

## SECTION I. INVITATION FOR BIDS



Road Maintenance Fund Administration  
Maritime House  
Government Wharf  
Freetown  
Sierra Leone

### Invitation for Bids

Road Maintenance Fund Administration (RMFA)

## Procurement, Installation and upgrade of the ICT Network Infrastructure of RMFA Office

**Procurement Numbers: RMFA/IT/NCB/G/2026/01**

**Date of First Issued: 27<sup>th</sup> January, 2026.**

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 the **Procurement, Installation and upgrade of the ICT Network Infrastructure of RMFA Office:**

1. The Road Maintenance Fund Administration (RMFA) invites sealed bids from eligible bidders who can demonstrate technical and financial capabilities for the Procurement, Installation and upgrade of the ICT Network Infrastructure of RMFA Office Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in the Public Procurement Act 2016 and the Regulations of 2020.

The primary objectives of this project are:

- Procurement and upgrade of the entire ICT network infrastructure of RMFA office.
- To provide reliable and high-speed network connectivity to all users within the RMFA Office.
- To ensure seamless integration with the existing ICT infrastructure settings.
- To implement a scalable and future-proof network design.
- Centralized point of ICT network infrastructure management and support.
- To provide comprehensive documentation of the installed infrastructure.
- To ensure minimal disruption to existing network operations during installation.

- Create a new server /equipment room for all ICT gears.

## 2. Site Survey and Assessment:

- Conduct a thorough site survey of the RMFA office and the existing network infrastructure.
- Assess the existing network infrastructure and design a model network upgrade plan to identify potential network issues, network bottlenecks, Identify optimal cable routing pathways and equipment placement.

### • **ICT Network Infrastructure Upgrade:**

- Supply of high-quality materials required to setup the new ICT network Infrastructure with over 78 wired and wireless access network points.
- Removal of the existing ICT Network Infrastructure LAN points/cables within the office.
- Provision and installation of high-quality CAT6e cables, patch cable and patch panel.
- Supply and installation of high-quality compartment Trunks to host the network faceplates/module within the office building.
- Accurate labelling and tagging of cables at both end, Ensuring proper termination of each network point.
- Biometric Access control system power supply unit to be relocated to the newly created server room.
- The entire Current IP CCTV surveillance system infrastructure readjustments, repositioning of IP Cameras, relocation CCTV NVR to the server room for a single point of management with multiple monitoring stations.
- Install cable trays or conduits as required to maintain a clean and organized installation.
- Ensure proper cable colour code for the ICT network infrastructure.
- Perform thorough cable testing and certification to ensure compliance with industry standards.

### • **Equipment Installation and Configuration:**

- Install and configure network switches, patch panels, and other necessary equipment in appropriate locations.
- Configure VLANs, IP addressing, and other network settings according to the approved network design.
- Integrate the new network infrastructure seamlessly with the existing network.

- Install high performance wireless access point with modern standards within the office.
- **Testing and Commissioning:**
  - Conduct comprehensive network testing to verify connectivity, performance, and security.
  - Perform user acceptance testing to ensure the network meets user requirements.
  - Resolve any identified issues and ensure the network is fully operational.
- **Documentation:**
  - Provide detailed documentation of the installed network infrastructure, including network diagrams, cable layouts, network points labelling equipment configurations, and testing results.
  - Provide a maintenance plan.
- **Training and Handover:**
  - Provide training to designated personnel on the operation and maintenance of the new network infrastructure.
  - Provide 12months installation and guarantee support for all items and equipment's installed.
  - Handover all documentation and equipment to the client I T unit.

## **5. Contractor Requirements**

The contractor must:

- Have proven experience in designing and installing LAN infrastructure.
- Possess qualified and certified technicians.
- Adhere to industry best practices and safety standards.
- Provide all necessary tools and equipment.
- Provide a warranty for the installed infrastructure.
- Be able to work within the client's security guidelines and any necessary background checks.

## 6. Client Responsibilities

The client will:

- Provide access to the RMFA office and existing network infrastructure.
- Provide necessary information and documentation.
- Designate a point of contact for the project.
- Review and approve deliverables.
- Facilitate user acceptance testing.

## 7. Health and Safety

The contractor shall adhere to all applicable health and safety regulations and provide a safe working environment for their personnel and the client's staff.

## 8. Communication

Regular communication will be maintained between the client and the contractor throughout the project. Regular project meetings will be scheduled to discuss progress and address any issues.

Bidding is open to all suppliers who can demonstrate Technical and Financial capability to supply the required items

Interested Bidders can obtain the Bid document for a non-refundable fee Le 300,000 for the **Procurement Installation and upgrade of the ICT Network Infrastructure of RMFA Office** into a Treasury Single Account Number 0111003981 at the Central Bank of Sierra Leone Single 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.

Interested bidders may obtain further information and inspect of the bidding document at the address below between **11:00 am to 3:00 pm from Mondays to Fridays.**

Bids will be opened on the **24<sup>th</sup> February, 2026 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:

- ❑ **A valid Business registration certificate**
- ❑ **Bid Security of Le 10,000.00 for the Procurement, Installation and upgrade of the ICT Network Infrastructure of RMFA Office from a reputable Commercial Bank;**
- ❑ **A valid tax clearance certificate;**
- ❑ **A valid NASSIT clearance certificate;**
- ❑ **A signed Integrity Pact; [*see attached*]**
- ❑ **Evidence of Similar Assignment**
- ❑ **Business Profile**
- ❑ **Valid NPPA Registration Certificate**

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**The Procurement Committee  
Road Maintenance Fund Administration  
3<sup>rd</sup>& 4<sup>th</sup> Floor  
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Government Wharf  
Freetown  
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