



**GOVERNMENT OF LIBERIA
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

ADDENDUM #1

To

REQUEST FOR QUOTATION

For

Supply and Delivery of Accounting Software, HR Software & Antivirus Lot 1, Phone System Lot 2, Laptops Lot 3, Emergency UPS Lot 4 and Backup Software Lot 5

Addendum Date: December 22, 2020	Ref# Number: 4A430/LERC/001-5
RFQ Date: December 17, 2020	Project Name: Energy
Country: Liberia	Funding Agency: Millennium Challenge Corporation
City/Locality: Monrovia	Purchaser: Millennium Challenge Account – Liberia (MCA-Liberia)

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

1. The description of the above-mentioned Request for Quotation (RFQ) is hereby deleted in its entirety and replaced with the following text:

“Supply and Delivery of Accounting Software, HR Software & Antivirus Lot 1, Call Manager/PBX Lot 2, Laptops Lot 3, Emergency UPS Lot 4 and Backup Software Lot 5.”

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

“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 Supply and Delivery of Accounting Software, HR Software & Antivirus Lot 1, Call Manager/PBX Lot 2, Laptops Lot 3, Emergency UPS Lot 4 and Backup Software Lot 5.”

3. Clause 3 of the RFQ, the description of Lot 2 is hereby deleted in its entirety and replaced with the following text:

“Lot 2: Supply and Delivery of Call Manager/PBX.”

4. Clause 11 of the RFQ is hereby deleted in its entirety and replaced with the following text:

“Request for clarification may be sent to the mail address in clause 18 of the RFQ, no later than **December 18, 2020**. MCA-Liberia will respond by **December 23, 2020**.”

5. Clause 12 of the RFQ, the text before the table is hereby deleted in its entirety and replaced with the following text:

“Your priced quotation for the **Supply and Delivery of Accounting Software, HR Software & Antivirus Lot 1, Call Manager/PBX Lot 2, Laptops Lot 3, Emergency UPS Lot 4 and Backup Software Lot 5** listed in **Annex 1** of the RFQ should be submitted to the email address below under clause 9 on or before **December 28, 2020 at 5:30 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 shall not be accepted.**”

6. Annex 1 of the RFQ, Technical Specifications is hereby deleted in its entirety and replaced with Appendix 1 attached hereto.

7. Annex 2 of the RFQ, Quotation Submission Form is hereby deleted in its entirety and replaced with Appendix 2 attached hereto.

8. Annex 4 of the RFQ, Submission Form of Supplier’s Proposed Technical Specifications is hereby deleted in its entirety and replaced with Appendix 3 attached hereto.

9. 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

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

Yours Sincerely,



Mr. Monie R. Captan
Chief Executive Officer
MCA Liberia

Appendix 1

Annex 1

Technical Specifications

Lot	Description	Quantity
1	SOFTWARE	
	Accounting Software (with 1-years of license fees) and Setup QuickBooks Enterprise Edition for up to 10 users	1
	HR Software (with 1-years of license fees) and Setup VoxHR (Premium) SaaS for up to 20 users	1
	Sophos Central Intercept X Advanced Antivirus Exclusive version for servers, 4 of the 20 should be for noted for server use	20
2	CALL MANAGER/PBX	
	<ul style="list-style-type: none">▪ Provide call processing to extend voice and video features to network devices such as IP phones▪ Provide paging service and attendant console.▪ IP telephony calling▪ Mobility▪ Abbreviated dialing▪ Callback▪ Call forward▪ Call park▪ Call pickup▪ Call waiting▪ Conference▪ Call Hold▪ Call Transfer▪ Support VoIP terminals▪ Support at least 30 users▪ Minimum of 3 GSM ports or FXO ports with GSM modems for external calls.▪ Voice mail for at least 30 users	1
3	LAPTOPS	
	Laptops <ul style="list-style-type: none">▪ Screen Size: 14 – 15.6 inches	2

Lot	Description	Quantity
	<ul style="list-style-type: none"> ▪ Dimension: <ul style="list-style-type: none"> Length - 14 – 16 inches Width - 9 - 10 inches Height - 0.7 - 0.9 inches ▪ Weight: 3.27 lbs. - 4.41 lbs. ▪ Operating System: Windows 10, 64 bit ▪ Processor: Intel Core i5 - i7, 2.2 GHz or higher ▪ Processor Count: (2) Dual Core ▪ Processor (CPU) Speed: 2.6 – 4.0 GHz ▪ RAM: 8 GB ▪ Hard Drive: 500GB – 1TB ▪ Cache: 4 MB ▪ Chipset: Intel ▪ Card Description: Integrated ▪ Ports (minimum): 2 x USB 3.1, 1 x USB 2.0, 1 x HDMI ▪ Integrated Widescreen, HD Webcam, Backlit Keyboard, Stereo Speakers ▪ Office Suite: Microsoft 2016 standard license ▪ Support: At least two (2) years of software assistance ▪ Color: Gray, Silver or Black 	
4	EMERGENCY UPS	
	Emergency UPS Desktop based APC Back-UPS 750VA, 230V, AVR, IEC Sockets OR its power equivalent from recognized Supplier	8
5	BACKUP SOFTWARE	
	Backup Software Backup Software from any recognized Company with experience in backup systems (ACRONIS, VEEAM, etc) Centralized management console and dashboard. Must include support for servers and remote management.	1

Appendix 2

Annex 2

Quotation Submission Form (to be completed by the supplier (Items 1-3))

Supply and Delivery of Accounting Software, HR Software & Antivirus Lot 1, Call Manager/PBX Lot 2, Laptops Lot 3, Emergency UPS Lot 4 and Backup Software Lot 5

Supplier's Name: _____ Date: _____

1. Schedule of Supply and Delivery of the Goods

Lots 1, 2, 3, 4, and 5			
Description of Goods	Supply and Delivery Date (DD) <i>(number of calendar days after the Effective Date of the Purchase Order Agreement)</i>		
	Earliest DD	Latest DD	Suppliers DD
Accounting Software, HR Software & Antivirus Lot 1, Call Manager/PBX Lot 2, Laptops Lot 3, Emergency UPS Lot 4 and Backup Software Lot 5	5 days after the Effective Date of the Purchase Order Agreement	8 days after the Effective Date of the Purchase Order Agreement	

2. Replacing Defective Goods

Lots 1, 2, 3, 4, and 5 Waiting Period for Replacing Defective Goods			
No.	Requirement of Replacement	Requirement	Supplier's Proposed Replacement Time
1	Period (calendar days) for replacement of faulty products/goods	Fourteen (14) calendar days maximum	

3. Quotation Price

Lot 1							
1	2	3	4	5	6	7	8
Item #	Description of Goods	Country of Origin	Quantity	Net Unit Price USD	Total Net Price USD (Column 4 x Column 5)	GST/VAT USD (10% of Column 6)	Total Gross Amount USD (Column 6 + Column 7)
1	Accounting Software in		1				

Lot 1							
1	2	3	4	5	6	7	8
Item #	Description of Goods	Country of Origin	Quantity	Net Unit Price USD	Total Net Price USD (Column 4 x Column 5)	GST/VAT USD (10% of Column 6)	Total Gross Amount USD (Column 6 + Column 7)
	accordance with the Technical Specifications						
2	HR Software in accordance with the Technical Specifications		1				
3	Antivirus in accordance with the Technical Specifications		20				
GRAND TOTAL							

Lot 2							
1	2	3	4	5	6	7	8
Item #	Description of Goods	Country of Origin	Quantity	Net Unit Price USD	Total Net Price USD (Column 4 x Column 5)	GST/VAT USD (10% of Column 6)	Total Gross Amount USD (Column 6 + Column 7)
1	Call Manager/PBX in accordance with the Technical Specifications		1				

Lot 3							
1	2	3	4	5	6	7	8
Item #	Description of Goods	Country of Origin	Quantity	Net Unit Price USD	Total Net Price USD (Column 4 x Column 5)	GST/VAT USD (10% of Column 6)	Total Gross Amount USD (Column 6 + Column 7)
1	Laptops in accordance with the Technical Specifications		2				

Lot 4							
1	2	3	4	5	6	7	8
Item #	Description of Goods	Country of Origin	Quantity	Net Unit Price USD	Total Net Price USD (Column 4 x Column 5)	GST/VAT USD (10% of Column 6)	Total Gross Amount USD (Column 6 + Column 7)
1	Emergency UPS in accordance with the Technical Specifications		8				

Lot 5							
1	2	3	4	5	6	7	8
Item #	Description of Goods	Country of Origin	Quantity	Net Unit Price USD	Total Net Price USD (Column 4 x Column 5)	GST/VAT USD (10% of Column 6)	Total Gross Amount USD (Column 6 + Column 7)
1	Backup Software in accordance with the Technical Specifications		1				

Important information for suppliers:

1. Quote the price for all items.
2. The total GST/VAT amount for each item should be stated separately in the space provided.
3. The unit rate of the items must include the cost of delivery as well. The cost of delivery will not be paid separately.
4. The currency of the quotation should be US Dollars.
5. Please provide the warranty or Guaranty details clearly.
6. Day means a calendar day and Week equals seven (7) days.
7. Please quote the delivery duration you are proposing to deliver the goods and services.
8. The supplier has one (1) day to sign the Purchase Order Agreement from the date it is received.

Our grand total includes all cost needed to provide the goods as per the requirement in the Request for Quotation.

Our Quotation is valid for 90 days from the date of Submission.

We are attaching herewith the documentary proof in support as authorization for the person signing the quotation (Attached Letter of Authorization accordingly).

Our full valid contact details are attached including our email address.

Name of the Person Authorized to Sign the Quotation: _____

Position of the signatory in Organization: _____

Signature of the Authorized Person: _____

Date: _____

Physical Address: _____

Appendix 3

Annex 4:

Submission Form of Supplier's Proposed Technical Specifications

(To be completed by the Supplier Accordingly)

Supply and Delivery of Accounting Software, HR Software & Antivirus Lot 1, Call Manager/PBX Lot 2, Laptops Lot 3, Emergency UPS Lot 4 and Backup Software Lot 5

1. Supplier's Quoted Technical

SUPPLIERS ARE REQUIRED TO PRESENT THEIR QUOTED TECHNICAL SPECIFICATIONS AGAINST THE PURCHASER'S REQUIREMENTS UNDER ANNEX 1. THE SUPPLIER MUST COMPLY WITH EACH OF THE REQUIREMENTS TO BE CONSIDERED FOR PRICE COMPARISON.

All items shall be new and comply with the requirements.

NOTE: Suppliers must attach their quoted specification here, showing how their quoted specifications satisfy each technical requirement. Manufacturer's brochures and other technical documentation will also be submitted by the Supplier with the Quotation.

The words "Comply", "Confirm", or "Same As", will not be accepted. A clear explanation of the Supplier's Specifications is required.

MCA-LIBERIA'S TECHNICAL SPECIFICATIONS FOR LOTS 1, 2, 3, 4, & 5				SUPPLIER'S TECHNICAL SPECIFICATIONS (TO BE COMPLETED BY THE SUPPLIER)
Lot	Description	Quantity		
1	SOFTWARE			
	Accounting Software (with 1-years of license fees) and Setup QuickBooks Enterprise Edition for up to 10 users	1		
	HR Software (with 1-years of license fees) and Setup VoxHR (Premium) SaaS for up to 20 users	1		
	Sophos Central Intercept X Advanced Antivirus Exclusive version for servers, 4 of the 20 should be for noted for server use	20		
2	CALL MANAGER/PBX			
	<ul style="list-style-type: none"> ▪ Provide call processing to extend voice and video features to network devices such as IP phones ▪ Provide paging service and attendant console. ▪ IP telephony calling ▪ Mobility ▪ Abbreviated dialing ▪ Callback ▪ Call forward ▪ Call park ▪ Call pickup ▪ Call waiting ▪ Conference ▪ Call Hold ▪ Call Transfer 	1		

MCA-LIBERIA'S TECHNICAL SPECIFICATIONS FOR LOTS 1, 2, 3, 4, & 5			SUPPLIER'S TECHNICAL SPECIFICATIONS (TO BE COMPLETED BY THE SUPPLIER)	
	<ul style="list-style-type: none"> ▪ Support VoIP terminals ▪ Support at least 30 users ▪ Minimum of 3 GSM ports or FXO ports with GSM modems for external calls. ▪ Voice mail for at least 30 users 			
3	LAPTOPS			
	<p>Laptops</p> <ul style="list-style-type: none"> ▪ Screen Size: 14 – 15.6 inches ▪ Dimension: <ul style="list-style-type: none"> Length - 14 – 16 inches Width - 9 - 10 inches Height - 0.7 - 0.9 inches ▪ Weight: 3.27 lbs. - 4.41 lbs. ▪ Operating System: Windows 10, 64 bit ▪ Processor: Intel Core i5 - i7, 2.2 GHz or higher ▪ Processor Count: (2) Dual Core ▪ Processor (CPU) Speed: 2.6 – 4.0 GHz ▪ RAM: 8 GB ▪ Hard Drive: 500GB – 1TB ▪ Cache: 4 MB ▪ Chipset: Intel 	2		

MCA-LIBERIA'S TECHNICAL SPECIFICATIONS FOR LOTS 1, 2, 3, 4, & 5				SUPPLIER'S TECHNICAL SPECIFICATIONS (TO BE COMPLETED BY THE SUPPLIER)	
		<ul style="list-style-type: none"> ▪ Card Description: Integrated ▪ Ports (minimum): 2 x USB 3.1, 1 x USB 2.0, 1 x HDMI ▪ Integrated Widescreen, HD Webcam, Backlit Keyboard, Stereo Speakers ▪ Office Suite: Microsoft 2016 standard license ▪ Support: At least two (2) years of software assistance ▪ Color: Gray, Silver or Black 			
4	EMERGENCY UPS				
	Emergency UPS	Desktop based APC Back-UPS 750VA, 230V, AVR, IEC Sockets OR its power equivalent from recognized Supplier	8		
5	BACKUP SOFTWARE				
	Backup Software	Backup Software from any recognized Company with experience in backup systems (ACRONIS, VEEAM, etc) Centralized management console and dashboard. Must include support for servers and remote management.	1		