



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT
2nd & 3rd Floors, F & F Building
63 United Nations Drive, Coconut Plantation, Mamba Point
Monrovia, Liberia
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PROCUREMENT NOTICE

REQUEST FOR QUOTATION

PP REF#: 4A1506/ME/025

Supply and Delivery of Office Equipment for Asset and Customer Mapping Study (ACMS)

February 4, 2020

Country: Liberia

City/Locality: Monrovia

Ref# Number: 4A1506/ME/025

Contract Name: *“Supply and Delivery of Office Equipment for Asset and Customer Mapping Study (ACMS)”*

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 for which details are provided below (**Annex 1**).
2. All firms/suppliers, eligible as per Clauses P1.A.1.7 to P1.A.1.9 of MCC Program Procurement Guidelines (MCC PPG), which are provided on the MCC website www.mcc.gov, are invited to submit their price quotation for the **Supply and Delivery of Office Equipment for Asset and Customer Mapping Study(ACMS)**.
3. **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.**
4. You must clearly state the **Model of the Goods, Country of Origin, warranty and guarantee period** and submit your quoted Technical Specifications against the requirement under **Annex 1** for the quoted **Supply and Delivery of Office Equipment for Asset and Customer Mapping Study (ACMS)**. The quoted 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 fourteen (14) calendar days after the contract manager notifies the defects).
6. You are requested to submit the authorization letter for the authorized representative who will be signing the quotation on behalf of the Supplier, demonstrating that the person signing has been duly authorized to sign.
7. The **Office Equipment for Asset and Customer Mapping Study (ACMS)** will be delivered to MILLENNIUM CHALLENGE ACCOUNT LIBERIA, F&F Building, 2nd Floor, 63 United Nations Drive, Coconut Plantation, Mamba Point, Monrovia, Liberia, in accordance with the agreed delivery schedule.
8. 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 this RFQ.
9. **You are requested to display the GST/VAT amounts on your quotation.**
10. 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.
11. Your priced quotation for the **Supply and Delivery of Office Equipment for Asset and Customer Mapping Study (ACMS)** listed in **Annex 1** of this RFQ should be submitted to the email address below under clause 17 on or before **February 18, 2020 at 4:00 pm** Liberia time in the format provided under **Annex 2 and 3** below. **Quotations must be submitted 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 (pdf format is preferred) to the email address in clause 17 below

12. Request for clarification may be sent to the mail address in clause 17 below, no later than **February 7, 2020**. MCA-Liberia will respond by **February 10, 2020**.
13. Evaluation of offers and award of purchase order:

Offers determined to be substantially responsive to the description of the goods will be evaluated by comparison of quoted prices in accordance with MCC Program Procurement Guidelines (P1.A.3.4) which are provided on the MCC website (www.mcc.gov). A Purchase Order Agreement will be issued to the Supplier offering the total lowest evaluated quotation price and that meets the required description of the goods on all items.

14. Bid Challenges: Suppliers may challenge the results of a procurement only according to the rules established in the Bid Challenge System developed by the MCA-Liberia and approved by MCC. The rules and provisions of the Bid Challenge System are as published on the MCA-Liberia's website (<http://www.mca.gov.lr/index.php/en/procurements/compact-procurements/updated-bid-challenge-system>).
15. The Purchase Order Agreement terms and conditions are not negotiable and shall be fully accepted by the Supplier.
16. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Purchase Order award, without thereby incurring any liability to any Supplier.
17. Your quotation in the required format should be addressed and submitted to:

MCA-Liberia Procurement Agent
Email : MCALiberiaPA@cardno.com
18. **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 17).** This will ensure that the Suppliers receive a copy of the RFQ and updates regarding the RFQ.