



University of Liberia College of Health Sciences  
Tubman Boulevard Monrovia,  
Liberia

REF: REQUEST FOR QUOTATION FOR Third Party Vehicle Insurance  
UL-CHS- OFS-RFQ-/SC/2023/014

DATE: May 3, 2023

The University of Liberia College of Health Sciences (ULCHS) is hereby soliciting quotations from eligible and interested vendors/service providers to provide Motor Vehicle Insurance. Insurance premiums are to be quoted with the below details and subsequently the service will be provided.

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

NOTE: Long Term Agreement will be concluded with the qualified company for the period of one year with possibility of extension based on satisfactory performance and mutual agreement of the parties.

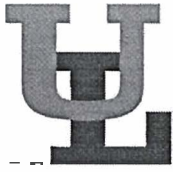
ANNEX1: SCHEDULE OF REQUIREMENTS:

No.	Item Description	Make	Year	Quantity	Acquisition Price
1	Comprehensive Motor Vehicle Insurance	Toyota Coaster Bus	2020	1	US\$73,000.00
2	Comprehensive Motor Vehicle Insurance	Toyota Prado SUV	2022	1	US\$43,500.00
3	Comprehensive Motor Vehicle Insurance	Toyota Rush SUV	2022	1	US\$26,500.00
4	Comprehensive Motor Vehicle Insurance	Toyota Haice Bus	2020	1	US\$34,000.00
5	Comprehensive Motor Vehicle Insurance	Toyota Hilux Pickup	2021	1	US\$34,000.00
6	Comprehensive Motor Vehicle Insurance	Toyota Belta Sedan	2021	1	US\$22,400.00
7	Third Party Motor Vehicle Insurance	Toyota Coaster (30-seater bus)	2020	1	
8	Third Party Motor Vehicle Insurance	Toyota Hiace (15-seater bus)	2014	1	
9	Third Party Motor Vehicle Insurance	Toyota Haice (15 seater)	2020	1	

ANNEX 2: INSTRUCTION TO BIDDERS:

1. Annex 2: Quotation Submission Form duly completed and signed





**University of Liberia College of Health Sciences**  
**Tubman Boulevard Monrovia,**  
**Liberia**

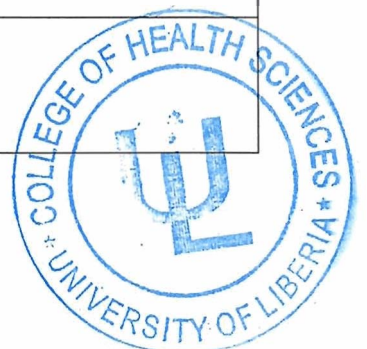
2. Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
3. Company Profile and Copy of relevant licenses
4. Registration certificate.
5. List and value of projects performed for the last 3 years (2019,2020,2021) plus client's contact details who may be contacted for further information on those contracts.
6. Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field.
7. Qualification of the person who will directly coordinate with ULCHS (minimum 3 years of working experience with the clients in the field of insurance)
8. Mandatory subject of email: Tender on provision of Vehicle Insurance Services
9. It is recommended that the entire Quotation be consolidated into as few attachments as possible.
10. The bidder should receive an email acknowledging email receipt.

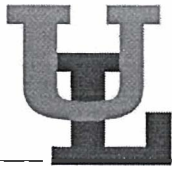
All quotes required by this RFQ must be received by mail to: [ulchsofs@ul.edu.lr](mailto:ulchsofs@ul.edu.lr) OR through hard copy delivered at the Administrative Building, University of Liberia College Health Sciences-Office of Fiduciary Services, AM Diglottic Campus, Congo Town, NOT LATER THAN 5:00 PM on Wednesday, May 10, 2023

**ANNEX 3: QUOTATION SUBMISSION FORM**

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 4: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

NO	ITEM	DETAILS
	Legal Name of Bidder	
	Legal Address	
	Website	
	Year of Registration	
	Business Registration (provide copy of the Valid Certificate)	
	Tax Clearance (provide copy of the Valid Certificate)	
	Quality Assurance Certification (provide copy of the Valid Certificate)	
	Does your Company have a written statement of its Environmental Policy?	
	Is your company a member of the PPCC Vendors List? Please provide copy	
	Bank Information	Bank Name: Bank Address: IBAN: SWIFT:





University of Liberia College of Health Sciences  
Tubman Boulevard Monrovia,  
Liberia

	Account Number:
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ANNEX 4: BIDDERS DECLARATION

YES	NO	DESCRIPTION
		<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
		I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
		<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
		I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the GOL/USAID or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the GOL/USAID and we acknowledge that it provides the minimum standards expected of suppliers to the UN.
		<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.
		<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the GOL/USAID, and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
		<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
		<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
		I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.

Signature:

Name:





**University of Liberia College of Health Sciences  
Tubman Boulevard Monrovia,  
Liberia**

Title:

Date:

**ANNEX 5: TECHNICAL AND FINANCIAL OFFER**

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

<b>Name of Bidder:</b>		
<b>RFQ Reference:</b>		<b>Date:</b>

<b>Service Description</b>	<b>Insurance premium per vehicle per year (USD)</b>	<b>Sum Insured (USD)</b>
<b>Third Party Liability</b>		

*\*Insurance that provides a full protection from all kinds of damages with zero deductible for partial as well total loss.*

**COMPLIANCE WITH REQUIREMENTS**

	<b>YOUR RESPONSE</b>		
	<b>Yes, we will comply</b>	<b>No, we cannot comply</b>	<b>If no, please indicate counter offer</b>
Full package of document required			
Validity of quotation			
Full acceptance of all condition of the contract			
Payment Terms (30 days after delivery)			

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<b>Exact Name and address of company</b>	<b>Authorized Signature:</b>
<b>Company Name:</b>	<b>Date:</b>
<b>Address:</b>	<b>Name:</b>
<b>Contact No:</b>	<b>Functional Title of Authorized Signatory:</b>





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Liberia**

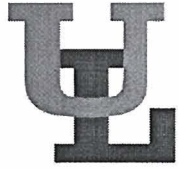
Email Address:	
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**NOTE:** Issuance of this RFQ in no way constitutes a commitment by the UL-CHS to award a contract.  
In case of further queries or clarification regarding the RFQ, kindly send an email to the email address above.

Sincerely,

University of Liberia  
College of Health Sciences  
Office of Fiduciary Services





University of Liberia College of Health Sciences  
Tubman Boulevard Monrovia, Liberia

No.	Item Description	Make	Year	Quantity	Acquisition Price	Vin #	Year of Purchase
	Comprehensive Motor Vehicle Insurance		2020		US\$73,000.00	JTFJK02P50515970	Feb 2021
2	Comprehensive Motor Vehicle Insurance	Toyota Prado SUV	2022	1	US\$43,500.00	JTGFB718206009946	May 2021
3	Comprehensive Motor Vehicle Insurance	Toyota Rush SUV	2022	1	US\$26,500.00	MHKE8FF200K011818	2022-July
4	Comprehensive Motor Vehicle Insurance	Toyota Haice Bus	2020	1	US\$34,000.00	AHTDK9CD400975523	2022-May
5	Comprehensive Motor Vehicle Insurance	Toyota Hilux Pickup	2021	1	US\$34,000.00	JTEBD9FJ20K036214	2022-May
6	Comprehensive Motor Vehicle Insurance	Toyota Belta Sedan	2021	1	US\$22,400.00	JTDDVD71S00440839	2022-May
7	Third Party Motor Vehicle Insurance	Toyota Coaster (30-seater bus)	2020	1		JTGFB7108806007327	Jan 2018
8	Third Party Motor Vehicle Insurance	Toyota Hiace (15-seater bus)	2014	1		JTFJK02P670020026	
9	Third Party Motor Vehicle Insurance	Toyota Haice (15 seater)	2020	1		JTFJK02P905015194	Dec 2023

