



**Government of Liberia  
MILLENNIUM CHALLENGE ACCOUNT LIBERIA  
F&F Building, 2<sup>nd</sup>/3<sup>rd</sup> Floor  
63 United Nations Drive  
Coconut Plantation, Mamba Point  
Monrovia, Liberia**

**REQUEST FOR QUOTATION**

**Reference Number: 4A430/LERC/002**

**Supply and Delivery of Office Furniture and Equipment for Liberia Electricity  
Regulatory Commission (LERC)**

*August 2, 2019*

**To interested Suppliers,**

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 in the RFQ.
2. You are invited to submit your price quotation for the **Supply and Delivery of Office Furniture and Equipment for Liberia Electricity Regulatory Commission (LERC)** as follows:
3. Brief Description and Quantity of the Goods to be supplied:

<b>Item #</b>	<b>Description</b>	<b>No of units</b>
1	Executive Desks	4
2	Executive Cabinets	4
3	Executive Chairs	4
4	Office Executive Sofa and Table	1
5	Conference Table	1
6	Round Table	1
7	Conference Table	1
8	Round Table Chairs	4
9	Conference Chairs	30
10	Desks	8
11	Cabinet/Bookshelf	8
12	Chairs	8
13	Workstations	8

Item #	Description	No of units
14	File Cabinets	8
15	Chairs	8
16	Desks	5
17	Cabinets	3
18	Office Chairs	8
19	Kitchen Table	1
20	Kitchen Chair	4
21	Television	2
22	Microwave	2
23	Safe for Documents	1
24	Safe for Petty Cash	1
25	Blinds	24
26	Water Dispenser	3

4. **You are required to provide a quote for all items in accordance with the format contained in the 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. **You are requested to 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 requested to submit the authorization letter for the authorized representative who will be signing the quotation on your behalf, demonstrating that the person signing has been duly authorized to sign.
8. Your priced quotation for the **Supply and Delivery of Office Furniture and Equipment for LERC** listed in **Annex 1** of the RFQ should be submitted to the email address below under clause 16 on or before **August 16, 2019 at 3:00 pm** Liberia time in the format provided under **Annex 2** of the RFQ. **Quotations must be made 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 Goods and 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 16, 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 (P1.A.3.4) which are provided on the MCC website ([www.mcc.gov](http://www.mcc.gov)). 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 (<http://www.mca.gov.lr/index.php/en/procurements/compact-procurements/updated-bid-challenge-system>).

15. 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 Purchase Order award, without thereby incurring any liability to any Supplier.

16. Your quotation in the required format should be submitted to the email address below:

**MCA-Liberia Procurement Agent**  
Email: [MCALiberiaPA@cardno.com](mailto:MCALiberiaPA@cardno.com)

17. **Suppliers interested in submitting a quotation should register their interest by sending an e-mail, giving full contact details of the Supplier, to the email address above (under clause 16). This will ensure that the Suppliers receive a copy of the RFQ and updates regarding the RFQ.**