

PROCUREMENT REFERENCE NUMBER 07-15.2-2025

**Development of a public portal for the forestry development authority of
Liberia**

QUESTIONS AND ANSWERS

#	Question	Answer
1.	Please clarify whether API documentation or data schemas of LiberTrace and FDA databases will be shared with the selected contractor. Are these systems currently web-service enabled (REST/SOAP APIs)?	The portal will integrate with existing FDA systems, including LiberTrace. The exact data-exchange method (API, read-only DB views, or scheduled imports) will be confirmed during the design phase with FDA technical staff.
2.	Kindly confirm if the hosting infrastructure (cloud/on-premise) will be provided by FDA or if bidders are expected to propose and cost the hosting environment.	Bidders may propose feasible hosting option either government-hosted or cloud-hosted temporary for deployment and testing purposes. Final hosting will be agreed during design.
3.	Does FDA/EFI have any preferred or existing CMS (e.g., Drupal, WordPress, Joomla) to ensure interoperability with current systems, or can the contractor recommend an open-source CMS?	No specific CMS is prescribed. The contractor may propose any secure, widely supported content-management framework suited to the project.
4.	Please specify the type of GIS data (vector/raster), current format (e.g., shapefile, GeoJSON, WMS/WFS), and whether an existing GIS server (e.g., GeoServer/ArcGIS) is in place for integration.	The portal will integrate relevant geospatial layers and datasets. Technical formats and services (e.g. WMS, GeoJSON, etc.) will be confirmed during the design phase in consultation with FDA.
5.	Please confirm if user authentication (login) will be required for certain sections or if the portal will be entirely public.	The portal is primarily public. Authentication will be included only if required by agreed functionality (e.g., role-based admin areas).
6.	Please confirm the expected number of FDA trainees and the preferred mode of delivery (onsite or virtual).	Numbers and delivery mode will be agreed when developing the capacity-building plan. Tenderers should propose a practical training program (onsite and/or virtual) to ensure full handover.
7.	Kindly clarify whether the post-launch maintenance support (1–2 years) will be part of this contract or a separate follow-up contract.	The contract includes: (a) post-deployment monitoring for six (6) months after launch, and (b) delivery of a maintenance plan covering at least 1–2 years. Multi-year maintenance services beyond the initial 6-month monitoring may be arranged per the agreed plan (e.g., options or a follow-on agreement). Tenderers should propose the plan including costing options beyond the initial 6 months
8.	Please clarify whether FDA will provide a consolidated repository of existing content or if data collection and validation are expected from the contractor.	FDA will identify content owners and provide source materials. The contractor will support auditing/validation and prepare web-ready content during design/development.

9.	Please specify if file uploads are restricted to specific user roles or open to all authenticated users.	Uploads will be limited to designated administrative roles. Exact roles/permissions will be finalized during design, following security best practice.
10.	Please confirm if the contractor is expected to design and execute promotional content and campaigns or only provide technical support.	The contractor will prepare support materials (e.g., guides, FAQs, demo sessions) and assist FDA with outreach; FDA will lead use of official channels. Media buying or paid placements are not required.
11.	Considering portal development, testing, and six-month monitoring, can the contract period be extended beyond March 2026 if required for completion?	Contract dates will be confirmed at award. Any changes to scope/timeline follow the formal change-request process.
12.	Given the complexity of the assignment, can bidders provide additional pages (e.g., not more than 20) or add some annexures, to adequately cover technical understanding and methodology? Also kindly allow presentation upto 10 pages.	Please adhere to the stated page limits: up to 3 pages for the understanding section and 4 pages for methodology.
13.	Could you please clarify whether we should fill in all the bank account related fields in the document, or only provide the information for the applicable account(s)?	Complete the Bank Identification Form for the account that will receive payments under the contract.
14.	Kindly clarify whether the 10 years of experience refers to the Team Leader/Project Manager individually, or to the organization's cumulative experience.	Minimum criteria says "At least one expert must have a minimum 10 years' proven experience in developing and implementing complex IT systems or public portals of comparable scale.
15.	Kindly confirm the total number of concurrent users for the system.	No fixed number is prescribed. Solutions must meet the stated performance benchmarks. Bidders may state reasonable design assumptions.
16.	Is there any preferred technology stack for the development of the system?	No stack is mandated. Proposals must meet the security, performance, integration, and maintainability requirements.
17.	We assume that all the activities including requirement analysis involved in the project would be done entirely at contractor's location. No onsite visit is required. Please confirm	Remote work is possible for many tasks; however, one or more missions to the site in Liberia may be required. Please include any missions in your work plan and pricing.
18.	We assume that the Application deployment environment and licenses needed in the cloud will be provided to us by client? Please confirm.	Bidders should propose the deployment approach and specify any required software licenses in their offer for the development, testing and post deployment period . Final hosting and licensing arrangements will be

		confirmed during contract negotiation prior to project initiation.
19.	We assume all the documentation will be done in English language only?	Correct — English will be the language for deliverables and communications.
20.	Please could you share the Payment Schedule of the project.	Payments will follow the EFI model contract and will be tied to accepted deliverables; details will be provided at award.
21.	Could you please clarify if the financial proposal will be password protected? If it is, kindly let us know by when we should provide the password.	Please follow the submission instructions provided by EFI. Do not password-protect files
22.	Please could you let us know whether any taxes would be deducted while making payments to the international firms. However if there is VAT and other applicable indirect taxes or any direct taxes – then what percentage the international firms needs to add in their pricing proposal for such taxes.	Prices must be all-inclusive, covering any applicable taxes/duties. Specific tax treatment will be clarified at contracting.
23.	How many trainings/workshop will be conducted. What is the anticipated duration of training exercises? Where these trainings are to be conducted? Would these trainings be conducted in Liberia or we can provide training through virtual method like Skype, WebEx from our home location?	The number and format will be agreed during the implementation of the service in the delivered capacity-building plan. Bidders should propose a practical training program (virtual and/or onsite) to ensure operational readiness.
24.	In case training is required in physical mode, what is the expected number of participants in trainings, and do we need to budget for the venue and refreshments in case of for these in our financial proposal or it would be provided by the Client?	Include all required travel in your financial proposal; the contract is all-inclusive. The venue in country (if required) will be provided by the FDA.
25.	Please confirm if detailed CVs are to be included in the technical proposal (not exceeding 5 pages)	Yes, include CVs for all proposed experts following the Europass information structure. No strict page limit is prescribed for the CVs ; keep them concise and relevant.
26.	The consultant may associate with other consultants in the form of consortium or a sub-consultancy to enhance their qualifications. Please confirm.	This is permitted. For joint submissions, include a duly signed consortium agreement with the tender.
27.	We kindly request a One-week (30th October, 2025) extension for the proposal submission deadline following the release of the query responses. This extension will enable us to develop a comprehensive and responsive proposal aligned with requirements.	All tenders shall arrive on 23/10/2025, 17:00 CET at the latest.