



REPUBLIC OF LIBERIA

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PROCUREMENT NOTICE

REQUEST FOR QUOTATION

PP REF#: 4A1506/ME/024

Leasing of Temporary Office Space for Asset and Customer Mapping Study

July 13, 2020

Country: Liberia

City/Locality: Monrovia

Ref# Number: 4A1506/ME/024

Contract Name: *“Leasing of Temporary Office Space for Asset and Customer Mapping Study (Field Operations) Field Offices”*

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 or services for which details are provided below (**Annex 1**).
2. All firms/service providers, 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 **“Leasing of Temporary Office Space for Asset and Customer Mapping Study (Field Operations) Field Offices”**.
3. Brief Description of the facilities and services to be provided.

Lot-1: Temporary Office Rental on the Bushrod Island, Monrovia, Liberia

| Item No. | Description |
|----------|---|
| 1 | Leasing of Temporary Office Space for Asset and Customer Mapping Study (Field Operations), in the Bushrod Island, Monrovia, Liberia, with Electricity and Running Water, to be used by ACMS Field Personnel |

Lot-2: Temporary Office Rental on the Tubman Boulevard, Monrovia Liberia

| Item No. | Description |
|----------|---|
| 1 | Leasing of Temporary Office Space for Asset and Customer Mapping Study (Field Operations) Field Office, with Electricity and Running Water, to be used by ACMS Field Personnel on the Tubman Boulevard, Monrovia Liberia |

4. The Service Providers can quote for either Lot 1 or Lot 2 or both.
5. You are invited to submit your price quotation in the format provided under Annex 2 below for the Office Lease **by 4:00 p.m., July 24, 2020. Please see Annex 1 for the detailed specification of office space required.**

| | |
|--|---|
| Currency | USD |
| Delivery expected/ Turnover of Facility to CSC of LEC | Office Space shall be turned over to ACMS Field Personnel within two (2) to four (4) weeks of the date of last signature of the Lease Agreement |
| Warranty | Not applicable. |
| Quotation Validity | 90 days |
| Quotations submitted via: | Email: MCALiberiaPA@cardno.com Quotations must be submitted electronically in a format that cannot be altered (pdf format is preferred). Hard copy submissions will not be accepted. |

6. 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>). Each Service Provider will undergo eligibility verification during the evaluation process, and throughout the life of the Purchase Order Agreement, in accordance with MCC Guidance on Excluded Parties Verification Procedure.
7. The estimated budget for the period of four(4) months of leasing of the office space that meets the technical specifications (including all services) indicated in Annex 1 of this RFQ is between \$35,000 and \$40,000 for each of the Lot-1 and Lot-2. Offers greater than the indicated amount will not be rejected solely based on price.
8. 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.

9. You shall submit one Quote only, for one or both lots, 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.
10. You are required to provide a quote for intended leasing services complete for each Lot in accordance with the format contained in this Request for Quotation (RFQ). Failure to quote for the required services, in the required format will render your quotation incomplete and thus non-responsive to the RFQ.
11. **Evaluation of offers and award of Purchase Order Agreement:**

Offers will be evaluated on per lot basis and 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 signed with the Service Provider that offers the total lowest evaluated and reasonable price which meets the required technical specifications indicated in Annex 1.

12. The Lease Agreement terms and conditions shall be agreed with the lowest substantially responsive Service Provider. In case there is no agreement with the lowest substantially responsive Service Provider, the next lowest substantially responsive Service Provider may be considered.
13. The lease will be paid on a monthly basis on completion of the month and at the beginning of every month.
14. The expected duration of the lease is estimated to be from August 2020 until December 2020.
15. MCA-Liberia 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.
16. **Bid Challenge:** Service Providers 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 at www.mca.gov.lr.
17. **Firms or service providers interested in submitting a quotation should register their interest by sending an e-mail, giving full contact details of the firm or service provider, to the email address above (under clause 5).** This will ensure that the Suppliers receive a copy of the RFQ and updates regarding the RFQ.