



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT
2nd & 3rd Floors, F & F Building
63 United Nations Drive, Coconut Plantation, Mamba Point
Monrovia, Liberia
Tel: +231 7701 44444 / 0888 828 988; Email: info@mca.gov.lr



PROCUREMENT NOTICE

REQUEST FOR QUOTATION

PP REF#: 4A1507/EP/003

**Reconstruction and Remodeling of Existing
Customer Service Center of the Liberia Electricity Corporation**

October 25, 2019

Country: Liberia

City/Locality: Monrovia

Ref# Number: 4A1507/EP/003

Contract Name: *“Reconstruction and Remodeling of Existing Customer Service Center of the Liberia Electricity Corporation”*

Project Name: Energy

Funding Agency: Millennium Challenge Corporation

Employer: Millennium Challenge Account – Liberia (MCA-Liberia)

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 works for which details are provided in **Section 2, 3 and 4 of RFQ**.
2. MCA-Liberia (Employer) hereby requests you to submit a quotation for the following works:

Reconstruction and Remodeling of Existing Customer Service Center of the Liberia Electricity Corporation

If you, however, have been associated with the individual or firm that prepared the design, specifications, or engaged in the preparation of the Project or firm that will provide supervision of the Works, you shall be disqualified from participation in this procurement.

To assist in the preparation of your price quotation, the necessary specifications, bill of quantities and construction drawings, form for submitting the quotation and a draft contract form are enclosed. You are advised to **visit the site of the works** at your own expense and obtain the necessary information for preparing your quotation.

Tender documents consisting of detailed design drawings, specifications and a Bill of Quantities (BoQ) were prepared and are provided to the Bidders. Bidders shall carefully examine the Tender Documents and shall verify field conditions in order to determine that the Work can be performed in accordance with the design. The selected Bidder must notify the Employer of any discrepancies, conflicts, or concerns with the Tender Documents before commencing Work. Should the selected Bidder fail to notify the Employer of any potential errors, conflicts, discrepancies, or concerns, the Bidder expressly waives any claims for damages or increases to the Contract Sum and Contract Time resulting from any required correction, modification, or accommodation to relieve the design concern. The selected Bidder shall be responsible for implementation of any design change during the execution of works based on actual field conditions and for the preparation of design modifications and relevant revised construction drawings, subject to the approval of the Employer. Bidders shall consider this in their quotation.

3. Your quotation in the attached format should be signed, and be submitted in hard copy in a sealed envelope at the following address:

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

4. This requirement is open to eligible bidders as defined in the MCC Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). Bidders 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.
5. You are strongly advised to visit the site to **understand the site conditions** and submit your quotation keeping in view of the site conditions and constraints.
6. You shall submit only one quotation. Your quotation must be typed or written in indelible ink and shall be **signed by you or your authorized representative**. Without a signature in your Form of Quotation, your quotation will not be considered further.
7. You are required to submit the **authorization letter for the authorized representative** of the bidder signing the quotation, demonstrating that the person signing has been duly authorized to sign.
8. 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.
9. Your **quotation shall be valid** for a period of **ninety (90) days from November 26, 2019** (deadline for submission of quotations).
10. Your quotation along with qualification documents in **hard copy, one original, and three copies** and written in English language shall be for the whole works and based on the Bill of Quantities. Currency of quoted prices and payment shall be in US Dollars. The quotation

shall include all duties and other levies payable by the contractor in accordance with the local laws. In case of any discrepancy between the original and copies, the original shall prevail. The Bidders shall enclose the original and each copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope.

11. Quotations 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>). The Employer will award a contract to the Contractor whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest evaluated price quotation. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Employer will evaluate and compare only those quotations determined to be substantially responsive.
12. **Bid Challenges:** Bidders 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.
13. A **Pre-quotation meeting** will be held on **November 05, 2019 at 2:30 pm** at MCA-Liberia office, F&F Building, 63 UN Drive, Mamba Point, Monrovia. Attendance is strongly advised for all prospective Suppliers or their representatives but is not mandatory.
14. **Request for clarification** may be sent to the email address in item 3 above, no later than **November 06, 2019**. MCA-Liberia shall respond by end of day **November 12, 2019**.
15. Your priced quotation for the **Reconstruction and Remodeling of Existing Customer Service Center of the Liberia Electricity Corporation** should be submitted in hard copies to the address above at clause 3 on or before **November 26, 2019 at 3:00pm** Liberia time.
16. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Employer.
17. The works shall be **completed within 7 months** from the effective date of Contract.
18. The Contract Agreement terms and conditions are not negotiable and shall be fully accepted by the Bidder.
19. The Employer is not bound to accept any quotation submitted by the invited Bidders and may cancel the procurement process at any time without providing any justification to the Bidders.
20. Under MCC’s Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. MCC’s Policy on Preventing, Detecting, and Remediating Fraud and Corruption in MCC Operations is applicable to all procurements involving MCC funding and can be found on the MCC website (<https://www.mcc.gov/resources/doc/policy-fraud-and-corruption>). MCA-Liberia will

reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

21. **Bidders interested in submitting a quotation should register their interest by sending an e-mail, giving full contact details of the Bidder, to the email address above (under clause 3).** This will ensure that the Bidders receive a copy of the RFQ and updates regarding the RFQ.