



**Government of Liberia
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

PRE-QUOTATION MEETING MINUTES

PP REF#: 4A1508/CA/012

**Provision of CCTV and Security Cameras Maintenance and Repair
Services to MCA-Liberia**

October 24, 2019, 3:00 pm, local time, at MCA-Liberia Mt. Coffee Conference Room

Present:

Name	Entity	Email
Company Representatives Who Attended Physically		
1. Emmanuel Daweah	ESEC Pro Technologies	esecprotechnologies@gmail.com
2. Mitchel S. Worjloh	ESEC Pro Technologies	esecprotechnologies@gmail.com
3. Septimus Jemadje	Liberia Card System	
4. Benita Greene	CS Solutions	info@cssolutionslib.com
5. Anthony H. Diggs	SMARTTECH	adiggs@smartechlib.com
6. D. Nathaniel Johnson	ESI	esiglobllib@gmail.com
7. A. Lincoln Jarwee	Sebus Group	sebusgroup@outlook.com ajarwee@gmail.com
8. Morris S. Jaetor	Sebus Group	morisjaetor@gmail.com
9. Teddy kitimini	Busy Liberia Company	teddy.kitimini@busy-liberia.com
10. Anthony P. Taylor	DGT	info@dynamictechnologies.com info@dynamictechnology.com
MCA-Liberia and Procurement Agent		
Name	Entity	Email
1. Aaron K.D. Cholopray	Procurement Manager, MCA-L	cholopraya@mca.gov.lr
2. Mako Shoaepane	Senior Procurement Specialist, MCA-L PA	mako.shoaepane@cardno.com
3. Lamine Kamara	IT Manager, MCA-L	kamaral@mca.gov.lr

A. Introduction

Following the local advertisement and issuance of the **Request for Quotation (RFQ)** for the **Provision of CCTV and Security Cameras Maintenance and Repair Services to MCA-Liberia**, Service Providers were provided the opportunity to request clarifications. As result, there were several requests for clarification, which prompted MCA-L to issue Addendum 1 to the RFQ on **October 21, 2019** to allow Service

Providers to attend a pre-quotation meeting and to extend the deadline for submission of Quotations.

B. The Purpose, Scope and Context of the Meeting

Mako Shoaepane, Senior Procurement Specialist, MCA-PA, welcomed the participants, highlighted each of the contents of the RFQ, provided an overview and structure of the meeting.

The Purpose of the meeting was to explain the technical and procurement aspects of the Request for Quotation (RFQ) for the **Provision of CCTV and Security Cameras Maintenance and Repair Services to MCA-Liberia** requirement, and to allow potential Service Providers to request clarifications on what was discussed during the meeting.

C. Overview of the RFQ

The Senior Procurement Specialist, Procurement Agent, took the participants through the Request for Quotation (RFQ) on the procurement aspect, clearly outlining important elements which service providers need to be familiar with to submit responsive quotations in accordance with the requirements. Then came, Lamine Kamara, IT Manager, MCA-Liberia who went through the important aspects of the Description of Services (Annex 1 of the RFQ) for the service providers to get a strong understanding of the technical requirements.

There were eight (8) companies represented (as indicated above).

The dates and important aspects of the RFQ were emphasized for Service Providers to have a detailed understanding of the requirements. Participants were then asked to send their request for clarification in writing before the deadline of **October 25, 2019**.

D. Question & Answer Session

Participants present were given an opportunity to ask questions and answers were provided. They were also informed that they will receive all the questions and responses through email.

The following are the questions asked during the meeting and responses:

#	Service Providers' Queries	MCA-Liberia's Response
1	Where is the channel port for the DDR?	<i>Data Center.</i>
2	Will the institution provide external backup for the system?	<i>No.</i>
3	Is there 24hr lighting system?	<i>There is electricity for the CCTV systems but the lights in the office are usually switched off.</i>

#	Service Providers' Queries	MCA-Liberia's Response
4	Do we have the fence line included or is it only the building?	<i>The Fence is not included, only concentrate on two floors (2nd and 3rd floors) at F&F Building.</i>
5	How long has the system been in use?	<i>About a year.</i>
6	Do you have any risk areas that the camera's do not cover?	<i>All points of the existing camera are considered risk areas.</i>
7	Was the power and data lines installed before the cameras?	<i>The vendor who delivered the CCTV system built the data line for the CCTV and feeding from the data Center power line.</i>

E. Closing Remarks

Mako Shoaepane closed the meeting at around 3:30 pm by thanking participants and encouraging the service providers to adhere to the instructions as outlined in the RFQ to submit responsive quotations.

Attachment:

1. Annex 1 – Attendance Register

Annex 1
Attendance Register

ATTENDANCE REGISTER

Pre-Quotation Meeting

RFP Ref: 4A1508/CA/012

Provision of CCTV and Security Cameras Maintenance and Repair Services to MCA-Liberia

Date: October 24, 2019, at 3:00 pm

#	NAME	ENTITY	POSITION	E-MAIL	PHONE	SIGNATURE
1	Emmanuel Daweah	ESTEC PRO Tech	CEO	esecprotechnologies@gmail.com	0888343516	
2	Mitchell S. Moylah	ESTEC PRO TEC	Operations	✓	0776554198	
3	Septimus Yemradje	Lib. Carol. System Tech	System Tech. Manager	seym@outlook.com	0776172425	
4	Benita Greene	CS Solutions	Marketing Staff	info@cssolutionslib.com	0880955800	
5	Anthony H. Diggs	SMARTTECH	GENERAL MGR.	adiggs@smarttechlib.com	077181750	
6	D. Nathaniel Johnson	ESI	C.EO	esigloballib@gmail.com	077005924	
7	A. Lincoln Jarwee	Sebus Group	General Manager	sebusgroup@outlook.com ajarwee@gmail.com	0770611642	
8	Morris S. Jaator	Sebus Group	Asst	morrisjaator@gmail.com	0777725617	
9	teobly Kitimimi	BUSY LIBERIA, LHM	MANAGER	teobly.kitimimi@busy-liberia.com	0777828283	
10	Aloysius P. Tonglor Jr	DGT	O Manager	info@dynamictechnology.com	0777837929	

#	NAME	ENTITY	POSITION	E-MAIL	PHONE	SIGNATURE
11	Marko Sharepane	NCA-C PA	Senior Procurement Specialist	markossharepane@cordus.com		<i>Marko Sharepane</i>
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