



**Government of Liberia  
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

**PRE-QUOTATION MINUTES FOR THE**

**Procurement of**

**RECONSTRUCTION AND REMODELING OF EXISTING  
CUSTOMER SERVICE CENTER OF THE LIBERIA ELECTRICITY  
CORPORATION**

**(RFQ: Ref: 4A1507/EP/003)**

**November 05, 2019, 2:30 pm**, Mt. Coffee Conference Room, 3<sup>rd</sup> Floor, MCA-Liberia Office

**Present:**

<b>Prospective Bidders' Representatives (Attendance Register attached as Annex -1)</b>		
<b>Name</b>	<b>Designation</b>	<b>Entity</b>
• Arah. R. Kamara	Civil Engineer	Break Group of Companies Inc
• Prince O. Tay	Managing Partner	CITI Engineering Services
• Alex M. Lansana	Project Manager	RCSI
• Sachin Kauline	Civil Engineer	Interwood Inc
• Gabriel C Starks	CEO	Starks Foundation
• J. Cifric Willis	Managing Partner	LIB Evergreen
• Isaac P. Smith	Project Manager	EVERGREEN
<b>MCA-Liberia</b>		
• Tshaka E. Dennis, PE	Dy. Chief Executive Officer	MCA-L
• Senesee Hemoh	Project Controls Engineer	MCA-L
• B.G. Zogar	Architect	Consultant to MCA-L
• Sreekant Baathuku	Senior Procurement Specialist	MCA-L, PA
<b>MCC</b>		
• Burak Inanc	Associate Director	MCC
<b>Liberia Electricity Corporation (LEC)</b>		
• Christiana Taylor	Sr. Customer Service Manager	LEC
• M. M. Williams	Customer Services	LEC
• Marvis K. Germn	Customer Services	LEC
• Varmu Reeves	Project Consultant	LEC

## **A. Introduction**

The Procurement Agent's (PA) Senior Procurement Specialist of MCA-Liberia welcomed the participants to the pre-quotation meeting and requested all to introduce themselves. After self-introduction, the DCEO, MCA-L, welcomed the participants and briefly stated the objective of the meeting. Subsequently, the PA informed that a presentation on the bidding requirements will be made and queries related to the RFQ will be answered by the PA and MCA-L after presentation.

## **B. The Purpose, Scope and Context of the Meeting**

The Purpose of the meeting was to explain and provide clarifications on the RFQ requirements as well as technical issues with respect to the RFQ document for the **Reconstruction and Remodeling of Existing Customer Service Center of the Liberia Electricity Corporation.**

It was made clear to the bidders that though MCA-L provides answers verbally during the pre-bid meeting, they were strongly advised to request and submit all their queries for clarification in writing by November 06, 2019. MCA-L will send their written responses to all queries by November 12, 2019.

## **C. Overview of the RFQ**

The PA's Senior Procurement Specialist briefed the participants on the important points of the RFQ and explained the quotation evaluation criteria. Contractors were advised to read the RFQ carefully and prepare their quotations for submission accordingly. No quotation submission will be allowed after the deadline (November 26, 2019 at 3:00pm). The PA informed that as per the RFQ, the bidders need to submit documentary evidence for their qualifications, such as experience, availability of financial resources, personnel and equipment. The PA also advised the bidders to visit the site before bidding and provide the prices for the items in BoQ in accordance with the Specifications and Drawings issued.

The PA then informed the participants that the selected bidder will be responsible for the implementation of any design changes during contract execution. It was also emphasized that the selected bidder should inform the Employer of any discrepancies or conflicts in the BoQ, designs and drawings before commencement of the works, otherwise the bidder will not be allowed to make any claims or damages at a later stage.

After the presentation, prospective bidders were asked whether they had any queries or concerns on the quotation procedures and technical specifications, to be answered by the PA.

## **D. Technical Briefing on the Project**

As per the agenda, the Architect made his presentation and briefed the participants on the proposed reconstruction and remodeling of the Customer Service Center (CSC). He briefly presented on the Architectural plans to show the part of the building to be reconstructed, location of extension to the building to accommodate visitors and final architectural views of the building after reconstruction. The Architect informed the

participants that the existing building height needs to be raised by 3 feet and a new roof shall be provided.

#### **E. Question & Answer Session**

Some of the important queries on the RFQ requirements were:

- a. Access and space for construction activities
- b. Construction of parking lots in BoQ

MCA-L informed that there is enough space available for contractor's construction activities and for movement of equipment. The existing Customer Service Center will be vacated and will be handed over to the contractor for the reconstruction.

The architect informed that there is no provision for construction of parking lots. However, there is provision for landscaping. MCA-L informed that during construction, if there is any damage to the existing facilities, including parking surface, the contractor shall repair and bring it to the original condition at his own cost.

Finally, the prospective bidders were asked to submit their queries in writing by November 06, 2019 for MCA-L to respond with clarity in writing by November 12, 2019.

#### **F. Closing Remarks**

The Project Controls Engineer (PCE), MCA-Liberia, thanked the bidders for attending the meeting and requested them to study the bidding document carefully and submit their quotations in line with the requirements, to be responsive. He cautioned them from making simple mistakes which could disqualify them.

Attachment:

- **Annex 1** – Attendance Register

# Annex 1 Attendance Register



## ATTENDANCE REGISTER

Pre-Bid Meeting

4A1507/EP/003

Procurement

of

**Reconstruction and Remodeling of Existing  
Customer Service Center of the Liberia Electricity Corporation**

Date: November 05, 2019, at 2:30 pm

#	NAME	ENTITY	POSITION	E-MAIL	PHONE	SIGNATURE
1	ARAH R. KAMARA	BREAK GROUP OF COMPANIES INC.	CIVIL ENGINEER	arahms47@gmail.com	077-405781 0886541127	A. Kamara
2	SACHIN KAULING	INTERWOOD INC.	Civil Engineer	wael@interwoodlib.com	0886 788 888 0776 788 888	Sachin K
3	Christiana D. Taylor	LEC	Sr. Customer Svc Mgr	cdtaylor@lecliberia.com	0778888113	CD Taylor
4	Marvis K. Germu	LEC	Customer Service	Mgermu@lecliberia.com	0886412184	M. Germu
5	Mallie M. Williams	LEC	Customer Service	Mwilliams@lecliberia.com	0886511188	M. Williams



#	NAME	ENTITY	POSITION	E-MAIL	PHONE	SIGNATURE
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8	B. GARMONDYU ZOGAR	MCA-L	Architect	Garmondyu Z19@outlook.com	0880520595 9776169534	
9	TSHAKA DENNIS	MCA-L	DCED	dennist@mca.gov.lr		
10	Alex M. Lousana	RCSI	Proj. Manager	ramadou@contractorsinc.com @gmail.com	077013625	
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14	Prince O. Tay	CITI Eng. Services	Managing Partner	citiengservices@gmail.com	0777520620	
15	Burak Inanc	MCE	Assoc. Director	inancbca@mcc.gov		
16	Sreekant Baathukun	PA, MCA-L	Sr. Proc. Specialist	Sreekant.baathukun@carduo.com		