

**Call for Expression of Interest**

**Registration of Concern Sierra Leone Program Approved Suppliers**

**for the period 2025 – 2026 Inclusive**

**NB: All current suppliers and contractors are required to apply.**

Concern Worldwide is an international non-governmental humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern has been operational in Sierra Leone for over 28 years implementing a range of emergency programmes, capacity building of local non-governmental organisations and community-based activities. Our programmes have been in the areas of health, nutrition, WASH, Education and livelihoods, with a focus on and food insecurity.

Concern is therefore inviting prospective suppliers who are suitably qualified to provide Supplies/Serices and/or Works in the areas of operations mentioned above, to submit their expression of interest to work with Concern Sierra Leone in the year 2025 to 2026.

**ALL CONCERN SIERRA LEONE SUPPLIERS/SERVICE PROVIDERS/CONTRACTORS** must adhere to the Concern Terms and Conditions, Modern Slavery Act Transparency Statement and understand our Purchasing Policy found by visiting the websites below or by clicking [here](https://www.concern.net/accountability/supply-chains) . They must also adhere to the Anti Fraud, Whistleblowing and Safeguarding polices found by visiting the websites below or by clicking [here](https://www.concern.net/accountability/codes-and-policies)

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| **Request for registration as suppliers and contracts** | The full advertisement and online application process including related documents is open to all qualified service providers. The Documents (in English) may be downloaded free of charge by all bidders from the following websites:  Concern Website: <https://www.concern.net/accountability/supply-chains>  Careers SL website: <https://careers.sl/jobs> |

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| Category No | Category Names | Types of Services/Goods | Additional Documents |
| 01 | Stationary | Printing Paper, Stapler’s, Post It Notes, Pens, Markers, Flipcharts, Toners/Cartridges, Ribbons, etc |  |
| 02 | Office & Household Furniture | Office Chairs, Desk’s, Shelves, Filing Cabinets, Beds, Sofa's, Tables etc |  |
| 03 | Office Equipment | Money Bill counters, Shredders, Shelves etc |  |
| 04 | Safety and security equipment | CCTV equipment and accessories, Vehicle Tracking Services, Training, Refilling fire extinguishers, First Aid kits, GPS services etc. |  |
| 05 | WASH Contractors/Bore Hole Contractors | Rehabilitation and Construction of Bore Holes and Water points and Networks, Construction of latrines, Supply and Installation of pumps, chlorine materials, water testing chemicals and equipment | For boreholes; Proof of registration from water ressources regulatory agency and Ministry of Water Resources and Sanitation |
| 06 | Building Contractors and Suppliers of construction materials | Rehabilitation of existing structures – schools, classrooms, public buildings etc Construction of new structures : irrigation systems, water storage tanks etc. Plumbing, Electrical hardware carpenter items, protective working tools/Gears | Registration with Sierra Leone Institute of Engineers |
| 08 | Solar Technology | Supply, Installation, Servicing of various size solar systems. (panels, batteries, inverters changeover switches etc | Solar Equipment Distribution Licenses, Authorised Dealers |
| 09 | Power Systems Consultancy & Expertise | Companies/Individuals able to evaluate premises (private or offices or warehouse etc) and recommend ideal power solutions for efficient and sustainable power supply preferably solar installation. |  |
| 10 | Accommodation Facilities | Bed and Breakfast hotel type Accommodation, |  |
| 11 | Conference or Meeting Facilities | Meeting Rooms, Breakout Rooms, equipped with Sound systems, Overhead Projectors and other equipment, Onsite catering, Hall Rental, Catering etc. | Food Safety Certificates |
| 12 | Motor vehicle spares and Lubricants | Toyota L/C and Hilux Spares, Nissan, Trucks, Ambulance Siren etc. |  |
|  | Vehicle Supply | Toyota, and any Makes and Models with Hybrid oe Electric engine options | Dealer Warranty and Authorisations desireable |
| 13 | Vehicle Rental | Toyota Land Cruisers , Bus, Pickup & Sealed trucks Minivan H1, Saloon Cars, | Vehicle licences, Insurance cover and road cards |
| 14 | Vehicle Servicing | General with particular expertise in Toyota, Honda and Yamaha services and maintenance |  |
| 15 | Generator and Spare Parts Supply | Generator sets (Perkins, Lister Petter, Cummins, etc), Engine Oil, Oil Filters, Air cleaners, Radiators, Boards etc |  |
| 16 | Generator Repairs and Servicing | Repairs, Services - Lester Petter, Perkins, Cummins etc |  |
| 17 | Motorcycles, Supply (Yamaha & Honda only 4 Stroke Engine) | Yamaha, Honda XL/XR - spare parts and complete motorcycle. |  |
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| 18 | IT Equipment and Services | HP, Canon, Linksys, Cisco Meraki, Check Points (CP), Mouse, Keyboards, USB Drives , Scanners, Laptop computers, Tablets, Geniune toners/Inks, External Hard discs, etc authorised suppliers and servicing | HP or Canon Agents Licence |
| 19 | Dried Food Items for Food Kits | Packed foods, Rice, Beans, Bulgur, Flour, Sugar, Salt etc | Food Safety Certificates, ISO |
| 20 | Tea items and Cleaning Materials | Dilmah tea, Milk , Instant coffee, Nescafe, Cube sugar, Harpic, Liquid soap, Foam surf, Dettol, Towel Floor mats etc. |  |
| 21 | Non-Food Items | Jerricans, Sleeping mats synthetic, Blanket, plastic tarpaulin, Sack, Kitchen, hermatick plastic drums, Sets Aluminium Pots etc |  |
| 22 | Shelter Kit Items | Poles (assorted sizes), Nails Assorted Sizes, mats, plastic sheets, ropes, Local doors, Strings, digging handles and Axe etc. |  |
| 23 | Hygiene Kit Items | Soap Bars, Laundry detergents, Abolution kettle, Adult toothbrush, children tooth rush, Adult and Children toothpaste, plastic water bucket, disposable sanitary napkins, handheld torch, panties, shampoos, corrugated carton box etc. |  |
| 24 | Baby Kits | Plastic sheet, soap, strings, razer blade surgical gloves, towel, baby powder, extermination gloves, , disinfectant tablets, cotton wool, gauze absorbants etc. |  |
| 25 | Pharmaceutical Suppliers | Pharmaceutical supplies for human and Veterinary, Test kits for livestock | WHO or other SRA certification, GDP/GMP certificates |
| 26 | Communication Equipment Dealers | Android Mobile Phones, Tablets, (preferably Samsung) Thuraya Satellite phones and accessories | Authorised licenses or dealers' licenses |
| 27 | Plumbers, Carpenters, Electricians Services | To do installations or repairs | References and Industry certifications |
| 28 | Water and beverages. | Water Drums, bottled drinking waters, Sodas assorted, Juice Assorted |  |
| 29 | Insurance | Health Insurance, Vehicle Insurance, Property Insurance, Equipment Insurance GPA, Cash in safe & Transit | Must have International Recognised Underwriter and Insurance Regulatory Body Recognition |
| 30 | Fuel Wholesalers | Diesel, Petrol, Fuel Management Systems, Fuel Storage (Metal Tanks and Pumps), fuel card system |  |
| 31 | Fumigation services. | Office spray, Seeds management, Vet pest spray | Certification and Valid registration required |
| 32 | Internet services | Satellite Communications, Fibre, WiMax, ADSL, Dongles, StarLink (SIM Data) |  |
| 33 | Agricultural Seeds/seedlings and tools | All types of seeds and farming input  Agricultural Tools | Certification from Seed Control Institute |
| 34 | Water Trucking Services | Vehicles and Trucks | Certification of water sources |
| 35 | Printing and Graphics | Banners, Stickers, Calendars, T-shirts, Brochures, Leaflets, IDs, Booklets |  |
| 36 | Cargo Transportation | Trucks of 2, 5, 10 and 20 metric tonnes as cacapities required |  |
| 37 | Electrical and Electronic Items | Air Conditioners, Fans, PA Systems, , Speakers, TVs, Radios, phones, Power Banks, Extensions, Adaptors, Rechargeable fan, Bulbs, Voltage regulator, Trunkings, Land Phones, Electric Iron, Iron Board, Fridges, Microwaves Etc. |  |
| 38 | Catering Services | Breakfast/Tea Breaks, Lunch, Dinner, Water, Assorted Can Soft Drinks | Community based Restaurants and food places |
| 39 | Community Catering Services | Breakfast/Tea Breaks, Lunch, Water, Assorted Can Soft Drinks. |  |
| 40 | Media | Radio discussion, Newpaper, Vehicle and P.A System, Video, photography |  |
| 42 | Clearing and Forwarding | Land, Air and Sea etc. |  |
| 43 | AC/refrigerator Maintainace and repairs | Installation, re-gassing, replacement and any other services required. |  |

**Application Procedures.**

1. Suppliers wishing to register their interest may do so by filling in the application form found on the following <https://www.concern.net/accountability/supply-chains>
2. If the supplier is unable to access the form using the link above then please send an email titled; “Request for application form” to: [Procurement.SL@concern.net](mailto:Procurement.SL@concern.net) to be given access to the online registration form.
3. **Hard copies of Application forms are available, kindly contact the procurement Team at any Concern Offices to collect hard copies**
4. Suppliers can attach the required documentation (listed below) plus any specific documents mentioned for the category which they are expressing an interest in, in an email to [Procurement.SL@concern.net](mailto:Procurement.SL@concern.net)
5. Alternatively suppliers may hand in physical certified copies of documents to their nearest Concern office in a sealed envelope with their **name** and **“Registration of Concern Sierra Leone Program Approved Suppliers for the period 2025 – 2026”** marked on the outside. For supporting documents that are hand delivered, applicants must register their submissions when dropping their supporting documents, indicating their contact details in the Concern registration Form.
6. Suppliers may choose a **maximum of 6 categories only**.

**The following documents MUST be Provided with attached Concern Worlwide Checklist.**

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| **No** | **Document Name** |
| 1 | Certificate of Business Registration |
| 2 | Tax Identification Number /GST certificate |
| 3 | Tax Clearance Certificate – Most recent |
| 4 | Business Owner Identification Card |
| 5 | Business or Industry Related Certificates |

**Concern Offices**

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| **No** | **Concern Offices** | **Address** |
| 1 | Freetown | 20 Old railway Line Signal hill |
| 2 | Mile 91 | Freetown mile 91 highway |
| 3 | Port Loko | 24 Kamara Lane, back of electricity house |

**Closing Date for Registration is Tuesday 8th October 2024 local time.**