



### **Minutes of the Pre-bid meeting**

Date: September 29, 2020

Venue: PFIP Conference Room

Time: 4:00 pm – 5:00 pm

ITB/FJI10/002/2020 - Supply, Installation & Maintenance of Video Interview Recording Equipment – Long Term Agreement

#### **Attendees:**

- 1) David Harrison (DH), Redfish Technologies Pty Ltd - Australia
- 2) Sushil Sharma, Sharma Music Centre Ltd - Fiji
- 3) Ronald Prasad, Sharma Music Centre Ltd - Fiji
- 4) Amitesh Prasad (AP), Fiji Police Force - Fiji
- 5) Julie Vandassen (JV), UNDP Access to Justice (A2J) Project - Fiji
- 6) Magnus Prasad (MP), UNDP ICT - Fiji
- 7) Deepak Naicker (DN), UNDP Procurement - Fiji
- 8) Ronald Kumar (RK), UNDP Procurement - Fiji

1. All participants were welcomed and introduced on the purpose of the meeting. The agenda of the meeting comprised of overview of the Invitation to Bid and Submission mode while facilitating clarification questions in the end.
2. The representatives from the two vendors (Sharma Music Centre Ltd and Redfish Technologies Pty Ltd) representative introduced themselves and provided a brief background of their companies.
3. UNDP Procurement Staff conveyed the overview and objective of the tender document to enter into a long-term agreement (LTA) with a firm for Supply, Installation & Maintenance of Video Interview Recording Equipment as and when required by UNDP.
4. A2J staff highlighted on the background on the Fiji Police project which started in June 2020 and is a continuation of a pilot project for first hour procedure and video recorded interviews that has been undertaken since 2016. The initiative has been going on in CID department and Central Police Station in Suva. Plan is to expand the VRI system across Fiji.
5. Fiji Police Force (FPF) representative provided an overview of technical aspects for the ITB. FPF is currently using a Windows XP based operating system. The idea is to get a vendor to do implementation in one of the offices (Criminal Investigation Department – CID) and this can be replicated FPF for the other centers. Requirement as highlighted in ITB is for systems to be installed at sites as well as portable systems.
6. Representative from Redfish Technologies Ltd queried if the portable recording system is required that can be used in a fixed room and could be moved around as well. UNDP A2J Staff clarified that the current system leaves blank spots where camera's do not reach. Therefore, fixed (dome) cameras are required which could cover the whole room. Body cameras required are to be used for vulnerable victims and witnesses who are not sitting at one fixed location.
7. Representative from Redfish Technologies Ltd queried on the portability required (if a laptop recording type system is required or a desktop recording type system). FPF representative clarified that both can be used and connection of recording systems to internal network will be required.



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8. Representative from Sharma Music Centre Ltd queried weather portable recorders (size of a mobile phone) could be considered, or a body camera is required. FPF representative clarified that body cameras are required that can be clipped to vest used in the field.
9. Representative from Redfish Technologies Pty Ltd queried if FPF required the vendor to install dome cameras and microphones in the fixed rooms in other locations around Fiji or will this be done by FPF IT staff. FPF representative clarified that the initial installation will be required to be done by the vendor at the headquarters and a training of trainers to be provided to FPF IT staff.
10. Representative from Redfish Technologies Pty Ltd queried on payment terms as in ITB which is upon supply and installation, however since installation at later stage will be done by FPF IT staff which will be done at their own pace – this may hold off payments. UNDP Procurement Staff clarified that payments can be staged (supply, installation) so not to hold off payments.
11. Procurement Staff provided a brief outline of the Administrative requirements (eligibility\ evaluation criteria, forms to be used for submission, mode of submission etc.). Briefly provided an overview of the submission mode (e-Tendering system). It was highlighted that early registration and prior submission before deadline is important to avoid disappointment due to last minute technical glitches if any.
12. With no further queries or clarifications, the meeting was closed.