

## REQUEST FOR PROPOSAL (RFP)

### Terms of Reference for the provision of Air Ticketing service

#### A. Background

The Road Maintenance Fund Administration office located at 3<sup>rd</sup> & 4<sup>th</sup> Floors Maritime House Government Wharf, has allocated funds from its annual budget, and intends to apply part of this fund towards procurement of Air Ticketing service.

Road Maintenance Fund Administration is hereby inviting potential Air Travel service providers who are interested in providing Air ticketing to submit proposals. The successful bidders shall be contracted for a period of Two (2) years and may be renewable after review and successful evaluation.

#### B. Submission Requirements

1. Proposal is open to all Service Providers who can demonstrate technical capability to provide the required services.
2. Bidding will be conducted through National Competitive Bidding (NCB) procedure specified in the Public Procurement act 2016 and the Regulation 2020.
3. Framework Contract would **only** be awarded to bidder(s) bidding for all listed services.
4. Interested bidders may obtain further information and inspect the bidding document at the address below between **10:00 am to 3:00 pm from Mondays to Fridays**.

Proposal must be delivered to the address below on or before **14<sup>th</sup> March 2023**.

All bids must be accompanied by:

- A valid Business registration certificate
  - A valid tax clearance certificate.
  - A valid NASSIT clearance certificate.
  - A signed Integrity Pact; [*see attached*]
  - Experience in similar service from reputable institution
  - Business Profile
  - Registration with Sierra Leone Civil Aviation Authority
5. Proposal will be opened on the **14<sup>th</sup> March 2023 at 11:05 a.m.** in the presence of bidders or their representatives and those who chose to attend, at the **Board Room** of the **Road Maintenance Fund Administration, 3<sup>rd</sup> Floor Maritime House,**

**Government Wharf, Freetown.** Late bids will be rejected and returned unopened to bidders.

6. Proposal must be delivered to the address below on or before **11:00 a.m. on the 14<sup>th</sup> March, 2023** to:

The Administration and Corporate Services  
Road Maintenance Fund Administration  
3<sup>rd</sup>& 4<sup>th</sup> Floor  
Maritime House  
Government Wharf  
Freetown