



THE REPUBLIC OF THE GAMBIA
Attorney General's Chambers
Ministry of Justice
Marina Parade, Banjul
Digital Address: FC69+6P

The Ministry of Justice, through the Registrar of Companies, invites quotations from suitably qualified individual suppliers and contractors for the Refurbishment of its building and procurement of office equipment, furniture and fittings and the installation of CCTV Cameras.

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT OF BUILDING REFURBISHMENT, OFFICE FURNITURE, COMPUTERS, OFFICE EQUIPMENT AND CCTV SYSTEMS FOR THE COMPANIES REGISTRY DEPARTMENT

RFQ Reference No.: MOJ/REGESTER OF COMPANIES/RFQ/0001/2026

Date of Issue: 22nd October 2026.

Technical Inspection Dates: 27th October 2026, and 28th October 2026

Quotation Submission Deadline: 2nd November 2026.

Submission Location: Procurement Unit, The Attorney General Chambers Ministry of Justice, The Gambia

1. INVITATION TO SUBMIT QUOTATIONS

The Attorney General Chambers Ministry of Justice of The Gambia invites eligible and qualified contractors and suppliers to submit quotations for the refurbishment and improvement of the Companies Register Department at the said office.

The procurement is divided into three lots:

- **Lot 1:** Building Refurbishment and Improvement Works.
- **Lot 2:** Supply and Delivery of Office Furniture, Computers and Office Equipment.
- **Lot 3:** Supply, Installation and Commissioning of CCTV and Security Systems.

Interested contractors and suppliers can submit quotations for one lot only, subject to the requirements stated in the **RFQ** documents.

2. LOT 1: TECHNICAL INSPECTION AND ASSESSMENT

MOJ/COMPANIES REGISTRY/RFQ/0001/2026/LOT 1

A technical inspection of the Companies Registry Department is scheduled for **27th and 28th October 2026** to assess the current condition of the building, identify the refurbishment and rehabilitation works required, take the necessary measurements, and determine the quantities, specifications and other technical requirements necessary for the proposed works.

Interested contractors shall attend the inspection as arranged by the Ministry. The inspection findings will inform the final scope of works and the preparation of the Bill of Quantities.

Technical Inspection Schedule

No.	Item/Area to Inspect	Inspection Findings/Existing Condition	Required Works/Technical Specifications	Quantity/Measurement	Estimated Cost/Remarks
1	Roof and roofing structure		Establish whether repairs or complete replacement are required; specify roofing materials and supporting structures		
2	Structural condition		Identify cracks, damaged structural elements, water penetration and other defects		
3	Ceilings		Specify repairs or replacement and finishing requirements		
4	Internal and external walls		Identify plastering, crack repairs, surface preparation and finishing requirements		
5	Internal painting		Specify paint type, surface preparation, number of coats and areas to be covered		
6	External painting		Specify suitable exterior paint, preparation and finishing		
7	Floors and floor finishes		Identify damaged areas and determine required		

			repairs or replacement		
8	Doors, windows and fittings		Identify defective items and specify repair or replacement requirements		
9	Electrical installations and lighting		Identify necessary repairs, replacement fittings and safety improvements		
10	Plumbing and sanitary facilities		Identify defective pipes, drainage, toilets and fittings requiring attention		
11	Two office spaces		Determine repair, painting, finishing and improvement requirements		
12	Two large offices storage rooms, Corridors and access areas		Identify necessary repairs, painting and access improvements		
13	Landscaping and external surroundings		Determine clearing, levelling, drainage, pathways and other landscaping requirements		
14	CCTV cable routes and related building works		Identify cable routes, containment and any required reinstatement works		
15	Other refurbishment requirements		Record additional defects and necessary remedial works identified during inspection		

Following the inspection, the Ministry shall finalise the technical specifications, measurements, quantities and Bill of Quantities before quotations are evaluated against the confirmed requirements.

3. LOT 2: OFFICE FURNITURE, COMPUTERS AND OFFICE EQUIPMENT

MOJ/COMPANIES REGISTRY/RFQ/0001/2026/LOT2

A. Office Furniture

No.	Item Description	Quantity	Technical Specifications	Unit Price (D)	Total Price (D)
1	Senior executive desk	2	2 meters l-shape		
2	Senior executive chair	2	Pressure relief and safe transfer		
3	Junior executive desk	9	1.8 with drawers attached		
4	Junior executive chair	9	Posture support and growth flexibility		
5	Linked multi-seat visitors' chairs	5 units	Metal comfort joint units of five		
6	Adjustable standing desk	1	electric height-adjustable standing office desk, minimum 120x60cm table top, sturdy frame, suitable for sitting and standing work		
6	Single visitors' chairs	13	Modern visitors office chairs		
7		8			
8	Air Conditioner (24000btu)	6	24000 btu		
9	Standing Air Conditioners	2	30,000 btu		
	Subtotal — Office Furniture				

B. Computers, Scanning and Printing Equipment

No.	Item Description	Quantity	Technical Specifications	Unit Price (D)	Total Price (D)
1	Desktop computers	9	16-24 GB RAM, 512 GB NVMe SSD, 24-inch Full HD monitor and business-grade security		
2	Giant printers	2	Monochrome laser Printing, photocopy and scan Minimum 30 pages per minute (A4)		

			Minimum 1200 × 1200 dpi or equivalent A4, A5 and legal size Minimum 250 sheets Secure configuration and protected network printing where applicable Energy-saving or sleep mode Minimum one-year warranty with access to servicing and replacement parts		
3	Small printers	3	Compact desktop printer Monochrome laser Minimum 30 pages per minute (A4) Minimum 1200 × 1200 dpi or equivalent A4, A5 and legal size Minimum 250 sheets		
4	Scanners	9	High speed document scanner with an Automatic Document Feeder(ADF) capable of scanning multiple pgaes in a single batch		
5	UPS	9	1000VA/600W minimum, line-interactive with automatic voltage regulation (AVR), battery backup and surge protection		
	Subtotal — Computers and Printing Equipment				

Suppliers shall specify the make, model, technical specifications, warranty and delivery period for each item. The Ministry shall confirm the required performance specifications before issuing the final quotation schedule.

C. Other Office Equipment

No.	Item Description	Quantity	Technical Specifications/Remarks	Unit Price (D)	Total Price (D)
1	Filing cabinets	9			
2	Office cupboard	1			
3	Small-size refrigerators	2			
4	Subtotal — Other Office Equipment				

LOT 3: CCTV SYSTEM ASSESSMENT, COMPLETION AND PROPOSED

MOJ/REGISTER OF COMPANIES/RFQ/0001/2026/LOT3

INSTALLATION

1. Scope of Works

The contractor shall conduct a comprehensive assessment of the existing CCTV infrastructure within the Ministry of Justice premises, including the incomplete CCTV wiring, existing cameras, recording equipment, power supply, network infrastructure and related accessories.

Based on the assessment, the contractor shall submit a detailed technical proposal for completing, upgrading or replacing components as necessary to provide a fully functional, reliable and secure CCTV surveillance system.

The proposed solution shall prioritise the safe reuse of serviceable existing infrastructure, where technically appropriate, while identifying any additional equipment, replacement materials or new installation works required.

2. Minimum Technical Specifications

No.	Component	Minimum required specification
1	CCTV cameras	High-definition IP cameras, minimum 4 MP resolution, suitable for indoor and outdoor surveillance as applicable.
2	Night vision	Infrared night vision or equivalent low-light capability appropriate to each surveillance location.
3	Outdoor cameras	Weatherproof cameras rated at least IP66, where exposed to outdoor conditions.
4	Network Video Recorder (NVR)	Compatible NVR with sufficient channels for the proposed number of cameras and provision for future expansion.
5	Storage	Surveillance-grade hard drives sized to provide at least 30 days of recording at the proposed camera count and settings, subject to the approved storage calculation.
6	Cabling	Suitable CAT6 or better network cables, connectors, trunking, conduits and accessories, installed and terminated professionally.
7	Power supply	Appropriate power supplies or Power over Ethernet (PoE) switches, with surge protection where required.
8	Monitoring equipment	Compatible monitor or display interface for live viewing and playback. Any new monitor must be separately identified and priced.
9	Remote access	Secure authorised access for live viewing and playback, where approved by the Ministry's IT administration.
10	Network equipment	Required switches, network accessories and configuration to support the proposed CCTV system.
11	Backup power	Proposal for UPS protection for the NVR, network equipment and other critical components, with proposed capacity and backup duration stated.
12	Installation accessories	Camera brackets, junction boxes, mounting hardware, labels, cable management and all other materials necessary for a complete installation.

13	System configuration	Camera naming, recording schedules, date and time settings, user permissions, motion detection where appropriate, and secure system configuration.
14	Testing and commissioning	Testing of every camera, cable, recording channel, playback function, night vision and other specified system functions.

These are minimum proposed requirements. The final quantities, camera types and locations shall be established through the contractor's site assessment and approved by the Ministry before installation or replacement works commence.

3. Mandatory Site Assessment and Proposal

Each bidder shall be required to:

1. Inspect the existing CCTV system and determine the extent of the incomplete wiring.
2. Identify existing cameras, recording devices, cables, conduits, network equipment and power supplies that can be safely reused.
3. Identify defective, missing, incompatible or obsolete components requiring repair or replacement.
4. Conduct a site survey to determine appropriate camera positions, coverage areas and any surveillance blind spots.
5. Submit a proposed camera layout showing camera locations, coverage direction and proposed cable routes.
6. Recommend suitable equipment, technical specifications, quantities and storage capacity.
7. Provide a detailed bill of quantities, including equipment, cabling, accessories, labour, configuration and commissioning.
8. Clearly distinguish the cost of completing the existing works from the cost of any new or replacement components.
9. State the estimated implementation period and any operational requirements affecting the Ministry's premises.

4. Required Deliverables

The successful contractor shall provide:

- ✓ Site assessment and condition report.
- ✓ Proposed CCTV system design and camera layout.
- ✓ Technical proposal and detailed bill of quantities.
- ✓ Schedule of proposed equipment, manufacturers, models and warranties.
- ✓ Completed and properly labelled cabling and connections.
- ✓ Fully installed, configured and operational CCTV system.

- ✓ Test and commissioning report.
- ✓ As-built drawings showing the final camera locations and cable routes.
- ✓ System operating instructions and administrator credentials handed over securely to the authorised Ministry representative.
- ✓ Basic user training for designated Ministry staff.
- ✓ Warranty documentation and recommended preventive maintenance schedule.

5. Warranty and Maintenance

The contractor shall provide a minimum **12-month warranty** covering supplied equipment, installation workmanship and defects arising from faulty installation, commencing from the date of formal acceptance and commissioning.

The proposal shall also specify technical support arrangements, response times for faults, maintenance requirements and the availability of replacement parts.

6. Pricing Requirements

Bidders shall submit a transparent and itemised financial proposal using the following structure.

No.	Description	Quantity	Unit price (GMD)	Total price (GMD)
1	Site assessment and CCTV system design	1		
2	IP CCTV cameras	As proposed		
3	NVR and recording equipment	As proposed		
4	Surveillance storage drives	As proposed		
5	Network cables, conduits and accessories	As proposed		
6	PoE switches and power accessories	As proposed		
7	Monitoring equipment, if required	As proposed		
8	UPS and surge protection	As proposed		
9	Installation and cable termination	As proposed		
10	Configuration, testing and commissioning	1 lot		
11	Training, documentation and handover	1 lot		
12	Other necessary components (itemised)	As proposed		
	Grand Total			

All prices should indicate applicable taxes and any other charges. The bidder shall not assume that existing equipment is reusable without first assessing its condition and compatibility.

4. QUOTATION SUBMISSION

All quotations must quote the reference number as shown below:

MOJ/COMPANIES REGISTRY/RFQ/0001/2026 with the lot number.

Quotations shall be submitted to the Procurement Unit, the Attorney General Chamber's Ministry of Justice, The Gambia, by the deadline specified in the final **RFQ** notice.

Bidders shall clearly indicate the **lot** for which they are submitting quotations and provide a detailed breakdown of unit prices, total prices, applicable taxes, delivery or completion periods, and other required information.

The Ministry shall evaluate quotations in accordance with the applicable procurement legislation and regulations and the evaluation requirements stated in the **RFQ**.

For further information:

Call 833015456 The Procurement Unit

The Attorney General Chambers, Ministry of Justice
The Gambia

QUOTATION SUBMISSION DETAILS

RFQ Reference No.: MOJ/COMPANIES REGISTRY/RFQ/0001/2026

Submission Deadline: 2nd November 2026

Submission Time: 11:00 a.m. sharp

Submission Venue: Procurement Office, Ministry of Justice, The Gambia.

Interested and eligible contractors and suppliers are required to submit their quotations to the Procurement Office of the Ministry of Justice no later than **11:00 a.m. sharp on 2nd November 2026**.

All quotations must clearly indicate the **RFQ** reference number and the relevant lot number. Quotations shall include the required technical specifications, detailed price schedules, applicable taxes, delivery or completion periods, and any other documents specified in the RFQ.

Late submissions shall be handled in accordance with the applicable procurement requirements and the conditions stated in the RFQ.

Important Notice: The technical inspection **for Lot 1 is scheduled for 27th and 28th October 2026**. Interested contractors should make the necessary arrangements with the Ministry to attend the inspection before submitting their quotations.