



Section 1. Letter of Invitation

Section I. Invitation for Bids

NATIONAL REVENUE AUTHORITY

REQUEST FOR PROPOSALS

Date: 19th March, 2019

Contract Identification Number: NRA/ICT/19/021

1. 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 Microsoft Office 365 Enterprise License
2. The National Revenue Authority now invites sealed proposals (Technical and financial in separate envelopes) from eligible consultants as follows:

BRIEF DESCRIPTION OF ITEMS TO BE PROCURED

No	Item Description	Quantity	Bid Security (Le)
1	Microsoft Office 365 Enterprise	500 users	25,000,000

3. Bidding will be conducted through Request for Proposals (RFP) procedures in accordance with Sierra Leone National Public Procurement Act, 2016 and open to all eligible bidders, who can demonstrate the ability and financial capability to supply the required items.
4. Interested eligible Bidders may obtain further information from and inspect the bidding documents at the **Procurement Unit, National Revenue Authority, 1st Floor, 17 Wellington Street, Freetown** from **9.00am to 4:45pm, Mondays to Fridays inclusive except on public holidays.**
5. A complete set of bidding documents may be purchased by interested bidders upon payment of a non-refundable fee of **Le 250, 000 (Two**



Section 1. Letter of Invitation

Hundred and Fifty Thousands Leones). Payment should be by cash into NRA's Account {001-110618-10-00-01} at the Sierra Leone Commercial Bank, Siaka Stevens Street, and pay-in slip must be submitted to the Finance and Procurement Units.

6. Two envelopes must be submitted **clearly** marked on the outer envelopes financial Proposal and Technical proposal for “**Microsoft Office 365 Enterprise**” and delivered to the above office **on or before 10.00 AM on Tuesday, 16th April, 2019** and must be accompanied by the following documentations:
 - A Bid security of **LE 25,000,000** 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;
 - A True Copy of a valid Goods and Services Tax (GST) Certificate from (NRA).
 - Evidence of Performance of Similar Contract.

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