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# Procurement of Vehicle Maintenance and Repair Services

Procurement Number \_\_\_\_\_ NMA/DFA/NCB/2020/0007

Date of First Issue \_\_\_\_\_ 30th April 2020

The National Minerals Agency has allocated funds from the Government of Sierra Leone for its operations during the financial year, 2020 for the procurement of Vehicle Maintenance and Repair Services of Head Office Vehicles and now invites sealed bids from eligible bidders for the undermentioned fleet of Vehicles:

Item Number	Description	Quantity	Bid Security
1	Toyota Station Wagon	4	
2	Toyota Hilux Double Cab	6	<b>Le 5,000,000.00</b>
3	Toyota Fortunner	1	
4	Toyota Prado	2	
5	Renault Truck	1	

**Bidders must bid for all the above items. Partial quotations will be considered non-responsive.**

Bidding will be conducted through the National Competitive Bidding (NCB) procedures in accordance with Sierra Leone National Public Procurement Act, 2016 and open to all eligible bidders defined in the Bid Document.

Interested eligible Bidders may obtain further information from and inspect the bidding documents at the **Procurement Unit, National Minerals Agency, Head Office, New England Ville, Freetown from 9 am to 4 pm – on Mondays to Fridays inclusive except on public holidays.**

A complete set of bidding documents may be purchased by interested bidders on the submission of a written application and upon payment of a non-refundable fee of **LE 250,000.00**

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**(Two hundred and fifty thousand Leones).**

**Payment should be by cash into NMA Account {003-001-117393-030-120} at the Sierra Leone Commercial Bank and pay-in slip must be submitted to the Finance and Administration Directorate.**

Bids must be delivered to the address below on or before 26<sup>th</sup> May, 2020 at 2 pm at the Reception Area of the National Minerals Agency New England Ville Freetown. All bids must be accompanied by:

- **A valid Business Registration Certificate**
- **Bid Security of Le 5,000,000.00 from a reputable Commercial Bank;**
- **A valid Tax Clearance Certificate;**
- **A valid NASSIT Clearance Certificate;**
- **A signed Integrity Pact; [see attached]**
- **Business profile of the Bidder**
- **Must have at least five (5) years of relevant experience in the repairs and maintenance of the aforementioned vehicles.**
- **Evidence of Financial Statement for the past three (3) years**
- **Reference from three (3) major clients on past performances**

Bids will be publicly opened on 28<sup>th</sup> May, 2020 at the National Minerals Agency Conference Room, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below.

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

**National Minerals Agency;**

**Procurement Unit;**

**New England Ville;**

**Freetown**

**+232 79 270 593 or +232 79 250 702;**