**GOVERNMENT OF SEYCHELLES**

**INVITATION TO TENDER**

**Procurement for the supply of Photocopy Paper**

The **Ministry of Finance, Economic Planning & Trade** is inviting for bids from Local suppliers for the supply of **Photocopy Paper** to be used by the **Ministry.**

**Scope of Services**

The scope shall entail the following:

* Supply of Photocopy Paper (A3 and A4)
* The duration of the contract is 12 calendar months as per the schedule of delivery

**Conditions**

* The tender is opened to all local wholesale and/ or retail licensed suppliers
* Must have a Business Registration Certificate.
* All pricing should be quoted in the local currency (Seychelles Rupees).
* Must have experiences of providing A4 & A3 paper to Government Organisation for the past last three (3) years minimum

The successful supplier will have to ensure that delivery is made as per the delivery schedule.

The tender documents can be accessed on the following website MOFTIEP [**www.finance.gov.sc**](http://www.finance.gov.sc/) and POU [**www.pou.gov.sc**](http://www.pou.gov.sc) **as from** **9.00a.m to 2.30p.m on Monday06th September, 2021**. The closing date for the collection of tender’s dossier shall be **Friday 10th September, 2021 at 10:00AM***.*

Bidders can view this notice on [www.pou.gov.sc](http://www.pou.gov.sc) or [www.ntb.sc](http://www.ntb.sc)

A pre-tender meeting has been scheduled for **Monday 13th September, 2021** at **10:00 am via zoom using the link:** <https://zoom.us/j/94597557542?pwd=MFVZVEVsNTR5blloMXJibEdNQ0hYQT09>

Tenders must be submitted in a sealed envelope marked **“*Supply of Photocopy Paper for the MoFEPT*”** and send to The **National Tender Board, Maison de Mahe, Victoria, Republic of Seychelles** before closing at **10:30 am Seychelles Time on Thursday 30th September, 2021**

Bids will be opened immediately after closing at **10:30 am Seychelles Time on** **Thursday 30th September 2021** at the National Tender Board Secretariat. In view of the current situation with the Covid19 pandemic, **Bidders are not allowed to attend the tender opening Session**.

The scope shall entail the following:

* Supply of Photocopy Paper to be delivered as per the schedule of delivery.
* The duration of the contract is 24 calendar months

**Conditions**

* The tender is opened to all local maunfacturers/suppliers
* All pricing should be quoted in the local currency (Seychelles Rupees).
* Must have experiences of providing A4 paper to Government Organisation for the past last two (2) years.

**Bidders may inspect the bidding document before purchasing**.

LATE BIDS WILL BE REJECTED. BIDDERS ARE WELCOME TO ATTEND.

Interested Bidders can also view this press notice on [www.pou.gov.sc](http://www.pou.gov.sc) or [www.ntb.sc](http://www.ntb.sc)

**FOR ANY QUERIES, PLEASE CONTACT: Assistant Procurement Analyst**, **Tel:4382187 / 2545062 (between 8.00a.m and 2.30p.m) or via e-mail:**j.richemont@pou.gov.sc