



**GOVERNMENT OF LIBERIA
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

REQUEST FOR QUOTATION

PP REF#: 4A1508/CA/008

**MCA-Liberia Strategic Communication Plan Implementation Lots 1, 2,
and 3**

February 20, 2020

To interested Supplier,

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 in **Annex 1** of the Request for Quotation (RFQ).
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 **MCA-Liberia Strategic Communication Plan Implementation Lots 1, 2, and 3**.
3. This requirement is packaged into three (3) Lots as follows:

Lot 1: The design, printing, erection and 1-year maintenance of billboards and the Production of copies of 9-paged Power Theft Law on A4.

Lot 2: Procurement of a firm with mobile video equipment, including vehicle, generator, fuel, projector and staff capacity to organize video shows.

Lot 3: Catering Services for Engagement meeting of 300 Mt. Coffee and Pipeline Communities, involving local leaders, youths and women.

Further details are provided in the Technical Specifications (Annex 1 of this RFQ).

4. **You are required to provide a quote for all items in accordance with the format contained in the Request for Quotation. Failure to quote for all items in the required format will render your quotation incomplete and thus non-responsive to the RFQ.**
5. 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 **Lot 1: The design, printing, erection and 1-year maintenance of billboards**. The quoted goods must have a minimum **Warranty of one (1) year** and as outlined in Annex 1 of the RFQ.
6. For Lot 1, 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).
7. You are required to **submit proof of registration as a business entity in Liberia, a tax clearance certificate and 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.
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. **Suppliers should register their interest by sending an e-mail (with subject: MCA-Liberia Strategic Communication Plan Implementation Lots 1, 2, and 3) to the Procurement Agent at MCALiberiaPA@cardno.com, giving their full contact details. This will ensure that the Suppliers receive a copy of the RFQ and any updates regarding the RFQ.**
12. Request for clarification may be sent to the mail address in clause 18 below, no later than **February 25, 2020**. MCA-Liberia will respond by **February 28, 2020**.
13. Your priced quotation for the **MCA-Liberia Strategic Communication Plan Implementation Lots 1, 2, and 3** listed in **Annex 1** of the RFQ should be submitted to the email address below under clause 18 on or before **March 6, 2020** at **4:00 pm** Liberia time in the format provided under **Annex 2 and 3** of the RFQ. **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 of the RFQ
Quotation Validity	90 days

Submission Requirements:	
Quotations submitted via:	Email (pdf format is preferred) to the email address in clause 18 below

14. 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 for each Lot 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 for each Lot.

15. 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>).

16. The Purchase Order Agreement terms and conditions are not negotiable and shall be fully accepted by the Supplier.

17. 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.

18. Your quotation in the required format should be addressed and submitted to:

MCA-Liberia Procurement Agent
Email: MCALiberiaPA@cardno.com