



JUDICIARY OF SIERRA LEONE

REQUEST FOR EXPRESSION OF INTEREST

PROVISION OF REPAIRS, MAINTENANCE, CLEANING AND WELDING

Dated: 2nd February, 2021

The Constitution of Sierra Leone Act No. 6 of 1991 establishes the Judiciary of Sierra Leone and vests Judicial power in the Judiciary of which the Chief Justice is the Head. In the exercise of Judicial power and with a view to delivering justice to its citizenry, the Judiciary operates specifically through the Supreme Court, the Court of Appeal and the High Court, as Superior Courts of Judicature and through the Magistrates Courts and the traditional Courts as Courts of Inferior Record. Other important bodies are the Judicial and Legal Service Commission (JLSC) and the Rules of Court Committee (RoCC)

With funding from the Government of Sierra Leone (GoSL), the Judiciary of Sierra Leone being an organ of Government, intends to apply part of its financial allocation on the provision of wide ranging operational services. It is in this regard that it now invites requests for Expression of Interest from reputable organisations so as to get them shortlisted for the provision of Repairs, Maintenance, IT Services and other services as detailed below:

- ❖ Generator Maintenance
- ❖ Air Condition Maintenance
- ❖ Photocopier / Printer Maintenance
- ❖ Vehicle Maintenance
- ❖ Welding of metal doors, gates etc.
- ❖ Building Refurbishment, Repairs and Maintenance
- ❖ Plumbing
- ❖ Bore Hole Maintenance
- ❖ Cleaning, Deep Cleaning, Garbage Collection and Fumigation
- ❖ Electrical Maintenance
- ❖ Catering Services

Established and registered enterprises providing the above listed Services are requested to express their interest in writing to the Judiciary. They must provide information demonstrating that they have the required experience to perform the Services (including availability of appropriate skills within its staff). Enterprises may constitute joint ventures to enhance their chances of qualification.

Pre-qualification criteria

Prospective enterprises, including Joint Ventures should fulfil and provide the following:

- ❖ A copy of a valid Business Registration Certificates/License,
- ❖ A copy of a valid NRA Tax Clearance Certificates,
- ❖ A copy of valid NASSIT Clearance Certificate,
- ❖ List of previous contracts performed,
- ❖ Business Profile
- ❖ A Copy of an Authorization/Distributor/Agent Agreement
- ❖ Specialized Business Areas.
- ❖ Bankers

A shortlist of enterprises for each category will be issued the **‘Request for Proposal’** after the selection process. Further information may be obtained at the address during office hours from Monday to Friday (0900 to 1600 GMT).

The Expression of Interest AND SUPPORTING DOCUMENTATION MUST BE DELIVERED AND SEALED IN AN ENVELOPE MARKED

“Expression of Interest-JSL/CO/EOI/2021/002, Pre-Shortlist 2021” on **OR** before 12:00 hours on 3rd March, **2021** at the following address:

**The Court Operations Manager
Judiciary of Sierra Leone
Main Law Court Building
Siaka Stevens Street
Freetown, Sierra Leone**

Please note that this Announcement is NOT a Tender



Invitation for Bids

National Competitive Bidding

[Judiciary of Sierra Leone]

Framework Contract for the Procurement of Office Furniture, Office Stationery, Computers & Accessories, Electrical and Audio visual, Vehicle Tires & Batteries, Sundry/Toiletries Consumables and Fire Safety Equipment.

Procurement Number _____ [JSL/CO/NCB/2021/001]

Date of First Issue _____ [2nd February, 2021]

The Judiciary of Sierra Leone has set aside funds from Government of Sierra Leone for the procurement of Furniture, Stationery, Computer and Accessories, Electrical and Audio Visual Equipment, Tires and Batteries, Sundry/Toiletries and Fire Safety Equipment and now invites sealed bids from eligible suppliers for the supply of the listed items below under a "**Framework 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. Below is the breakdown of the lots and respective Bid Security amount:

Lots	Description of Goods	Bid Security Amount		Delivery
1	Office Furniture	Le 10,000,000	Ten Million Leones	AS AND WHEN REQUESTED
2	Office Stationery	Le 10,000,000	Ten Million Leones	
3	Computer and Accessories	Le 10,000,000	Ten Million Leones	
4	Electrical and Audio Visual Equipment	Le 5,000,000	Five Million Leones	
5	Tires and Batteries	Le 3,000,000	Three Million Leones	
6	Sundry/Toiletries	Le 3,000,000	Three Million Leones	
7	Fire Safety Equipment	Le 3,000,000	Three Million Leones	

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 **LE 200, 000.00 (Two Hundred Thousands Leones)**.

Payment should be made by **cash into the "Judiciary Imprest Account" Number: 0112004909 at the Bank of Sierra Leone**, Siaka Stevens Street. 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 **2nd March, 2021 at 11am** and clearly marked "Bids for the supply of **Lot one** (Office Furniture), **Lot two** (Stationery), **Lot three** (Computer and Accessories), **Lot four** (Electrical and Audio Visual Equipment), **Lot five** (Vehicle tires and Batteries), **Lot Six** (Sundry/Toiletries) and **Lot Seven (Fire Safety Equipment)**. 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 as stated above 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 contract
- ❖ Brochure of furniture/items in colour if appropriate

Bids will be publicly opened on **Tuesday 2nd March, 2021 at 11:05am**, 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

Room Number: 1, Court Operations Unit, Procurement and Logistics Section

Address: Main Law Building, Siaka Stevens Street; Freetown