



REPUBLIC OF LIBERIA

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PROCUREMENT NOTICE

REQUEST FOR QUOTATION (PP REF#: 4A1506/ME/016)

Provision of Vehicle Rental Services for Asset and Customer Mapping Study (ACMS) for Liberia Electricity Corporation

February 12, 2020

Country: **Liberia**

City/Locality: **Monrovia**

Ref# Number: **4A1506/ME/016**

Contract Name: ***“Provision of Vehicle Rental Services for Asset and Customer Mapping Study (ACMS) for Liberia Electricity Corporation”***

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 vehicle rental services for which details are provided in **Annex 1** of the Request for Quotation (**RFQ**).
2. You are invited to submit your price quotation for the **Provision of Vehicle Rental Services for Asset and Customer Mapping Study (ACMS) for Liberia Electricity Corporation**.
3. The vehicles are required for rental for the ACMS to be conducted in three parts, Pilot Study in and around Monrovia, Study in Montserrado County and Study in Margibi, Bong Nimba, Maryland and Grand Gedeh Counties. After Pilot Study in Monrovia and the Study will be extended to the entire LEC’s network in Montserrado County and to other Counties in Margibi, Nimba, Maryland and Grand Gedeh. Accordingly, the request for quotation for rental services is divided into Three (3) Lots as below and the Service Providers can quote for all three Lots or any two or anyone.

Lot 1 - Provision of Twenty (20) 4x4 vehicles (10 Hardtops and 10 Pick-ups) and One (1) mini-bus for Rental for a Period of Two (2) weeks for Pilot Study in a selected Community(ies) in Monrovia.

Lot 2 - Provision of Twenty (20) 4x4 vehicles (10 Hardtops and 10 Pick-ups) For Rental for a Period of Five (5) months for the ACMS in Montserrado County.

Lot 3 - Provision of ten (10) 4x4 vehicles (Hardtops) for Rental for a Period of Three (3) months for ACMS in Margibi, Bong, Nimba, Maryland and Grand Gedeh Counties.
4. Failure to quote for the required services, in the required format will render your quotation incomplete and thus non-responsive to the RFQ.
5. The services are required for providing the Vehicles on rental basis over a period of 8 months for conducting the Asset and Customer Mapping Study for Liberia Electricity Corporation. The Service

Provider is responsible for providing the Vehicles with drivers including maintenance during rental period including fuel costs.

6. 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 this RFQ. You are required to submit the authorization letter for the authorized representative of the Service Provider signing the quotation. 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.
7. Your price quotation in USD for the requirements listed in Annex 1 of the RFQ for any one Lot or for any two Lots or for all Lots with **quotation validity of 90 days** should be submitted to the email address under clause 14 on or before **February 26, 2020 at 3:00 pm** Liberia time in the **format provided under Annex 2** of the RFQ. **Quotations must be made electronically in a format that cannot be altered (pdf format is preferred). Hard copy submissions may not be accepted.**
8. This requirement is open to eligible Service Providers as defined in the MCC Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>).
9. The Service Provider must demonstrate their past experience in the rental services in the last five years along with its Business Registration Certificate, Tax Clearance Certificate and Client References, to be qualified for consideration. The Service Provider must submit Vehicle registration and insurance documents in its name as a proof of the availability of Vehicles for rental purpose. The Service Provider must submit appropriate documentation for all prospective drivers clearly demonstrating experience of at least 5 years as a driver, and must also submit proof of valid driver's license, traffic and police records, and references for all prospective drivers that demonstrate their experience, past performance and reliability.
10. 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 Service Provider offering the total lowest evaluated quotation price that meets the required description of services (Annex 1).
11. The Purchase Order Agreement terms and conditions are not negotiable and shall be fully accepted by the Service Provider.
12. The Purchaser is not bound to accept any quotation submitted by the invited Service Providers and may cancel the procurement process at any time without providing any justification to the Service Providers.
13. The Purchaser reserves the right to increase or decrease the duration of the rental services originally specified for each Lot not exceeding 50% of the original scope (including duration and number of vehicles) without any change in the unit prices or other terms and conditions of the quotation.
14. Your quotation in the required format should be addressed and submitted to:
MCA-Liberia
Attention: Procurement Agent – MCA Liberia; Email: MCALiberiaPA@cardno.com
15. **Service Providers interested in submitting a quotation should register their interest by sending an e-mail, giving full contact details of the Service Provider, to the email address above (under clause 14).** This will ensure that the **Service Providers** receive a copy of the RFQ and updates regarding the RFQ.