



GOVERNMENT OF LIBERIA
MILLENNIUM CHALLENGE ACCOUNT LIBERIA
(MCA-LIBERIA)

PROCUREMENT NOTICE

Intent to Award

July 24, 2020

MCA-Liberia Archiving System and Services

4A450/CA/015

1. Millennium Challenge Account Liberia (MCA-Liberia), has concluded the evaluation of quotations for the “*MCA-Liberia Archiving System and Services*”, and intends to award a contract to the following Service Provider:

- **Mwetana Consulting & Technology Group, Inc**

Contract Value: US\$133,900.00 excluding taxes

Duration: Ten (10) months.

Objectives of the Assignment:

The Government is responsible to close the Compact in accordance with the MCC’s Compact Closure Guidelines (“**Guidelines**”). Section 5.10 of the Guidelines require the Government to store and safely maintain important records related to the Government’s implementation of the Compact for a period of five years after the Compact End Date. To assist the Government in complying with its archiving duties, MCA-Liberia will need to create a systematic storage scheme for the archiving of the Compact records. MCA-Liberia therefore seeks the services of an experienced archiving/records management firm (“**Service Provider**”) to establish a filing and archiving system (both manual and electronic) for Compact records (see Annex 1 for an indicative list of the types of documents the Service Provider will be responsible for including in the archiving system). The key objective of this consultancy is to establish and implement a systematic archiving system that will enable the Government to easily store and retrieve Compact records. The Service Provider shall propose, design and put in place an effective system of cataloguing the hard and soft copies of all of the important Compact records. The Service Provider shall also

conduct a training session for the relevant personnel to instruct them about the archiving system the Service Provider established.

2. The following Service Providers submitted quotations for this requirement:

#	Names of Service Providers
1	Mwetana Consulting & Technology Group, Inc
2	AH Consulting (K) Limited
3	A2F Consulting LLC

3. This “Intent to Award” does not represent a contract at this stage, and MCA Liberia reserves the right to cancel a portion or the entire procurement without liability.
4. Service Providers may request additional information at the address below:

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 with copy to cholopraya@mca.gov.lr