



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT
2nd & 3rd Floors, F & F Building
63 United Nations Drive, Coconut Plantation, Mamba Point
Monrovia. Liberia
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Government of Liberia
MILLENNIUM CHALLENGE ACCOUNT LIBERIA

REQUEST FOR QUOTATION

Reference Number: 4A450/CA/001

SUPPLY AND DELIVERY OF ONE (1) DESKTOP AND FIVE (5) LAPTOPS FOR MCA-LIBERIA WITH FULLY UPDATED SOFTWARES

May 28, 2019

To: {Supplier}

Dear Sir/Madam,

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 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 for which details are provided below (**Annex 1**).
2. You are invited to submit your price quotation for the **Supply and Delivery of One (1) Desktop and Five (5) Laptops for MCA-Liberia with Fully Updated Softwares:**
3. Brief Description and Quantity of the Goods to be supplied:
 - HP ProDesk 600 G4 Small Form Factor PC
 - HP EliteBook 840 G5
4. You are required to provide a quote for all items in accordance with the format contained in this Request for Quotation. Failure to provide a quote for all items in the required format will render your quotation incomplete and thus non-responsive during the evaluation process.
5. **Your quotation should display the GST/VAT amounts.**
6. 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.

7. You are required to submit the authorization letter for the authorized representative of the supplier signing the quotation, demonstrating that the person signing has been duly authorized to sign. The sample letter is attached under **Annex 4** of the complete RFQ.
8. Your priced quotation for the **Supply and Delivery of One (1) Desktop and Five (5) Laptops for MCA-Liberia with Fully Updated Softwares** listed in **Annex 1** of this RFQ should be submitted to the email address below under clause 17 on or before **June 10, 2019** at **3:00 pm** Liberia time in the format provided under **Annex 2** below. **Quotations must be made electronically in a format that cannot be altered (pdf format is preferred). Hard copy submissions shall not be accepted.**

Submission Requirements:	
Currency	USD
Required Goods and Services	Refer to Annex 1 below
Quotation Validity	90 days
Quotations submitted via:	Email (pdf format is preferred) to the email address in clause 17, below

9. This requirement is open to eligible suppliers as defined in the MCC Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). Each supplier will undergo eligibility verification during the evaluation process, and throughout the life of the contract, in accordance with MCC Guidance on Excluded Parties Verification Procedure.
10. Evaluation of offers and award of purchase order:
Offers determined to be substantially responsive to the description of the goods will be evaluated by comparison of quoted prices in accordance with MCC Program Procurement Guidelines. A Purchase Order Agreement will be issued to the Supplier offering the total lowest evaluated quotation price and that meets the required description of the goods on all items.
11. The Purchase Order Agreement terms and conditions are not negotiable and shall be fully accepted by the Supplier.
12. You must clearly state the **Model of the Goods, Country of Origin, warranty and guarantee conditions/duration** for the goods proposed. The proposed goods must have a minimum **Guaranty of one-year**.
13. You must clearly state the **Guarantee Conditions/Period for Replacement** of defective Goods (no later than fourteen (14) calendar days after the contract manager notifies the defects).
14. **Bid Challenges:** Suppliers 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.

15. The Purchaser is not bound to accept any quotation submitted by the invited Suppliers and may cancel the procurement process at any time without providing any justification to the Suppliers.
16. Interested suppliers should send an email to MCALiberiaPA@cardno.com requesting a copy of the complete RFQ with Specifications, which is free of charge.
17. Your quotation in the required format should be submitted to the email address below:

MCA-Liberia Procurement Agent
Email: MCALiberiaPA@cardno.com