



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT  
2<sup>nd</sup> & 3<sup>rd</sup> 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

**Provision of Cleaning Services to the Offices of Liberia Electricity  
Regulatory Commission (LERC)**

November 4, 2019

Country: **Liberia**

City/Locality: **Monrovia**

Ref# Number: **4A1507/EP/003**

Contract Name: ***“Provision of Cleaning Services to the Offices of Liberia Electricity Regulatory Commission (LERC)”***

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 services for which details are provided in the **Annex 1** of the Request for Quotation (**RFQ**).
2. You are invited to submit your price quotation for the **Provision of Cleaning Services to the Offices of Liberia Electricity Regulatory Commission (LERC)**.
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 cleaning of LERC offices situated in 4<sup>th</sup> and 5<sup>th</sup> floors of F&F Building, 63 UN Drive, Coconut Plantation, Mamba Point, Monrovia.
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. The sample letter is attached under Appendix D of the RFQ.
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 **November 18, 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 may not be accepted.**

<b>Submission Requirements:</b>	
<b>Currency</b>	USD
<b>Required Goods and Services</b>	Refer to Annex 1 below.
<b>Quotation Validity</b>	90 days
<b>Quotations submitted via:</b>	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 Contract:
 

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>). A Contract 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](http://www.mca.gov.lr).
12. The Contract Agreement terms and conditions are not negotiable and shall be fully accepted by the Service Provider.
13. The MCA-Liberia 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

2<sup>nd</sup> Floor, F & F Building

63 United Nations Drive

Mamba Point, Coconut Plantation

Monrovia. Liberia

Email: [MCALiberiaPA@cardno.com](mailto: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.