



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

REF: REQUEST FOR QUOTATION FOR THE ESTABLISHMENT OF BLANKET SERVICE AGREEMENT FOR
VEHICLE RENTAL SERVICES
UL-CHS- OFS-RFQ/SC/2023

DATE: December 13, 2023

The University of Liberia College of Health Sciences (ULCHS), is hereby soliciting quotations from eligible and interested vendors/service providers for a blanket service agreement for Vehicle Rental Services. Vehicle must be in a good running condition and must amount to the absolute value for Donor's money. Only prices within acceptable range and for standardized and quality services will be considered.

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 3: Quotation Submission Form and Annex 5: Technical and Financial Offer, by the method and by the date and time indicated in Annex: 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.

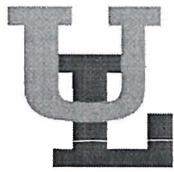
SCHEDULE OF REQUIREMENTS:

| No. | Item Description | Specification | U/M | Quantity |
|-----|--|---|-----|----------|
| 1 | Vehicle Rental Service | Vehicle Rental for Travel to all of the 15 counties and other area within the Counties (Hard Body Off Road Vehicle) | Day | 1 |
| 3 | The service provider will be responsible for providing hired vehicle/s <i>as and when</i> required for the day-to-day operation of the ULCHS and other locations in Liberia. | | | |

ANNEX 2: INSTRUCTION TO BIDDERS:

1. Annex 2: Quotation Submission Form duly completed and signed
2. Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
3. Registration certificate.
4. List and value of projects performed for the last 3 years (2020,2021,2022) plus client's contact details who may be contacted for further information on those contracts.
5. Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field.
6. Mandatory subject of email: Vehicle Rental Services
7. It is recommended that the entire Quotation be consolidated into as few attachments as possible.
8. The bidder should receive an email acknowledging email receipt.





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All quotes required by this RFQ must be received by mail to: 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 Friday, January 5, 2023.

ANNEX 1: QUOTATION SUBMISSION FORM

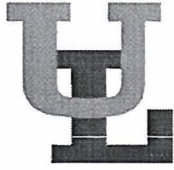
Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 4: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to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

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, installation, and all other costs. Pricing must be presented in United States Dollars. Offers must remain valid for not less than 60 calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead in the format provided in Section 4 – Technical Requirements. Any commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V/50Hz. Please note that, unless otherwise indicated, any stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

In addition, offerors in Liberia responding to this RFQ are requested to submit requested GOL documentation indicated in this document. Failure to these documents indicated a by vendors based in Liberia would lead to disqualification of an offer from consideration as ULCHS-OFS will do business only with vendors that have satisfied Government of Liberia (GOL) requirements.

| 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) | |
| | Does your Company have a written statement of its Environmental Policy? | |
| | Is your company a member of the PPCC Vendors List? Please provide copy | |
| | Delivery time (after receipt of order): calendar days | |
| | Length of warranty on offered equipment: years | |
| | References: provide the names and contact information of at least 3 organizations with whom you have conducted Similar Supply: (Copy of Contract, Purchase Order etc.) | |
| | Location of service center(s) for after-sales service, including warranty repair: | |





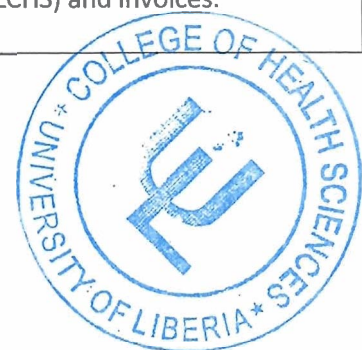
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| NO | ITEM | DETAILS |
|----|------------------|---|
| | Bank Information | Bank Name: Bank Address: IBAN: SWIFT: Account Number: |

Special Term and Conditions of RFQ

Annex 2

| | |
|--|---|
| Exact Address of Delivery Location | Liberia Baptist Theological Seminary, RIA highway Monrovia, Liberia |
| Latest Expected Delivery | N/A |
| Currency of Quotation | United States Dollars |
| Deadline for the Submission of Quotation | 3:00 PM, Friday, January 5, 2024, <i>Liberia Local Time</i> |
| All documentations shall be in this language | English |
| Documents to be submitted | <ul style="list-style-type: none">a. Duly completed Quotation submission Form: Annex 1b. Duly completed Special Term & Condition Form: Annex 2;c. Duly completed Special Condition of the contract: Annex 3;d. Duly completed Bidder declaration form as Annex 4e. Duly completed Price Schedule sheet as Annex 5;f. Firm's Profileg. List of past employer and contact (Copy of Contract/PO)h. Valid PPCC Vendor Certificatei. Valid Business Registration & Tax Clearance |
| Period of Validity of Quotes starting the Submission Date | 60 days with possibility of extension |
| Partial Quotes | Not permitted |
| Payment Terms | 100% upon delivery of goods/Services/Works. |
| Liquidated Damages | N/A |
| Evaluation Criteria | <ul style="list-style-type: none">a. Responsiveness/Full compliance to submission requirementsb. Acceptance of Special Terms & Conditions.c. Compliance with specifications.d. Menue. Price |
| ULCHS will award to: | One supplier |
| Type of Contract to be Signed | Blanket Contract |
| Conditions for Release of Payment | Signed Copies of Log Sheet by users (ULCHS) and invoices. |





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| | |
|--|---|
| Contact Person for Inquiries (Written inquiries only) | <p><i>For general inquiries related to terms and conditions please contact Procurement Office-ulchsofs@ul.edu.lr University of Liberia College of Health Sciences, Monrovia ; +231 770200869/+231 0776455647</i></p> <p>Any delay in ULCHS's response shall not be used as a reason for extending the deadline for submission, unless ULCHS determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
|--|---|

Annex 3

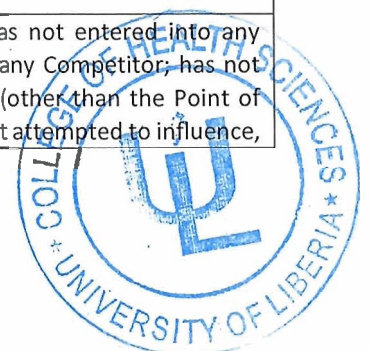
SPECIAL CONDITIONS: THESE CONDITIONS ARE UNIQUE TO THIS REQUIREMENT

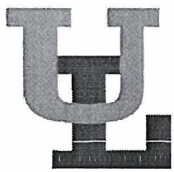
| Other Information pertaining to our Quotation are as follows: | Your Responses | | |
|---|----------------------------|-----------------------------|---|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time: Immediate after signing of contract/PO. | | | |
| Warranty on works: Immediate replacement of faulty items/vehicles by Service Provider without additional cost to ULCHS | | | |
| Payment: 100% upon delivery Services/Works and submission of invoices | | | |
| Payment Currency: US\$ | | | |
| Be willing to pre-finance until payment can process | | | |

ANNEX 3: BIDDERS DECLARATION

Annex 4

| YES | NO | DESCRIPTION |
|-----|----|---|
| | | Requirements and Terms and Conditions: 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. |
| | | Ethics: 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, |





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| YES | NO | DESCRIPTION |
|-----|----|--|
| | | 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. |
| | | Conflict of interest: 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. |
| | | Prohibitions, Sanctions: 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. |
| | | Bankruptcy: 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. |
| | | Offer Validity Period: 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. |

TERMS & CONDITIONS

We, the undersigned, hereby accept in full the ULCHS Terms and Conditions, and hereby offer to supply/Deliver in conformity with the specification and requirements of the ULCHS as per RFQ Reference

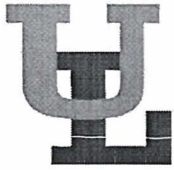
[Name of bidder]

[Name and Signature of Authorized Person]

[Date]

NB: Please ensure that you stamp this document.





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Annex 5

Price Schedule/Technical Specification

| County | Units | QTY | | |
|--------------------------------------|-------|-----|------------|-------------|
| | | | Unit Price | Total Price |
| Vehicle Rental Montserrado | Day | 1 | | |
| Vehicle Rental Grand Bassa | Day | 1 | | |
| Vehicle Rental Grand Gedeh | Day | 1 | | |
| Vehicle Rental Grand Kru | Day | 1 | | |
| Vehicle Rental Grand Cape Mount | Day | 1 | | |
| Vehicle Rental Maryland County | Day | 1 | | |
| Vehicle Rental River Gee County | Day | 1 | | |
| Vehicle Rental Sinoe County | Day | 1 | | |
| Vehicle Rental River Cess County | Day | 1 | | |
| Vehicle Rental Nimba County | Day | 1 | | |
| Vehicle Rental Lofa County | Day | 1 | | |
| Vehicle Rental Gbarpolu | Day | 1 | | |
| Vehicle Rental Bomi County | Day | 1 | | |
| Vehicle Rental Margibi County | Day | 1 | | |
| Vehicle Rental Bong County | Day | 1 | | |
| Vehicle Rental Monrovia/airport Area | Day | 1 | | |

Sincerely,

University of Liberia
College of Health Sciences
Office of Fiduciary Services

