



## GOVERNMENT OF SIERRA LEONE

### NATIONAL COMMISSION FOR SOCIAL ACTION (NaCSA)

#### **INVITATION FOR REGISTRATION AND PRE-QUALIFICATION OF CONTRACTORS, SUPPLIERS AND CONSULTANTS**

National Commission for Social Action (NaCSA) has been implementing programmes funded by the Government of Sierra Leone, International Institutions and Donors like UNHCR, World Bank, Islamic Development Bank and the German Development Bank KfW. NaCSA's engagement of national Suppliers, Consultants, and Contractors in the implementation of programmes is part of Government's efforts to enhance private sector participation and growth in the economy.

The Commission intends to update its database of suppliers, consultants and contractors, from which a short list of service providers that bid for contracts within the threshold of **National Shopping and Restrictive Bidding**. Qualified suppliers, contractors and consultants are hereby invited to express interest for pre-qualification and enrollment in the Commission database of Services Providers. Pre-qualified Contractors, Supplier and consultant will be short listed to participate and bid for National Shopping procurement during the programmes implementation in the various regions (South, East, North and Western Area).

**Interested Suppliers, Contractors and Consultants should register in the District in which they have their business interest/ domicile. The registration form can be obtained from NaCSA HQ, Regional and District offices at the address below after payment of a non-refundable fee of Le 100,000 (One Hundred Thousand Leones only) at the account below. Interest Services Providers (suppliers, contractors and consultants) should submit the bank deposit slip to the Finance Director, 5<sup>th</sup> Floor, NaCSA HQ.**

**Account Name : NaCSA Recurrent Account**

**Banker : Bank of Sierra Leone**

**Account Number: 0112004923**

The works, services and supplies for which this request for expression of interest/ pre-qualification notice is issued are, but not limited to the following:

**Business Category 1 (Contractors):**

- a) Construction of Schools, Community Health Posts (CHP), Community Centres, Markets etc
- b) Construction of hand- dug wells
- c) Construction of toilets
- d) Rehabilitation and spot improvement of feeder roads
- e) Installation of Renewable Solar Energy

**Business Category 2 (Consultants and Non Consulting Services):**

- a) Baseline Studies and Surveys
- b) Beneficiary Impact Assessment of Programmes
- c) Audit of Programme Financial Statements
- d) Installation of Local Area Network
- e) MIS Design and Development
- f) Development of Website
- g) Production of jingles and skits
- h) Development of architectural Designs, Drawing and Supervision of Infrastructure
- i) Maintenance of photocopiers
- j) Maintenance of motor vehicles and motor bikes
- k) Training and Capacity Building
- l) Trauma healing and Counseling
- m) HIV/AIDS Mainstreaming and Awareness

**Business Category 3 (Suppliers):**

- a) Computers and accessories
- b) Basic farm tools
- c) Agricultural inputs (seed rice, groundnut, Cassava etc.)
- d) Office equipment
- e) Sanitary Consumables
- f) Electrical materials
- g) Office furniture

- h) Office stationery
- i) Motor vehicles
- j) Motor bikes
- k) Spare parts (Motor vehicles and Motor bikes)
- l) Solar panel and installation accessories

**Firms in the business category 1, 2 and 3 should submit their registration form with the following documents:**

1. Profile of the business including, but not limited to, a description of the type of the business entity, the firm's technical and financial capacity to execute the business, etc).
2. The firm's legal and business documents which show the extent to which the business has fulfilled its legal obligations i.e Business Registration Certificate, Valid NRA Tax and NASSIT Clearance Certificates etc and MOWH &I Registration Certificate for Contractors only.
3. Evidence of district council registration in the district of operation.
4. Documentary evidence and description of contracts that have been executed in the last three years. The list of contract executed should include a description of the goods, works or services, name of the employer/client, value of the contract and status of the contract. The documentary evidence of contracts executed should include copies of notification of contract award/ completion certificates/ payment authorization or certificates/ contract agreement etc.

**Owners of new ventures can apply provided they submit the documents mentioned and required in 1, 2, 3 above and six months Bank statement with appreciable amount to pre-finance suppliers, works and services etc that falls within National Shopping Procurement threshold.**

The prequalification shall be conducted in accordance with the National Public Procurement Act and Regulations.

- **The registration form and supporting documents must be submitted on or before 2: 30 p.m, 10<sup>th</sup> April 2017 at the following addresses:**

1. Contractors, Suppliers, Consultants based in the **North:**

*NaCSA Regional Office, North:*

*36 Makama .Road, Makeni*

OR

*NaCSA District Offices: Kambia/Port Loko/ Tonkolili and Bombali.*

2. Contractors, Suppliers and Consultants based in the **South:**

*NaCSA Regional Office, South: Bo-Kenema High Way, Bo*

OR

*NaCSA District Offices: Moyamba/ Pujehun/ Bonthe/ Bo.*

3. Contractors, Suppliers, Consultants based in the **East:**

NaCSA Regional Office, East: 115 Hanga Road, Kenema

OR

District Offices: Kono/ Kenema/ Kailahun

4. Contractors, Suppliers and Consultant based in **Western Area:**

NaCSA Western Area District Office: 1<sup>st</sup> Floor, NaCSA House, 14-16 Charlotte Street, Freetown.

For further clarification please contact the following:

**Procurement Unit, Support Services Division**

**5<sup>th</sup> Floor, NaCSA House, 14-16 Charlotte Street, Freetown**

**Email: [musasesay@nacs.gov.sl](mailto:musasesay@nacs.gov.sl)**

**“Youth contractor Groups are specifically encouraged to apply”**