**Invitation to Tender**

***Supply of Assorted Food Items to Plan International Sierra Leone***

Plan International Sierra Leone is an international child-centered humanitarian organization striving for a just world that advances children's rights and equality for girls. Plan International has been working in Sierra Leone over the past 45 years with a focus on education, health, youth and children’s empowerment backed by advocacy work that engages policymakers and the affected communities in dialogue on issues of inequality to promote lasting development.

Plan International Sierra Leone wishes to enter into a Long-Term Agreement (LTA) with interested and qualified business entity(ies) for the supply of assorted food items.

Therefore, Plan is hereby requesting all qualified firms/business houses that are interested in taking part in this bidding process to prepare and submit their bids at its **Head Office at No. 6 Cantonment Road, Off King Harman Road Freetown** or submit online to [**PlanSLE.procurement@plan-international.org**](mailto:PlanSLE.procurement@plan-international.org) latest on or before ***2nd June 2025*** at 5:00 pm in sealed envelope with subject line scribing ***“Supply of Assorted Food Items’’.***

Interested bidders can request copy of the bid document by email [PlanSLE.procurement@plan-international.org](mailto:Plan.SLE.procurement@plan-international.org) or by getting a hardcopy of the bid document at the reception Office of Plan International Sierra Leones at the above address from Monday to Thursday from 9:00 m to 4:30 pm and on Friday from 9:00 am to 12:00 -noon.

Bidders can apply for one or more item or service in either LOT. Bidders are eligible to apply for more than one LOT. Submission of bid document must be done in hard copy and submitted at any of Plan International offices which addresses are stated below. submission of soft copy will be disqualified.

Queries/requests for clarification must be directed to [PlanSLE.procurement@plan-international.org](mailto:PlanSLE.procurement@plan-international.org) with the subject **Queries/Request for Clarification for “Supply of Assorted Food Items”** not later than ***30th May 2025***.