



Road Maintenance Fund Administration

Road Maintenance Fund Administration
 3rd& 4th Floor
 Maritime House
 Government Wharf
 Freetown
 Sierra Leone
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 Enquiries: info@rmfa.gov.sl

Invitation for Bids
Road Maintenance Fund Administration (RMFA)
PROCUREMENT OF CONSUMABLES AND OFFICE SUPPLIES
Procurement Number: RMFA/Admin/NCB/G/01/2023

Date of First Issue: 8th December 2023.

The Road Maintenance Fund Administration (RMFA) has allocated funds from its annual budget, and intends to spend part of this fund towards eligible payment under the contract for the **Procurement of Consumables and Office Supplies**

The Road Maintenance Fund Administration (RMFA) invites sealed bids from eligible bidders who can demonstrate technical and financial capabilities for the Supply of the following Consumables and Office Supplies

Item No	Description of Goods	Unit of Measure	Quantity	Delivered Unit Price <i>Leones</i>	Delivery Schedule in weeks/months from.....
1	Hand Wash x 24 (Cartoon)	Each	10		On quarterly basis
2	Sponch (Pkt)	Each	50		
3	Shell Tox (Pcs)	Each	10		
4	Air Fresheners assorted (Cartoon)	Each	12		
5	Facial Tissue (Cartoons)	Each	20		

6	Washing up Liquid (Cartoons)	Each	04	
7	Toilet Roll (bundle)	Each	50	
8	72% Soap (Cartoon)	Each	01	
9	Hand Sanitizer (Cartoon)	Each	04	
10	Foam Surf (Cartoon)	Each	08	
11	Disposable cups	Each	50	
12	Scrubbing Brush (Pcs)	Each	04	
13	Dettol (Pcs)	Each	48	
14	Bleach (White tex Pcs) (Cartoon)	Each	03	
15	Trash Bag	Each	25	
16	Mugs	Each	03	
17	Bathroom Towels (Pcs)	Each	24	
18	Table Towel (Pcs)	Each	06	
19	Rubber (Dustin Bin Pcs)	Each	06	
20	Peak Milk 2,400g (large tin) Pcs	Each	26	
21	Peak Milk 400g (Small tin) Pcs	Each	350	
22	Sugar St. Louis (Box)	Each	350	
23	Honey (Imported)	Each	60	
24	Honey (Local)	Each	36	
25	Tea Leaf (Cartoon)	Each	06	
26	Gold Blend (Pcs)	Each	12	
27	Ovaltine (Cartoon)	Each	350	
28	Small Size Mineral Water x 12 (Bundle)	Each	336	
29	Soft drink Assorted x 24 (Crates)	Each	60	

30	Extra Juice x 24 (Crates)	Each	96		
31	Can Vimto	Each	24		
32	Can Lucozade	Each	24		
33	Tonic Water	Each	12		
				Total	

Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in the Public Procurement Act of 2016 and the Regulations of 2020

Bidding is open to all suppliers who can demonstrate Technical and Financial capability to supply the required items

Interested bidders may obtain further information and inspect bidding document at the address below between **11:00 am to 3:00 pm from Mondays to Fridays.**

Interested Bidders can obtain the Bid document for a non-refundable fee Le **200 (Two Hundred New Leones)**

Into a Treasury Single Account Number 0111003981 at the Central Bank of Sierra Leone Single Account Number 0111003981 at the Central Bank of Sierra Leone, 21011325301 Union Trust Bank, 00300108179112183 Sierra Leone Commercial Bank, 02011012428 Rokel Commercial Bank and issue the payment slip to obtain the Bid document at RMFA office 3rd & 4th Floor Maritime House.

Bids will be opened on the **10th January, 2024 at 11:05 pm.** in the presence of bidders or their representatives and those who chose to attend at the **Board Room of the Road Maintenance Fund Administration, 3rd Floor Maritime House, Government Wharf, and Freetown.** Late bids will be rejected and returned unopened to bidders:

- ❑ **A valid Business registration certificate**
- ❑ **Bid Security of Le **2,000.00** (Two Thousand New Leones) from a reputable Commercial Bank;**
- ❑ **A valid NRA tax clearance certificate;**
- ❑ **A valid NASSIT clearance certificate;**
- ❑ **A signed Integrity Pact; [see attached]**
- ❑ **Evidence of Similar of supplies**
- ❑ **[list all other required documents and samples where applicable]**

Bids will be opened on the **10th January, 2024 at 11:05 pm.** in the presence of bidders or their representatives who chose to attend, at the **Board Room of the Road Maintenance Fund**

Administration, 3rd Floor Maritime House, Government Wharf, and Freetown. Late bids will be rejected and returned unopened to bidders.

Bids must be delivered to the address below on or before **11:00 pm. on the 10th January, 2024.**

**The Procurement Committee
Road Maintenance Fund Administration
3rd& 4th Floor
Maritime House
Government Wharf
Freetown**