



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT
2nd & 3rd Floors, F & F Building
63 United Nations Drive, Coconut Plantation, Mamba Point
Monrovia, Liberia
Tel: +231 7701 44444 / 0888 828 988; Email: info@mca.gov.lr



PROCUREMENT NOTICE

REQUEST FOR QUOTATION

PP REF#: 4A1506/ME/015

Supply and Delivery of Tools and Equipment for the LEC Asset and Customer Mapping Study

January 10, 2020

Country: **Liberia**

City/Locality: **Monrovia**

Ref# Number: **4A1506/ME/015**

Contract Name: ***“Supply and Delivery of Tools and Equipment for the LEC Asset and Customer Mapping Study”***

Project Name: **Monitoring & Evaluation**

Funding Agency: **Millennium Challenge Corporation**

Employer: **Millennium Challenge Account – Liberia (MCA-Liberia)**

1. Millennium Challenge Account –Liberia (“MCA-Liberia”) is the entity created by the Government of Liberia (“Government”) to manage and implement the activities contained in the Millennium Challenge Compact (“Compact”) entered into between the Government and the Millennium Challenge Corporation (“MCC”) on behalf of the United States of America. Accordingly, MCA-Liberia intends to procure the goods and services for which details are provided in the **Annex 1** of the Request for Quotation (RFQ).
2. You are invited to submit your price quotation for the **Supply and Delivery of Tools and Equipment for the LEC Asset and Customer Mapping Study**.
3. You are required to provide a **quote for all items** in accordance with the format contained in the Request for Quotation (RFQ). **Failure to quote for all items**, in the required format will render your quotation incomplete and thus non-responsive to the RFQ.
4. You must clearly state the **Model of the Goods, Country of Origin, warranty and guarantee conditions with duration** for the goods proposed. ***The proposed goods must comply with the standards indicated and the supplier must provide documentation to demonstrate that the offered tools and equipment meet the standards and requirements.*** The proposed goods must have a minimum **Warranty of one (1) year** and as outlined in Annex 1 of the RFQ.
5. You must clearly state the **Warranty Conditions/Period for Replacement** of defective Goods (no later than thirty calendar days after the Contract Manager notifies the defects).
6. The Items/ Goods must be delivered to the MCA-Liberia Office, F&F Building, 63 UN Drive, Mamba Point, Monrovia, Liberia in accordance with the agreed delivery schedule.

7. You shall submit one Quote only, either individually or as a member of a joint venture. Should you submit or be involved in more than one Quotation, all of your Quotations will be rejected. In addition, no alternate quote is permitted under the RFQ.
8. You are required to submit the authorization letter for the authorized representative of the supplier signing the quotation, demonstrating that the person signing has been duly authorized to sign.
9. All documents submitted shall be in **English**. Any quotation which is not submitted in English, or is not accompanied by a certified translation, will be rejected.
10. Your price quotation for the requirements listed in Annex 1 of the RFQ should be submitted on or before **January 20, 2020 at 3:00 pm** Liberia time in the format provided under **Annex 2** of the Request for Quotation (RFQ). **Quotations must be made electronically in a format that cannot be altered (pdf format is preferred). Hard copy submissions may not be accepted.**

Submission Requirements:	
Currency	USD
Required Goods and Services	Refer to Annex 1 below.
Quotation Validity	90 days
Quotations submitted via:	Email at the email address indicated in item 15.

11. This requirement is open to eligible suppliers as defined in the MCC Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). Each supplier will undergo eligibility verification during the evaluation process, and throughout the life of the contract, in accordance with MCC Guidance on Excluded Parties Verification Procedure.
12. Evaluation of offers and award of purchase order:

Offers determined to be substantially responsive to the description of the technical specifications will be evaluated by comparison of quoted prices, using “shopping” procurement method in accordance with MCC Program Procurement Guidelines which are provided on the MCC website (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). A Purchase Order Agreement will be issued to the Supplier offering the total lowest evaluated quotation price that meets the required description of goods and services (Annex 1).
13. The Purchase Order Agreement terms and conditions are not negotiable and shall be fully accepted by the Supplier.
14. The Purchaser is not bound to accept any quotation submitted by the invited Suppliers and may cancel the procurement process at any time without providing any justification to the Suppliers.
15. Your quotation in the required format should be addressed and submitted to:
MCA-Liberia; Attention: Procurement Agent – MCA Liberia
Email: MCALiberiaPA@cardno.com
16. **Suppliers interested in submitting a quotation should register their interest by sending an e-mail, giving full contact details of the Supplier, to the email address above (under clause 15).** This will ensure that the Suppliers receive a copy of the RFQ and updates regarding the RFQ.