



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT  
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PROCUREMENT NOTICE

REQUEST FOR QUOTATION

PP REF#: 4A1507/CA/017

**Clearing Agent Services**

September 21, 2020

Country: **Liberia**

City/Locality: **Monrovia**

Ref# Number: **4A1507/CA/017**

Contract Name: ***“Clearing Agent Services”***

Project Name: **Program Management and Administration**

Funding Agency: **Millennium Challenge Corporation**

Buyer: **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 Services for which details are provided in Annex 1 of the Request for Quotation (RFQ).
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](http://www.mcc.gov), are invited to submit their price quotation for the **Clearing Agent Services**.
3. You are required to provide a quote for the **Clearing Agent Services** in accordance with the format contained in the Request for Quotation (RFQ). Failure to quote for the requirement in the required format will render your quotation incomplete and thus non-responsive to the RFQ.
4. You must submit your experience providing similar Services as outlined under Annex 1 to qualify for consideration. **At least five (5) assignments are required.** The location of the assignment is Monrovia, Liberia.
5. 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 the RFQ.

6. You are required to **submit proof of registration as a business entity, a tax clearance certificate and the authorization letter for the authorized representative who will be signing the quotation on behalf of the Service Provider**, demonstrating that the person signing has been duly authorized to sign.
7. Request for clarification may be sent to the mail address in clause 14 below, no later than **September 24, 2020**. MCA-Liberia will respond by **September 25, 2020**.
8. Your price quotation for the **Clearing Agent Services** listed in **Annex 1** of the RFQ should be submitted to the email address below under clause 14 on or before **September 29, 2020, at 5:30 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 shall not be accepted.**

<b>Submission Requirements:</b>	
<b>Currency</b>	USD
<b>Required Services</b>	Refer to Annex 1 of the RFQ
<b>Quotation Validity</b>	90 days
<b>Quotations submitted via:</b>	Email (pdf format is preferred) to the email address in clause 14 below

9. Evaluation of offers and award of Contract:

Offers determined to be substantially responsive to the Terms of Reference 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](http://www.mcc.gov)). A Contract will be issued to the Service provider offering the total lowest evaluated quotation price and that meets the required Terms of Reference. The Service Provider has three calendar days (3) to sign the Contract from the date of receipt.

10. Bid Challenges: 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 (<http://www.mca.gov.lr/index.php/en/procurements/compact-procurements/updated-bid-challenge-system>).
11. The Contract terms and conditions are not negotiable and shall be fully accepted by the Service Provider.
12. **Service Providers should register their interest by sending an e-mail (with subject: Clearing Agent Services)** to the Procurement Agent at [MCALiberiaPA@cardno.com](mailto:MCALiberiaPA@cardno.com), giving their full contact details. This will ensure that the Service Providers receive a copy of the RFQ and any updates regarding the RFQ.
13. 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 Contract award, without thereby incurring any liability to any Service Provider.
14. Your quotation in the required format should be addressed and submitted to:

**MCA-Liberia Procurement Agent**

**Email:** [MCALiberiaPA@cardno.com](mailto:MCALiberiaPA@cardno.com)