



**GOVERNMENT OF LIBERIA
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

REQUEST FOR QUOTATION

PP REF#: 4A1508/CA/008

**Design, Production, Supply, and Delivery of Promotional Materials and
Supply and Delivery of Video Production Equipment (Lots 1, 2, and 3)**

July 3, 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 under **Annex 1** of the 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 **Design, Production, Supply, and Delivery of Promotional Materials and Supply and Delivery of Video Production Equipment (Lots 1, 2, and 3)**.
3. This requirement is packaged into three (3) Lots as follows:

Lot 1: Design of Promotional Materials.

Lot 2: Production, Supply and Delivery of Promotional Material.

Lot 3: Supply and Delivery of Video Production Equipment

You may submit a quotation for at least one Lot, any number of Lots, or all Lots above. You are required to submit a separate quote for each Lot, if submitting a quotation for more than one Lot. Further details are provided in the Technical Specifications under Annex 1 of the RFQ.

4. **You are required to provide a quote for all items for each Lot in accordance with the format contained in the Request for Quotation (RFQ). Failure to quote for all items for each Lot 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 3: Supply and Delivery of Video Production Equipment**. The quoted goods must have a minimum **Warranty of one (1) year** and as outlined in Annex 1 of the RFQ.
6. For Lots 2 and 3, 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. The sample authorization letter is attached under Annex 3 of the RFQ.
8. You shall submit one Quote only for each Lot, 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.
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. Request for clarification may be sent to the mail address in clause 17 below, no later than **July 10, 2020**. MCA-Liberia will respond by **July 17, 2020**.
12. Your priced quotation for the **Design, Production, Supply, and Delivery of Promotional Materials and Supply and Delivery of Video Production Equipment (Lots 1, 2, and 3)** listed in **Annex 1** of the RFQ should be submitted to the email address below under clause 17 on or before **July 28, 2020 at 5:00 pm** Liberia time in the format provided under **Annex 2 and 4** 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
Quotations submitted via:	Email (pdf format is preferred) to the email address in clause 17 below

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 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.

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 should register their interest by sending an e-mail (with subject: **Design, Production, Supply, and Delivery of Promotional Materials and Supply and Delivery of Video Production Equipment (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.