

CALL FOR EXPRESSIONS OF INTEREST (EOI)

FRAMEWORK AGREEMENTS 2023-2025

Handicap International (operating as Humanity and Inclusion) has been working in Sierra Leone since 1996. Over the years, HI has focused operations around Physical Rehabilitation, Social Inclusion, Promotion of Rights of persons with disability, Livelihoods, Inclusive Education, Child Protection and Emergency response (Ebola & floods). Currently, Handicap International is directly implementing projects in Mental Health, Inclusive Education, Accessibility & Inclusion Technical Support and Protection against Sexual Gender Violence.

As part of the renewal of its directory of suppliers of goods and service providers, the office of Humanity and Inclusion, ex. Handicap International (HI); Situated at 45 Freetown Road, Lumley-Freetown Sierra Leone Tel.: (+232) 88 028885, is launching a call for expressions of interest to select natural or legal persons with a view to building a database of suppliers and service providers likely to support it in the supply of goods and services during the 2023-2025 period.

2. List of markets:

HI is in the process to Request for Proposals (RFP) in order to select Service Providers for the below goods and services:

Lot Number	Goods / Services	Pricing Model	Frequency of Orders	Period for Framework
1	Generator repairs Services	Fixed Service Fees except spare parts	As need arises	Two years
2	Catering Services	Fixed Rate(s)	As need arises	Two years
3	Hall Rental	Fixed Rate(s)	As need arises	Two years
4	Accommodation (hotel)	Fixed Rate(s)	As need arises	Two years
5	Motor vehicle repairs and maintenance	Fixed Service Fees except spare parts	As need arises	Two years
6	IT Equipment and Accessories	Fixed Rate(s)	As need arises	Two years

7	Printing and Visibility Services	Fixed rate(s) / prices	As need arises	Two years
8	Video and Animation production	Fixed rate(s)	As need arises	Two years
9	Office Stationery & Supplies	Fixed prices	As need arises	Two years
10	Groceries and Toiletries	Fixed prices	As need arises	Two years
11	Plumbing Services-repairs and maintenance	Fixed Service Fees except spare parts	As need arises	Two years
12	Electrical Services-repairs and maintenance	Fixed Service Fees except spare parts	As need arises	Two years
13	Clearing and Forwarding Services	Fixed Rate(s)	As need arises	Two years
14	Carpentry Services-repairs and maintenance	Fixed Service Fees except spare parts	As need arises	Two years
15	Garbage Collection Services	Fixed Rate(s)	As need arises	Two years
16	Consultancy Services (Baseline and Endline)	Fixed Rate(s)	As need arises	Two years
17	Courier Services	Fixed Rate(s)	As need arises	Two years
18	Motor Bike repairs and maintenance	Fixed Service Fees except spare parts	As need arises	Two years
19	Office equipment and Utilities items	Fixed Rate(s)	As need arises	Two years
20	Building and Electrical materials	Fixed Rate(s)	As need arises	Two years
21	Vehicle hire/car rentals	Fixed Rate(s)	As need arises	Two years
22	Personal Protective Equipment items	Fixed Rate(s)	As need arises	Two years
23	Assistive Device/Technology Materials	Fixed Rate(s)	As need arises	Two years

3. Participation is open to all natural or legal persons or groups of such persons approved, legally constituted, provided that they are not prohibited or suspended by law and who are able to provide a standardized invoice. HI reminds service providers and suppliers who already work with it that they are not exempt from this formality and that they will have to produce the same files.



4. Interested bidders can obtain additional information including the detailed specifications by sending an email to the following address: accordcadre2023@senegal.hi.org

5. This event is open from July 28 to August 28, 2023, marked "Expression of interest for framework contracts". The area of expertise in which your structure specializes should also be indicated on the title of the email. Each bidder file remains valid for its author for a period of 60 days from the deadline for submission of bids.

7. A shortlist of service providers/suppliers per market will be drawn up following the call for expressions of interest and the consultation will be carried out in accordance with HI's Rules of Procedure. Framework contracts will be signed with the selected service providers/suppliers.

8. Any interested Individual / Company wishing to be included in the request for proposal is invited to send a Letter of Interest and the below compulsory eligibility documents, via e-mail or by post to the following address **on or before Friday 28th of August 2023.**

Handicap International (operating as Humanity & Inclusion)
Procurement Unit
45 Freetown Road, Lumley - Freetown
Email: procurement@sierraleone.hi.org

• **Eligibility:**

- o Certificate of Registration or Certificated of incorporation from the Registrar of Company
- o Certificate of Business Registration
- o NRA registration & proof of payment
- o NASSIT registration & proof of payment
- o Registered with DC/FCC as appropriate
- o ID Card of the contact person and/or business owner as per Business Registration
- o Contact details of at least three (02) professional references

The purpose of this call for EOI is to identify appropriate vendors and service providers who could be selected to make proposals to HI; it does not constitute an invitation to tender. Only companies deemed qualified by HI, after compliance approval, will receive the invitation to quote.

HI is the sole judge as to the preselection of the service providers.

The selected individuals/companies will sign the following HI Policies, that will also be in an integral part of the framework contract: Child protection, Anti-fraud Bribery and corruption, Conflict of Interest and Sexual exploitation, abuse and Harassment.

CONDITIONS

1. Letters of Interest in sealed envelopes and/or emails should read **"INTEREST FOR FRAMEWORK AGREEMENT 2023 - 2025"**
2. Each individual/company is allowed to express interest for not more three Lot.



3. HI reserves the right to verify the authenticity of any information an individual/company submitted without previous consultation
4. All pre-approved individuals/companies shall be communicated in writing with the Annex to provide prices/rates for the offered items/services.

CLARIFICATIONS

For clarifications ONLY, submit your inquiry to procurement@sierraleone.hi.org

**Closing date to receive Letters of Interest and
Eligibility documents is:
COB Friday 28th of August 2023.**