



Government of Liberia
MILLENNIUM CHALLENGE ACCOUNT LIBERIA

REQUEST FOR QUOTATION

PP REF#: 4A450/CA/010

Supply and Delivery of Stationery and Computer Peripherals

NAME and Address of the Supplier

September 02, 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 goods and services for which details are provided below (**Annex 1**).
2. You are invited to submit your price quotation for the **Supply and Delivery of Stationery and Computer Peripherals**.
3. You are required to provide a quote for all items in accordance with the format contained in this Request for Quotation (RFQ). Failure to quote for all items, in the required format will render your quotation incomplete and thus non-responsive to the RFQ.
4. You must clearly state the **Model of the Goods, Country of Origin, warranty and guarantee conditions with duration** for the goods proposed. The proposed goods must have a minimum **Warranty of one (1) year except Stationery item** and as outlined in Annex 1 of the RFQ.
5. You must clearly state the **Warranty Conditions/Period for Replacement** of defective Goods (no later than thirty calendar days after the Contract Manager notifies the defects).
6. The Items/Goods must be delivered to the MCA-Liberia Office, F&F Building, 63 United Nations Drive, Mamba Point in Monrovia, Liberia in accordance with the agreed delivery schedule.

7. 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.
8. 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.
9. 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.
10. Your price quotation for the requirements listed in Annex 1 of this RFQ should be submitted on or before **September 09, 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). 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 at the email address indicated in item 16.

11. 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.
12. 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 Supplier offering the total lowest evaluated quotation price that meets the required description of goods and services (Annex 1).
13. 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.
14. The Purchase Order Agreement terms and conditions are not negotiable and shall be fully accepted by the Supplier.

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. 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

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.