

**MANTRAC****REQUEST FOR QUOTATION (RFQ)****Provision of Maintenance Services (HVAC, Electrical, Plumbing, Fire Systems & Minor Civil Works)****RFQ REFERENCE INFORMATION**

<b>Entity Name</b>	Mantrac Sierra Leone Limited
<b>Territory / Location</b>	6–8 Blackhall Road, Freetown, Sierra Leone
<b>Procurement Title</b>	Outsourced provision of maintenance service <b>(HVAC, Electrical, plumbing, fire systems &amp; minor civil works)</b>
<b>RFQ Issue Date</b>	28 <sup>th</sup> April, 2026
<b>RFQ Closing Date</b>	8 <sup>th</sup> May 2026
<b>Contact Person</b>	Yayah Kamara – Senior Procurement Specialist
<b>Email</b>	<a href="mailto:YKamara@mantrac-sl.com">YKamara@mantrac-sl.com</a>
<b>Submission Format</b>	Sealed Hard Copy or Approved Electronic Submission Email: <a href="mailto:YKamara@mantrac-sl.com">YKamara@mantrac-sl.com</a> CC: <a href="mailto:MAbdelsalam@mantracgroup.com">MAbdelsalam@mantracgroup.com</a>

Mantrac Sierra Leone Limited hereby invites reputable and qualified service providers to submit an Expression of Interest (EOI) for the provision of outsourced maintenance service and related facility support services at its premises located at 6–8 Blackhall Road, Freetown, Sierra Leone, and other designated sites.

**Scope of Work****A. Air Conditioning (HVAC) Maintenance:**

- Preventive and corrective maintenance of split units and central systems
- Gas refilling, leak tests, compressor checks
- Filter cleaning/replacement, thermostat calibration

**B. Electrical Maintenance:**

- Routine inspection of electrical panels and distribution boards
- Troubleshooting and repair of wiring faults
- Lighting maintenance and replacement
- Generator minor electrical diagnostics

**C. Plumbing Maintenance:**

- Repair of leaks, blockages, and water supply issues
- Servicing toilets, sinks, pipelines
- Water pump service and replacement

**D. Fire System Maintenance:**

- Maintenance of fire alarms, smoke detectors, and control panels
- Servicing fire extinguishers and hose reels
- Testing and inspection of suppression systems

**E. Minor Civil & Carpentry Works:**

- Small masonry repairs
- Door, ceiling, and window frame repairs
- Painting retouch and office fittings

## Submission Requirements

**a) Company Documentation (Mandatory):**

- Business Registration
- TIN Certificate
- NASSIT Certificate (if applicable)
- Company Profile
- Insurance Certificates

**b) Technical & Operational Information:**

- Methodology & maintenance plan
- Deployment plan
- List of tools, equipment, and materials
- HSE policy & risk assessments

**c) Financial Information:**

- Cost breakdown (monthly/annual)
- Labour rates
- Equipment & spare parts pricing
- Taxes & payment terms

**d) Past Performance:**

- Three references
- Previous contracts or certificates

## Additional Requirements

- Ability to mobilize staff, equipment, and consumables within five (5) working days of contract award
- No replacement of assigned staff without formal notice or approval
- Compliance with EPA chemical-use requirements (approved list + MSDS)
- Agreement to operate under a Service Level Agreement (SLA) with clear KPIs

## Submission Guidelines

Interested vendors should submit their EOI in sealed hard copy or via approved electronic for areas they are specialized.

**Submission Address:**

Senior Procurement Specialist  
Mantrac Sierra Leone Limited  
6–8 Blackhall Road, Freetown

**Email Submissions:**

 [YKamara@mantrac-sl.com](mailto:YKamara@mantrac-sl.com)

**CC:** [MAbdelsalam@mantracgroup.com](mailto:MAbdelsalam@mantracgroup.com)

**Closing Date:** *[8<sup>th</sup> May 2026]*

## Clarifications

All requests for clarification must be addressed to:  
Yayah Kamara – Senior Procurement Specialist

 [YKamara@mantrac-sl.com](mailto:YKamara@mantrac-sl.com)

Mobile: +232030250004

## Disclaimer

Mantrac reserves the right to:

- Reject any or all submissions
- Cancel or reissuing the EOI
- Verify all submitted information
- Award the contract in whole or in part

Submission of an EOI does not guarantee selection or award.