



**GOVERNMENT OF LIBERIA  
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

**ADDENDUM #1**

**To**

**REQUEST FOR QUOTATION**

**For**

**Clearing Agent Services**

Addendum Date: <b>September 25, 2020</b>	Ref# Number: <b>4A1507/CA/017</b>
RFQ Date: <b>September 21, 2020</b>	Project Name: <b>Program Management and Administration</b>
Country: <b>Liberia</b>	Funding Agency: <b>Millennium Challenge Corporation</b>
City/Locality: <b>Monrovia</b>	Purchaser: <b>Millennium Challenge Account – Liberia (MCA-Liberia)</b>

The following are changes to the above-mentioned Request for Quotation (RFQ):

1. Clause 7 of the RFQ, second sentence is deleted in its entirety and replaced with the following text:

“MCA-Liberia will respond by **September 28, 2020.**”

2. Clause 8 of the RFQ, is deleted in its entirety and replaced with the following text:

Your priced quotation for the **Clearing Agent Services** listed in **Annex 1** of the RFQ should be submitted to the email address below under clause 4 on or before **October 2, 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 4 below

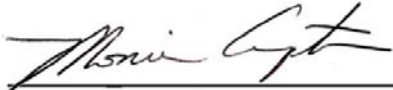
3. Annex 1 of the RFQ, Terms of Reference is deleted in its entirety and replaced with Annex 1 attached hereto.
4. Your quotation in the required format should be submitted to the email address below as outlined in the RFQ:

**MCA-Liberia Procurement Agent**

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

5. All other sections and paragraphs of the subject Request for Quotation remain unchanged.

Yours Sincerely,



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**Mr. Monie R. Captan**  
**Chief Executive Officer**  
**MCA Liberia**

## Annex 1

### Terms of Reference

#### Clearing Agent Services to MCA-Liberia

The services to be provided are as follows:

1. Tracking the arrival of all MCA-Liberia Goods into Liberia as described in the shipping documents provided by MCA-Liberia
2. Handling of Goods at ports of discharge (seaport, airport, etc.) upon arrival
3. Conveying of Goods to the MCA-L's designated storage area.
4. Preparing and processing of all relevant Documentation on behalf of MCA-Liberia for exemption of Import Duty/ GST and Custom Clearance including all necessary paper work to clear the Goods out of the port of discharge.
5. Arranging on behalf of MCA-L and facilitating inland transportation of the Goods to the place of delivery - MCA-L offices or any designated Implementing Entity's facility. Transportation costs will be borne by either MCA-L or the Supplier whichever is applicable.
6. Processing for the payment of freight/cargo handling fees including but not limited to cargo security fee, customs fee-ASYCUDA, Customs Brokers & Truckers Association Fee etc. (All original receipts of fees paid shall be submitted to MCA-L by the Service Provider for verification purposes along with relevant invoices).
7. Clearing all MCA-L freight or cargo by completing the relevant procedures and formalities at the port of delivery including customs clearance within the stipulated time as per subsisting regulations at the port of delivery and without incurring any storage charges.
8. The Service Provider will be clearing different types of goods, either airfreight (via courier) or sea freight. This could include clearing of equipment (mechanical/electrical or related items), light tools and related items, printed materials (manuals, books, etc.) in boxes/cartons or any other item, shipped through airfreight or sea freight as may be required by MCA Liberia. Others could be containerized (20ft or 40ft) items as needed. The actual quantity and description are unknown.
9. The Service Provider's quotation should include all costs required to carry out the services.
10. The Service Provider will be engaged as and when needed, the details of which will be in the contract.
11. This will be a fixed cost Agreement.
12. The Service Provider should have a valid Customs broker license.
13. At least five (5) similar assignments are required to be submitted.

***Note: The services are time-bound, and the service provider shall be responsible for any delays and consequent costs.***