



REPUBLIC OF LIBERIA  
MINISTRY OF COMMERCE & INDUSTRY  
MONROVIA



P. O. Box 9041  
Tel. 226283 - 223922  
226355 - 227942 - 223296  
Cable address: MINCOM  
Telex: 44331

**Request for Expression of Interest  
(REOI)  
Electronic Fiscal Device System/Cash Registry  
REOI No MoCI/ICB/BOT/001/2018/19**

## **1. BACKGROUND**

1.1 The Ministry of Commerce and Industry (MoCI) was established by an Act of the National Legislature in 1987 with a mandate which include the promotion, development, regulation; control, operation and expansion of commercial industries enterprises and activities in the Republic. In further execution of its functions the Ministry shall also;

- a) Establish and regulate commodity and trade standards;
- b) Collect, evaluate and publish data pertaining to commerce, industry and transportation;
- c) Establish and enforce standards of business practice;
- d) Promote sound and development of foreign and domestic commerce; and
- e) Develop plans for movements of goods and people within and without the Republic.

1.2 The Ministry of Commerce and Industry (MoCI) in collaboration with the Liberia Revenue Authority (LRA) in their quest to more effectively and efficiently discharge their responsibilities in accordance with international best practice has embarked on series of transformation and modernization initiatives. It is envisaged that the implementation of these initiatives will improve the taxpaying process for taxpayers, customs clearance process, strengthen voluntary compliance, transparency, tax justice, administration of the tax regime and ultimately enhance Domestic Resource Mobilization (DRM)

One of the transformation and modernization initiatives planned for implementation is the introduction of Electronic Cash Register/Electronic Fiscal Device. The device will be installed at businesses and will provide for real time transfer of sales information to LRA Data Center. This will protect national revenue thereby strengthening DRM.

1.3 In support of this revenue protection and DRM drive, the Government of Liberia through the Ministry of Commerce and Industry (MoCI) now invites interested and experienced companies with the requisite financial and technical capacity on a build, operate and transfer basis to implement

the Electronic Fiscal Device System. The firm shall provide the equipment; software, maintenance, technical training and hands-on knowledge transfer to designated LRA's staff to effectively manage the system. Interested firms must have working experience in providing similar service to at least two Revenue Agencies.

## **2. PROJECT DESCRIPTION**

2.1 The project is Build-Operate-Transfer (BOT). It requires the provision and implementation of the Electronic Fiscal Device system and service including interfacing with existing and future systems of the Government of Liberia. The project includes the application software and relational database software, Data Center, Fiscal Devices, relevant hardware (Servers, Routers, Switches, Security Appliances, etc.) WAN and LAN to support the application, business process design within the context of the general PFM requirements (Chart of Accounts, PFM law and the attendant regulations of the Liberia Revenue Code of 2011, etc.), training of super users, design of online customized forms, dash board reporting and other reports. The Company will provide all of the requirements and will recoup its investment and return on investment over several years to be detailed as agreed in the BOT Agreement through a revenue sharing scheme. Investment cost and returns on investment shall be provided in the financial proposal. The project shall at minimum include the following:

- Complete assessment report
- Software Development and or Customization
- Provision and Deployment of all Required Hardware (Electronic Fiscal Devices, Servers, Routers, Switches, Security Appliances, Connectivity, etc.)
- Provision of required WAN and LAN
- Set-up of a tier five Data Center
- System Integration and Customization with revenue ecosystems
- Maintenance and service of Infrastructure deployed
- Training of Super Users
- Reporting

## **3. EVALUATION CRITERIA**

The EOI for the aforesaid assignment must include the following:

3.1 A brief profile of the firm in narrative form with the following supporting documents:

- Last 3 years certified Audited Financial Statements by an accredited auditing firm
- Fiscal Compliance or Tax clearance
- Company's profile to include but not limited to Business Registration, Articles of Incorporation, postal & Email addresses, contact persons (both Local & international), telephone number, Business ownership (Names of Directors/Proprietors)

**Note: Liberian participation is highly encouraged considering our Local Content Policy.**

- 3.2 Capability statement giving details about the Company experience and expertise in delivering and providing the required Fiscal Device System and Service to at least one Revenue Agency successfully. Additional successful delivery will be a plus.
- 3.3 List of projects of similar nature with a Revenue Authority in Africa executed during at least the last 4 years and above is an added advantage.
- 3.4 Company(s) must have the capability to pre-finance all investment requirements including assessment, design, provision of equipment, all applicable software(s), state-of-the-art technologies and related equipment, data center, connectivity (through GPRS, 4G or Wide area wireless networks), training, etc.
- 3.5 Curriculum vitae of Senior Management, including an experienced technical staff with relevant experience in the implementation, management and delivery of an Electronic Fiscal Device System and Service.
- 3.6 Submission of a satisfactory bank reference and documents demonstrating availability of funds/liquid assets and/or credit facilities from bank(s) to effectively carry out the project, and including letter of recommendation(s) from your banker(s) regarding your financial credibility.
- 3.7 Competence and capability will be established by the following parameters:
  - Financial Capability in terms of Net-worth (US\$5Million) and capability to source the funding required to undertake the project
  - Technical Experience of Company
  - Age of Company at least eight (8) years and above
  - Company's experience in the management of such project for at least 4yrs.
- 3.8 Against each of these parameters, applicants will be required to meet the evaluation criteria as detailed in this Section. The evaluation shall be conducted in terms of a Yes/No or Compliant / non-compliant. Company(s) meeting all the criteria will be shortlisted or qualified to submit their bid(s) for the proposed project. Not more than three Companies will be selected for the second phase of the procurement process.
- 3.9 Companies fulfilling the following conditions are eligible to submit an EOI.

**FINANCIAL CAPABILITY:**

Company(s) should demonstrate its capability to source the funding required for the project. The Company should also present its certified audited financial statement for the (2014, 2015 and 2016) an accredited auditing firm.

**TECHNICAL EXPERIENCE**

Company should show proof of experience that it has delivered and provided similar system and service of this nature during at least the last four (4) years prior to the date of submission of applications. Experience in Africa with a Revenue Authority is an added advantage.

**Note:** The Ministry reserves the right to reject any application, which is non-responsive.

#### 4. SUBMISSION OF EOI

EOI application must be submitted in hard copy and in a sealed envelope having the title of the envelope as: **“EOI application for Electronic Fiscal Device”, REOI Number: REOI No. MoCI/ICB/BOT/001/2018**The envelope must contain the following information in 7 sets (One Original plus 6 Copies)

- Covering Letter;
- Audited Financial information certified by an accredited auditing firm;
- In case of consortium or Joint Venture (JV), copy of notarized Consortium or Joint Venture agreement;
- List of contracts previously executed with Revenue authorities or of similar nature.

#### 5. DEADLINE FOR SUBMISSION OF EOI

- 5.1 All applications should be submitted on or before 14:00 GMT on December 5, 2018 at the Ministry of Commerce and Industry (MoCI), Ashmun & Garley Street – Monrovia, Liberia
- 5.2 The Authority may, in its sole discretion, extend the deadline for submission due date by issuing an addendum
- 5.3 EOIs shall be submitted at the below listed address by courier or in person on or before 14:00 GMT on December 5, 2018

**Address:**

**Procurement Unit  
Ministry of Commerce and Industry  
Ashmun & Garley Street  
Monrovia, Liberia**

#### 6. AMENDMENT OF EOI

- 6.1 At any time prior to the deadline for submission due date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an applicant, modify the EOI by issuance of an addendum. However, such addendum(s) shall not reduce the requirements but may increase the number of requirements.
- 6.2 The EOI and any addendum thereto will be published in widely read newspapers and on the following websites: [www.nic.gov.lr](http://www.nic.gov.lr), [www.moci.gov.lr](http://www.moci.gov.lr), [www.lra.gov.lr](http://www.lra.gov.lr), [www.ppcc.gov.lr](http://www.ppcc.gov.lr) and [www.emansion.gov.lr](http://www.emansion.gov.lr)