



Government of Liberia
MILLENNIUM CHALLENGE ACCOUNT LIBERIA

REQUEST FOR QUOTATION

PP REF#: 4A1508/CA/012

Provision of Clearing Agent Services to MCA-Liberia

NAME and Address of the Service Provider

September 03, 2019

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 (“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 services for which details are provided below (**Annex 1**).
2. You are invited to submit your price quotation for the **Provision of Clearing Agent Services to MCA-Liberia**.
3. You are required to provide a quote for intended services in accordance with the format contained in this Request for Quotation (RFQ). Failure to quote for the required services, in the required format will render your quotation incomplete and thus non-responsive to the RFQ.
4. The services are required for the clearance of an Insulated Bucket Truck from the Freeport, Monrovia, which is being procured by MCA-Liberia for Liberia Electricity Corporation. The Service Provider is also responsible for assisting the Supplier of the Vehicle in arranging the transportation of the Vehicle from the Port to LEC Bushrod Island Compound, Monrovia, Liberia. The Transportation costs will be borne by the Supplier.
5. You shall submit one Quote only, either individually or as a member of a joint venture. Should you submit or be involved in more than one Quotation, all of your Quotations will be rejected. In addition, no alternate quote is permitted under this RFQ.

6. You are required to submit the authorization letter for the authorized representative of the Service Provider signing the quotation, demonstrating that the person signing has been duly authorized to sign.
7. 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.
8. Your price quotation for the requirements listed in Annex 1 of this RFQ should be submitted on or before **September 12, 2019 at 3:00 pm** Liberia time in the **format provided under Annex 2. Quotations must be made electronically in a format that cannot be altered (pdf format is preferred).**

Submission Requirements:	
Currency	USD
Required Goods and Services	Refer to Annex 1 below.
Quotation Validity	90 days
Quotations submitted via:	Email at the email address indicated in item 14.

9. This requirement is open to eligible Service Providers as defined in the MCC Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). Each Service Provider 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 technical specifications will be evaluated by comparison of quoted prices, using “shopping” procurement method in accordance with MCC Program Procurement Guidelines which are provided on the MCC website (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). A Purchase Order Agreement will be issued to the Service Provider offering the total lowest evaluated quotation price that meets the required description of services (Annex 1).
11. Bid Challenges: Service Providers 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.
12. The Purchase Order Agreement terms and conditions are not negotiable and shall be fully accepted by the Service Provider.
13. The Purchaser is not bound to accept any quotation submitted by the invited Service Providers and may cancel the procurement process at any time without providing any justification to the Service Providers.

14. Your quotation in the required format should be addressed and submitted to:

MCA-Liberia

Attention: Procurement Agent – MCA Liberia

2nd Floor, F & F Building

63 United Nations Drive

Mamba Point, Coconut Plantation

Monrovia. Liberia

Email: MCALiberiaPA@cardno.com

15. **Service Providers interested in submitting a quotation should register their interest by sending an e-mail, giving full contact details of the Service Provider, to the email address above (under clause 14).** This will ensure that the Service Providers receive a copy of the RFQ and updates regarding the RFQ.