



**NATIONAL CIVIL REGISTRATION AUTHORITY (NCRA)
2 WALPOLE STREET,**

FREETOWN, SIERRA LEONE



REQUEST FOR EXPRESSION OF INTEREST (EOI)

FIRM SELECTION

**Procurement for the Production and Issuance of Securitized Multi-purpose Identity Cards
(National & ECOWAS)**

Procurement Number: *NCRA/IDM/ICB/2020/001*

Issue date: 8th June, 2020

PROJECT BACKGROUND

The Government of Sierra Leone established the National Civil Registration Authority (NCRA) through an Act of Parliament dated 30th June, 2016 with mandate to among others carry out the continuous, permanent and compulsory recording of the occurrences and characteristics of vital events including Births, Deaths, Marriages, Divorces, Nullities, Adoptions, Legitimization and Recognition of citizens and non- citizens resident in Sierra Leone for the purpose of establishing and maintaining an Integrated National Civil Register on the population of Sierra Leone. Specifically, Sections 14 (b) and 15, Sub section 1 (j) mandates the National Civil Registration Authority (NCRA) to generate and assign unique National Identification Numbers (NIN) and to issue Multi-purpose National Identity Cards to citizens and other residents in Sierra Leone. The provision of legal Identity remains crucial for the social, political and economic wellbeing of every resident as well as guaranteeing the fundamental human rights of people i.e. the right to legal identity and/or the right to be identified and accounted for.

The National Civil Registration Authority has a Biometric database of 5, 111, 089 records of citizens and non-citizens (approximately 75% of the total estimated population) of Sierra Leone that have been registered since 2017 to date. For each record, a unique Identifier is generated and assigned after the de-duplication of the Registrant's record known as the National Identification Number (NIN). The NCRA hosts a Central ICT and Identity Management Infrastructure that includes AFIS (Automatic Fingerprint Identification System), Identity Management System (IDMS) and Biometric Registration Kits to enrol citizens and non- citizens resident in Sierra Leone.

The objective therefore is for the production and issuance of Securitized Multi-purpose National and ECOWAS compliant "chip-based" Identity Cards to citizens and non- citizens resident in Sierra Leone.

SCOPE OF WORK

1. Setting up of Decentralized Identity Card Production Infrastructure.
2. Capacity Building of NCRA staff on the production and management of the Infrastructure
3. Production and issuance of "chip-based" securitized Multi-purpose National ID Cards (age 12 and above) with no ECOWAS features.
4. Production and issuance of ECOWAS compliant ID Cards that will be issued on demand.
5. Support and maintenance of the Infrastructure



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DELIVERABLES

- (a) ID Card production Software
- (b) Customization and Personalization of the ID Cards
- (c) Stock Validation and Quality Control Software
- (d) Printers and Consumables
- (e) Printing and issuance of 'Chip-based' Identity Cards (National and ECOWAS Compliant)
- (f) Knowledge Transfer and Capacity Building for NCRA Staff
- (g) Transfer of Source Codes for all Applications
- (h) Communication and Public Education
- (i) Support and Maintenance

ELIGIBILITY REQUIREMENT

All Applicants must process and satisfy the under-listed requirements to be eligible to participate in this exercise of the procurement process. Therefore, an Applicant shall:

- a) Be a Company registered under the Companies Act of Sierra Leone for Local Firms or similar registration institution for businesses outside Sierra Leone, and shall submit a profile of the Company containing verifiable details such as office address, e-mail address, Website address, phone numbers etc
- b) Provide evidence of registration with the Corporate Affairs Commission as a Company or an enterprise for Local Firms.
- c) Provide evidence of professional and technical qualification to carry out the procurement.
- d) Provide evidence of professional and technical staff/experience of key personnel of the Company.
- e) Provide evidence of financial capacity to carry out the project.
- f) Provide verifiable evidence of similar projects undertaken by the Applicant.
- g) Submit a detailed Plan on how the intended project will be carried out.
- h) Evidence of payment of tax for the Company.
- i) Provide a current sworn and Notorised Affidavit disclosing the following:
 - i. that the company is not in receivership, insolvent or bankrupt;
 - ii. that the company has no Director or superior authority that has been convicted of any offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter; and,
 - iii. that all the documents submitted for this procurement are true and correct in all particulars.
- j) must have at least 5 years' experience in the customization, personalization and production of Securitized Multi-purpose ID Cards with ICAO standards.
- k) Experience in Civil Registration system will be an added advantage
- l) must provide verifiable proof of experience in successful implementation of Securitized ID Card production in at least one country in the last five years either as lead Contractor or Joint Venture/Consortium.
- m) Must have experience in the use of Biometric engines and templates for Finger Print and other Biometric Features.



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n) Should provide details of similar projects undertaken including name and address of the client, project size, project scope, project cost, project start and end dates, types of cards issued, card production and implementation period. Certified copies of Certificates of Completion for the project or authentic and verifiable client reference for on-going projects MUST be attached.

TYPE OF THE CONTRACT

The Contract will be a Public Private Partnership (PPP) between the National Civil Registration Authority (NCRA) representing the Government of Sierra Leone and the successful Bidder executing the Contract.

SUBMISSION OF EXPRESSION OF INTEREST (EOI)

Interested and competent Applicants are requested to enclose their Expression of Interest and other accompanying documents in:

1. 2 Sets of sealed envelopes indicating the procurement activity on the outer envelope OR
2. Electronic copies of same to procurement@ncra.gov.sl

The Expression of Interest should be addressed to:

**The Director General
National Civil Registration Authority (NCRA)
2 Walpole Street, Freetown
Sierra Leone**

All submissions must be made not later than Wednesday the 24th June, 2020 between the hours of 9am and 4pm each day. Except, the day of closing of submission, which shall be by 12pm Sierra Leone time

NOTATION:

- i. Notwithstanding anything contained in this invitation for Expression of Interest, the NCRA is not bound to consider any EOI and reserves the right to accept or reject any EOI at any time without liability or any obligation for such acceptance, rejection or annulment, and without proffering any reasons thereof.
- ii. Certificates may be referred to the respective issuing Authority for Verification and Authentication.
- iii. This advertisement should not be construed as a commitment or obligation on the part of NCRA to award this Contract.
- iv. All submissions must be made in English Language.
- v. Late submission of EOI would not be entertained.
- vi. Shortlisted Applicants may be required to make presentations upon submittal of their Request for Proposals (RFPs) at their own costs. These presentations will be conducted by the NCRA at any specified location or premises.
- vii. NCRA shall not be liable for any cost incurred by the Bidder in preparing, submitting, discussing or negotiating any agreement with respect to this EOI.