



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

REQUEST FOR QUOTATION

Reference Number: 4A450/CA/10 & 4A450/CA/001

**Supply and Delivery of Genuine Software and Peripherals/ Parts for MCA-Liberia
(Lots 1, 2 and 3)**

August 19, 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 **Annex 1** of the RFQ.
2. You are invited to submit your price quotation for the **Supply and Delivery of Genuine Software and Peripherals/ Parts for MCA-Liberia (Lots 1, 2 and 3)** as follows:

The requirement is packaged into three (3) Lots as follows:

Requirements		Quantity
Lot 1		
1	Microsoft Office 2016 standard license and 2 years of Software Assistance - The Software Assurance (Volume License to be associated with MCAL existing Portal) from a Microsoft Certified/Approved Vendor/dealer	20
Lot 2		
1	Desktop RAM: 4GB Module - DDR3-10600 (PC3-1333)	2
2	HK-part Lcd Screen Cable for HP EliteBook 840 G3 820 G3 Series Lcd Display Video Cable 6017b0585301	1
3	Original New Keyboard for HP EliteBook 840 G3 836308-001 821177-001 US Backlit	1

Requirements		Quantity
4	ProDesk mini desktop-HP 19.5V 3.33A 65W power adapter	1
Lot 3		
1	Microsoft Office 2016 standard license, with 2 years of software assistance (Microsoft sealed CD/DVD)	5
2	Anti-Virus: Sophos Premium 1-year license for Windows 10	5

You may submit a quotation for only one Lot, any number of Lots, or all Lots above. if you submit a quotation for more than one Lot, you are required to submit a separate quote for each Lot.

Note: Suppliers interested in submitting a quotation for Lot 1 are required to provide Microsoft Certification.

3. Brief Description and Quantity of the Goods to be supplied:

Requirements		Quantity
Lot 1		
1	Microsoft Office 2016 standard license and 2 years of Software Assistance - The Software Assurance (Volume License to be associated with MCAL existing Portal) from a Microsoft Certified Vendor	20
Lot 2		
1	Desktop RAM: 4GB Module - DDR3-10600 (PC3-1333)	2
2	HK-part Lcd Screen Cable for HP EliteBook 840 G3 820 G3 Series Lcd Display Video Cable 6017b0585301	1
3	Original New Keyboard for HP EliteBook 840 G3 836308-001 821177-001 US Backlit	1
4	ProDesk mini desktop-HP 19.5V 3.33A 65W power adapter	1
Lot 3		
1	Microsoft Office 2016 standard license, with 2 years of software assistance (Microsoft sealed CD/DVD)	5
2	Anti-Virus: Sophos Premium 1-year license for Windows 10	5

You may submit a quotation for only one Lot, any number of Lots, or all Lots above. if you submit a quotation for more than one Lot, you are required to submit a separate quote for each Lot.

Note: Suppliers interested in submitting a quotation for Lot 1 are required to provide Microsoft Certification.

4. **You are required to provide a quote for all items within the lot/s you are quoting for, in accordance with the format contained in this Request for Quotation. Failure to provide a quote for all items within the lot of your preference in the required format will render your quotation incomplete and thus non-responsive to the RFQ.**
5. **You are requested to display the GST/VAT amounts on your quotation.**

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 an 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 the quotation.
8. Your priced quotation for the **Supply and Delivery of Genuine Software, Peripherals/ Parts for MCA-Liberia (Lots 1, 2 and/or 3)**, listed in **Annex 1** of the RFQ, should be submitted to the email address below under clause 16 on or before **August 27, 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.**

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 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 for each Lot, using the Shopping method in accordance with MCC Program Procurement Guidelines (P1.A.3.4) which are provided on the MCC website (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 for each Lot.
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

17. **Suppliers interested in submitting a quotation for any Lot 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.**