Rokel Commercial Bank, Revenue from sale of bidding sub Treasury, 02-011012428 and a copy of the receipt submitted to the Procurement Unit at the address below for issuance of the bidding document.**

Bids must be delivered to the address below on or before 13<sup>th</sup> July 2023 at 10 a.m. all bids must be accompanied with:

- A valid tax clearance certificate;
- A valid Social Security clearance certificate;
- A signed Integrity Pact;

Sealed Bids must be delivered to the address below on or before **10a.m. on Thursday, 13<sup>th</sup> July, 2023**, and must be accompanied with the documents specified in Standard Bidding Document Bids will be opened at **10:05 a.m. on Thursday, 13<sup>th</sup> July, 2023**, in the presence of bidders' representatives who chooses to attend, at the address below.

**Late bids will be rejected and returned unopened to bidders.**

**Procurement Unit  
Methodist Church Building  
Ministry of Finance  
4 George Street  
Freetown  
+23278350504/+23230789090  
Email: ksesay1@mof.gov.sl**

