

# Section 1. Letter of Invitation

[Section I. Invitation for Bids



Road Maintenance Fund Administration  
Maritime House  
Government Wharf  
Freetown  
Sierra Leone

INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING (NCB)

Procurement Number: **RMFA/ADMIN/NCB/RFP/02/2022**

Date of Issue: 7<sup>th</sup> October ,2022.

1. The Road Maintenance Fund Administration (RMFA) has allocated funds from its annual budget and intends to spend part of this fund towards eligible payment under the contract for Internet Service.
2. The Road Maintenance Fund Administration (RMFA) invites sealed Bids from eligible bidders who can demonstrate technical and financial capabilities for the provision of the following service:

## 1. Objectives

The Terms of Reference aim to provide a framework for full TCP/IP Internet Service Provision for the Road Maintenance Fund Administration RMFA. The service should be provided based on fixed monthly fee.

Capacity requirement: **symmetric 13 Mbps bandwidth for the Main and 2 Mbps as backup**, Connection should be cable type, preferably fiber-optic; wireless solutions may be considered. The service is expected to be **highly stable and reliable**. The successful provider must have 7x24x365 coverage for technical assistance and/or helpdesk facilities.

## 2. Background

RMFA Office is located at 3<sup>rd</sup> & 4<sup>th</sup> Floor, Maritime House Government Wharf. It currently has around 70 end users, this number can increase to 80 end users; connected through an inter-office LAN and Data Connectivity System.

## 3. Technical Requirements

- Speed requirement: symmetric 15Mbps bandwidth.
- In the case of share channel, the minimal guaranteed bandwidth should be clearly mentioned in the proposal
- The connection should be of cable type, preferably fiber-optic; wireless solutions may be considered.
- No limitations on traffic/ports; bandwidth capacity should be ensured through direct IP connection.
- Subnet of at least 14 static publicly routable IP addresses is required
- Service reliability must be ensured. Overall uptime should not be less than 99%.
- Data confidentiality guarantee: Provider may not scan traffic (if this should be done for finding problems in the network a prior RMFA agreement must be obtained).
- All necessary hardware, cabling, and software (if required for Internet service) should be provided and set up by the provider.
- Provider should provide a backup 512 kbps ADSL link.
- Worldwide accessibility
- Support Managed VPN Services
- ISP must be able to manage the Customer Premises Equipment (CPE) to be installed in the RMFA Office/Home
- Free and unlimited technical support
- Traffic management, network monitoring and access to raw log files
- Quality of Service
- Fiber optic connectivity from the ISP to the Internet backbone

## 4. Additional Notes

- The successful provider must have 7x24x365 coverage for technical assistance and/or helpdesk facilities. Under the normal circumstances all problems should be resolved within maximum 2 hours after the notification from RMFA is received. The provider is also responsible for contacting designated RMFA IT team for both scheduled and unscheduled downtime.

- Provider is required to describe what alternate routing or fallback arrangements for continuity of service they have in place (if any), should their primary link(s) to the National Internet backbone become not operational. The provider is to indicate what contracting arrangement they have with the primary Internet providers they work with.
- The selected provider must provide weekly reports on network performance, utilization, and usage analysis. RMFA IT team may wish to visit the vendor's Network Operations Centre.

## 5. Implementation Timeline

All installation works should be accomplished, and connection launched within 21 days maximum after the signing of the Contract.

## 6. Contractual and payment stipulations:

- Internet service should be based on fixed monthly fee payment plan with no additional cost
- Contract duration: 1 year with possibility for graceful exit with a 30-days period of written notice, without penalties for RMFA.

## 7. Qualification Requirements and Terms and Conditions

Have a valid license (**Business registration and Tax Clearance**) and all other documentation to indicate its full operations in Sierra Leone with NATCOM.

RMFA needs the following qualifications and Terms and conditions from the potential provider:

- a. Proven evidence of the provider's network coverage across Freetown.
- b. Qualified and experienced experts in system administration, working under the general supervision and guidance of the department or company manager and under the overall oversight of the focal person in RMFA. The proposed team should have solid experience in the provision of services in nature, scale, and complexity commensurate with this requirement
- c. Seven days a week and 24 hours per day coverage for technical assistance and/or helpdesk facilities. Any problem

should be resolved within a maximum of 2 hours after the notification.

- d. The bidder must have a Network Monitoring System (NMS) supported by a qualified and experienced engineers/technical support team.
3. Bidding is open to all Service Providers who can demonstrate Technical and Financial capability to Provide the required services
4. Bidding will be conducted through National Competitive Bidding (NCB) procedure specified in the Public Procurement act 2016 and the Regulation 2020.
5. Bidders shall bid for all services. Contracts would **only** be awarded to bidder(s) bidding for all listed services. Only one Bid Security of the above amount is required.
6. Interested bidders may obtain further information and inspect of the bidding document at the address below between **10:00 am to 3:00 pm from Mondays to Fridays.**
7. Interested Bidders can pay for the Bid document for a non-refundable fee of Le 500,000 Into NPPA Revenue account from sales of Bidding Documents **Account Number 0111003981 at the Central Bank of Sierra Leone, 21011325301 Union Trust Bank, 00300108179112183 Sierra Leone Commercial Bank, 02011012428 Rokel Commercial Bank** and issue the payment slip to obtain the Bid document at RMFA office 3<sup>rd</sup> & 4<sup>th</sup> Floor Maritime House

**Both Technical and financial Bids must be delivered to the address below on or before 28<sup>th</sup> October 2022.**

**All bids must be accompanied by:**

- A valid Business registration certificate**
- Bid Security of **Five Thousand Leones (5,000)** from a reputable Commercial Bank;**
- A valid tax clearance certificate;**
- A valid NASSIT clearance certificate;**
- A signed Integrity Pact; [see attached]**
- Experience in similar work from reputable institution**
- Business Profile**

8. Technical Bids will be opened on the 28<sup>th</sup> of October, and Financial Bids will be Open on the 3<sup>rd</sup> November, **2022 at 11:05 a.m.** in the presence of bidders or their representatives and those who chose to attend, at the **Board Room of the Road Maintenance Fund Administration, 3<sup>rd</sup> Floor Maritime House, Government Wharf, Freetown.** Late bids will be rejected and returned unopened to bidders.

9. Bids must be delivered to the address below on or before 11:00 a.m. on the 28<sup>th</sup> October, 2022 to:

A handwritten signature in black ink, appearing to read 'B. S. S. S.', is written over a horizontal line.

FOR The Administration and Corporate Services  
Road Maintenance Fund Administration  
3<sup>rd</sup> & 4<sup>th</sup> Floor  
Maritime House  
Government Wharf  
Freetown



9. Bids must be delivered to the address below on or before 11:00 a.m. on the 28<sup>th</sup> October, 2022 to:

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