



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/028

Supply and Delivery of Double Cabin Pick-up Vehicle for Asset and Customer Mapping Study (ACMS) of Liberia Electricity Corporation (LEC)

January 22, 2020

Country: **Liberia**

City/Locality: **Monrovia**

Ref# Number: **4A1506/ME/028**

Contract Name: ***“Supply and Delivery of Double Cabin Pick-up Vehicle for Asset and Customer Mapping Study (ACMS) of Liberia Electricity Corporation (LEC)”***

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 required to provide a quote for all items in accordance with the format contained in this 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.
3. You must clearly state the Model of the Goods, Country of Origin, warranty and guarantee conditions/duration for the goods proposed. The proposed goods and services must have a minimum Warranty as outlined in Annex 1 of the RFQ.
4. The Goods shall be inspected, accepted and handed-over to MCA-L at the supplier’s authorized after sales services agent’s workshop in Monrovia, Liberia within the agreed delivery schedule. The supplier is responsible for all the custom clearance formalities at the Port in Monrovia, using the services of their own clearing agent. The Purchaser will only facilitate documentation related to import duty exemption.
5. 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, that may be the basis for rejecting all your quotations. In addition, no alternate quote is permitted under the RFQ.

6. You are required to submit the authorization letter for your authorized representative signing the quotation, demonstrating that the person signing the quotation has been duly authorized to sign.
7. 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.
8. Your price quotation for the requirements listed in Annex 1 of the RFQ should be submitted on or before **February 10, 2020 at 3:00 pm** Liberia time in the format provided under Annex 2 of 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 of the RFQ.
Quotation Validity	90 days
Quotations submitted via:	Email at the email address indicated in item 15.

9. Request for clarification may be sent to the email address in item 15 below, no later than **January 27, 2020**. MCA-Liberia shall respond by end of day **January 30, 2020**.
10. 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.
11. *To qualify, the supplier must provide verifiable records/evidence of their experience supplying and delivering similar goods over the last three (3) years. Supplier must also have an after sales services facility in Monrovia, Liberia; which shall be inspected by the client prior to the signing of a Purchase Order Agreement.*
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 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.