Invitation for Bids

National Competitive Bidding

Judiciary of Sierra Leone

Contract for the Procurement of Office Furniture, Stationery, Computer and Accessories, Toners, Electrical Consumables and Vehicle Spares

Procurement Number_____ JSL/CO/NCB/2025/080

Date of First Issue_____ 21st July, 2025

The Judiciary of Sierra Leone has set aside funds from Government of Sierra Leone for the Procurement of Office Furniture, Stationery, Computer and Accessories, Toners, Electrical Consumables, Tires and Batteries and the Judiciary of Sierra Leone now invites sealed bids from eligible suppliers for the supply of the listed items therein under a "**Contract(s).**

Bidders may quote for one or more lots. Lot(s) quoted should include all items listed under the lot(s). Partial quotation of the items listed in a lot shall be declared non-responsive.

Bid Security is required and the bidding document is issued free of cost as the project is time bound. Below is the breakdown of the lots and suppliers can bid for one or all of the lots.

Lots	Description of Goods	Bid Security Amount	Delivery
1	Office Furniture	LE 30,500	AS AND WHEN NEEDED
2	Stationery	LE 13,750	
3	Computer and Accessories	LE 50,003	
4	Toners	LE 19,103	
5	Electrical Consumables	LE 9,550	
6	Vehicle Spares	LE 8,438	

Interested bidders may obtain further information and inspect the bidding document at the Procurement Unit in the**, Court Operations Unit, Ground Floor, Main Law Court Building, Siaka Stevens Street, Freetown, between 9:30 AM and 4:00 PM – Mondays to Fridays inclusive except on public holidays.**

The bidding documents can be purchased by interested bidders upon payment of a non- refundable fee of NLE 250.00 (Two Hundred and Fifty Leones) to the following accounts below:

To the National Public Procurement Authority (NPPA) Sale of Bids Single Treasury Account details below:

Account Number: 0111003981

BBAN: 000001011100398165

Alternatively, potential bidders should also pay for the bidding document in any of the Transit Accounts at the following Commercial Banks:

Bank Name: **Union Trust Bank**
ACCOUNT NAME: **Revenue from Sale of Bidding Sub Treasury**
ACCOUNT NO: **210113253-01**
BBAN NO: **00-400111325312014**

Bank Name: **Sierra Leone Commercial Bank**
ACCOUNT NAME: **Revenue from Sale of Bidding Sub Treasury**
ACCOUNT NO: **0030010817911112183**

Bank Name: **Rokel Commercial Bank**
ACCOUNT NAME: **Revenue from Sale of Bidding Sub Treasury**
ACCOUNT NO: **02-011012428**
BBAN NO: **002001002101242863**

Pay-in slips must be submitted to the Account Department and receipts presented to the Procurement Units.

Bids must be delivered to the address hereunder on or before the **28th July, 2025 at 1Pm** and clearly marked "Bids for the supply of **Lot one** (Office Furniture**), Lot two** (Stationery) **Lot three (Computer and Accessories), Lot four (Toners), Lot five (Electrical Consumables) and Lot six (Tires and Batteries).** Bidders who wish to quote for more than one lot are encouraged to provide aggregate bids security; copies attached to each bid or lot.

All bids must be accompanied by:

- **A valid Business registration certificate**
- **Bid Security from a reputable bank**
- **A valid tax clearance certificate;**
- **A valid NASSIT clearance certificate;**
- **A valid Municipal/ Local Council Certificate**
- **A Valid NPPA Supplier Registration Certificate**
- **Signed and Stamped Bid Form**

Bids will be publicly opened on **Monday 28th July, 2025 at 1pm,** in the presence of the bidders' or their representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Procuring Entity: Judiciary of Sierra Leone
Contact Designation: Procurement and Logistics Manager
Email: ibkoroma@judiciary.gov.sl
Mobile: +23276824830
Ground Floor: Procurement and Logistics Unit

Address: Main Law Building, Siaka Stevens Street; Freetown