



# NATIONAL REVENUE AUTHORITY

## Section I. Re- Invitation for Bids

### NATIONAL REVENUE AUTHORITY

### REQUEST FOR PROPOSALS

**Date: 17<sup>th</sup> June, 2019**

**Contract Identification Number: NRA/HR/RFP/19/046**

The National Revenue Authority has set aside funds for its operations during the financial year 2019. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contracts for the provision of a consultancy services on **STAFF COMPETENCY AND SKILLS AUDIT SURVEY**.

The National Revenue Authority now invites sealed proposals (Technical and financial in separate envelopes) from eligible consultants as follows: **All required technical documents including bid security must be enclosed in the TECHNICAL PROPOSAL ENVELOPE.**

#### BRIEF DESCRIPTION OF ITEMS TO BE PROCURED

No	Item Description	Quantity	Bid Security (Le)
1	STAFF COMPETENCY AND SKILLS AUDIT SURVEY	NRA EMPLOYEES NATIONWIDE	45,000,000

Bidding will be conducted through Request for Proposals (RFP) procedures in accordance with the Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to carry out the survey.

Interested eligible Bidders may obtain further information from and inspect the bidding documents at the **Procurement Unit, National Revenue Authority, 4<sup>th</sup> Floor, 18 Wellington Street, Freetown from 9.00am to 4:45pm, Mondays to Fridays inclusive except on public holidays.**

A complete set of bidding document may be purchased by interested bidders upon payment of a non-refundable fee of **Le 250, 000 (Two Hundred and Fifty Thousands Leones)**. **Payment should be by cash into NRA's Account {001-110618-10-00-01} at the Sierra Leone**



## **NATIONAL REVENUE AUTHORITY**

**Commercial Bank, Siaka Stevens Street, and pay-in slip must be submitted to the Finance and Procurement Units.**

Two envelopes must be submitted **clearly** marked on the outer envelopes financial Proposal and Technical proposal for **"STAFF COMPETENCY AND SKILLS AUDIT SURVEY"** and delivered to the above office **on or before 10.00 AM on Friday, 12<sup>th</sup> July 2019** and must be accompanied by the following Documentations **enclosed in the TECHNICAL PROPOSAL ENVELOPE**

- A Bid security of **LE 45,000,000** which must be in the form of a valid Bank Guarantee from a reputable Bank and recognized by the Central Bank of Sierra Leone;
- A True Copy of a valid Business Registration Certificate
- A True Copy of a valid tax clearance certificate from the National Revenue Authority (NRA);
- A True Copy of a valid Clearance Certificate from NASSIT;
- All financial proposals must include **15% GST**

Financial proposals opening date will be communicated to bidders for them or their representatives to attend.