



**Invitation for Bid**  
**National Competitive Bidding**  
**Procurement of CCTV Surveillance System, Installation and Maintenance at**  
**the Liberia Revenue Authority**

**IFB No. LRA/PROJ/NCB/002/2022**

**Background of Study**

The Liberia Revenue Authority was established in 2013 and is in charge of administering and enforcing the revenue laws for the purpose of assessing, collecting, auditing and accounting for all national revenues and to facilitate legitimate international trade and customs border management-enforcement.

The Liberia Revenue Authority (LRA) intend to install and maintain a CCTV Surveillance System. A CCTV system that includes but is not limited to installation only. It shall covers Design, Supply, Installation, Implementation, Commissioning, Training, providing user manual, providing 24 months Warranty for the total solution including all hardware, software, materials, services and support etc., which should provide an Integrated Video Surveillance System.

**Bidding Method**

Bidders will be selected in accordance with procedures using the National Competitive Bidding (NCB) Procurement Method (**Non Consultancy Services**) and procedures described in accordance with the Provision of the Public Procurement and Concessions Act (PPCA) revised September 2010.

The Liberia Revenue Authority now invites sealed bids from eligible and qualified bidders for the **Supply, Installation and Maintenance of CCTV Surveillance System**

**Scope of Services**

The services shall covers Installation of CCTV Surveillance System including the following:

- Supply, install, operate, maintain and provide warranty & related support services for hardware and upgrade/update/enhancement for system software, as detailed out in technical specifications, including related software, firmware etc. for a period of 2 years from the date of commissioning for all supplied items at LRA site including additional material/hardware/software /services as may be required to be supplied without any additional cost.
- Any software and firmware upgrade / enhancement / engineering changes applicable to the hardware and software supplied should be provided for the warranty period within a period of one month from the date of release.

- Providing detailed architecture diagram of Test & Development, Quality and Production environment setup for optimum performance, security, scalability and desired uptime requirement. Should include all other supporting material as per the requirement to ensure smooth implementation. In that context, it is a 'turn - key' assignment.
- The System Integrator will need to provide a detailed implementation plan including the architecture diagram, strategy, approach, and delivery of materials, specific issues, and their resolutions. Detailed implementation and post - implementation processes and procedures.
- Bidder has to provide the services for configuring and installing the hardware, deploying and installing the system software as per the requirements (porting of the application)/testing /integration of various hardware and software, as may be needed at LRA Site without any additional cost for the period of 2 years from the date of installation for all supplied items
- Bidder has to collaborate, coordinate and deploy manpower to ready the entire project setup. Bidder must build in the cost for the same, if any under implementation services.
- Bidder has to ensure seamless integration of quoted Hardware & software product with applications and also has to provide the material/services which are not mentioned in min tech specification but required to complete the 'turn-key' solutions without any additional cost invariably.
- Bidder has to submit the detailed BOM (Bill of Material) along with the internal part nos. for all quoted products inclusive of all licenses.
- Bids shall be considered only in those cases where the bidder has quoted for the entire scope of the work.
- Bidder has to submit the full compliance of the tender terms & condition, scope of work and Service level agreement.
- Bidder has to strictly adhere to Service Level Agreement.
- The server and storage products if used in virtualized environment for video management software necessary Installation / reinstallation of VMS, configuration and implementation support in future if required shall be provided by successful bidder.
- Costs must include cost of delivery at designated locations of LRA, transit handling and insurance, custom duties etc. as may be applicable. Taxes shall be shown separately as in financial bid and should include all applicable taxes as on date of bidding and shall be paid as per actual. Taxes not quoted shall not be paid to the Bidder.
- Provide on-site warranty support as stated in Minimum Technical Specifications Warranty Clause for all the supplied items.

### **Objectives**

The Objective of the Installation and Maintenance Services of the CCTV Surveillance System are as follows:

1. Is to allow the visualize CCTV Integrated Video Surveillance system serves as an IP based & ONVIF System with distributed architecture having control room at the LRA HQ Office of installed location & viewing at the same facility when required. All the cameras should be capable to record all the activities even zero light.
2. Is to enable LRA authorized officials to locally and centrally monitor its facilities from a remote location on a personal computer/monitor/iPhone/iPad/Android. Any kind of configuration /setting done by bidder without any cost.
3. Is to support the Solution for ease capture, store, and analyze digital Video images with audio to enable central monitoring, increase operational efficiency, reduce liability, minimize risk and secure people & property.

#### **Qualification and Experience of Bidder:**

Bidder must attain the following requirements:

1. Must have a valid Business Registration Certificate
2. Must have a valid Tax Clearance Certificate
3. Must provide proof of Vendor Registrar from PPCC
4. Must have at least 8 years of experience in similar services
5. Must have ability to Pre-finance the services
6. Must have solid/sufficient understanding and expertise in CCTV Surveillance System
7. Must provide evidence of past clients including contacts and emails
8. Must provide a bid security in the form of Manager Check/Bank Guarantee (US\$1,000.00)

#### **Professional Certification**

1. Bidder must possess professional certificate on Security Surveillance System, Installation and Maintenance.
2. Bidder must possess Professional certificate/license on management and software specification and design.
3. Bidder must possess other professional certificate to proof their competence of the assignment.

#### **Completion of Services**

1. Bidder must provide copy of the detailed architecture diagram of Test & Development, Quality and Production environment setup for optimum performance, security, scalability and desired uptime requirement to ensure smooth implementation.
2. On completion of the works and before issue of certificate of completion, the bidder shall provide inbuilt documents including manuals and operating instructions, software, software keys/passwords and training to LRA's personnel in all aspects of system design, theory of

operation of equipment, functional details, trouble shooting and familiarization with systems as per scope of work etc.

3. Upon completion of the CCTV Surveillance System Installation, an ICT security system engineer will perform quality assurance test and must provide test results.

**Pre-bid Meeting**

Pre-bid meeting will be held on **Monday, May 9, 2022 at 2:00pm** to answer all questions pertaining to the bidding process, scope of services and assessing the various locations and the data center.

Interested bidders may obtain further information at the address below from Monday to Friday beginning **April 25, 2022**, between 9:00am to 3:00pm.

A complete set of Bidding Document in **English** may be pickup at the cost **US\$50.00** by interested bidders at LRA Headquarters between 9:30 am & 3:30 pm daily.

Bid must be clearly marked **“Supply, Installation and Maintenance of CCTV Surveillance System”** and delivered to the address below (by hand and email).

Bid must be submitted on or before **Monday, May 23, 2022 at 2:00pm** at the Liberia Revenue Authority Headquarter, Basement Floor.

**Address**

**The Procurement Section  
Liberia Revenue Authority  
ELWA Junction  
Basement Floor, Procurement Section  
Paynesville, Liberia  
Tel: 231-(0886) 676046  
Email: [lovetta.johns@lra.gov.lr](mailto:lovetta.johns@lra.gov.lr)**

The Liberia Revenue Authority reserves the right to reject or accept any bid submitted and to annul the entire process at any time for reasons to be communicated to bidders without incurring any liability.

Signed:



**Lovetta W.J. Williams  
Manager/Procurement Section**

Approved:



**Aaron B. Kollie  
Deputy Commissioner General Adm.  
Affairs**