



Date: January 11, 2018

To: Company Name:

Contact Information:

Subject: Request for Quote: Repairs & Maintenance of ACDI/VOCA, FIFES Vehicles  
RFQ number: J0851-01-02-2018

The USAID funded ACDI/VOCA Forest Incomes for Environmental Sustainability (FIFES) is seeking quotes from reputable firms to service FIFES Vehicles and related services for the program for an initial period of one (1) year with the possibility for renewal.

ACDI/VOCA intends to offer One (1) year contract for the most responsive service provider. ACDI/VOCA reserves the right to use two awardees depending on the competitiveness of the Bids. This contract shall be a performance based and is subject to the performance and costs shown in the Bids. Through this Request for Proposal, we are therefore requesting your best pricing for services for a one (1) year period of performance ( March 1, 2018- February 28, 2019). Requests under this award will be on “as needed” basis through approved **work orders**.

All quotes provided should meet the specification(s) provided in the detail items listing, and include the following information for the criteria listed, which shall be used in evaluating the best bidder:

- Availability of items listed- Proof of items in stock and ability to supply which shall be verified prior to award (this criterion will be evaluated on a pass/fail basis – no points will be accorded to this criterion). Bidder must have the capacity to supply parts and service vehicles as requested by ACDI-VOCA/FIFES within two (2) days of receipt of Work Order (WO). **IF ITEMS NEED TO BE ORDERED, ITEMS MUST BE MADE AVAILABLE AT LEAST 2 WEEKS UPON RECEIPT OF WO.**
  
- Price proposal (reasonable and complete); inclusive of servicing of vehicles at ACDI/VOCA-FIFES Offices: Monrovia, Buchnana ,Zrudruw, Grand Gedeh County Grand Bassa County & Sanniquille and Tappita , Nimba County

#### **OTHER REQUIREMENTS:**

The bidder must provide the following:

- Business registration (current)
- Liberia tax clearance (current)
- Past performance – emails and contacts of at least three professional references

**Warranty:**

All supplies delivered under any contract resulting from this RFQ will be merchantable, new, suitable for the uses intended, of the grade and quality specified, free from all defects in design, descriptions and specifications furnished, trademark, trade secret, copyright, or any other proprietary, intellectual Property or other right held by any third party. None of the supplies delivered under any contract resulting from this RFQ will be counterfeit or used. The warranties set forth shall not be waived by reason of the acceptance of the supplies or payment by ACDI-VOCA/FIFES. The vendor shall provide a 2 working day return window for defective supplies. The Offeror warrants the supplies and shall replace defective supplies with new ones within five (5) working days or based upon the need of the item(s) at the time of the transaction. Replacement will be at **NO COST** to ACDI-VOCA. ACDI/VOCA will accept at least six months on warranty of all equipment.

**QUOTE SUBMISSION DEADLINE:**

Date: January 23,2018      Time: 12:30 PM

**MODE OF SUBMISSION OFQUOTE:**

Quote(s) must be sealed and submitted in writing to:

ATTN: Procurement Department	
Address:	ACDI/VOCA-FIFES
Coleman Avenue, 16 th Street, Sinkor, Monrovia Liberia	

**SPECIAL CONDITIONS**

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**SOURCE AND NATIONALITYINFORMATION**

ACDI/VOCA retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

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**VALIDITY OF QUOTES**

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

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## BASIS OF SELECTION

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to ACDI/VOCA in terms of quality of service, delivery schedule and cost. ACDI/VOCA may accept any item or group of items of a bid. ACDI/VOCA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

ACDI/VOCA may reject any quote that is determined to be non-responsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

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## ANTI-TERRORISM CERTIFICATION

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov> or 2) the website of the United Nations Security Council (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

**PLEASE HAVE THIS PAGE SIGNED AND SUBMITTED ALONG WITH YOUR QUOTATION**

**RESPONSE TO REQUEST FOR QUOTES**

Date	Date	
To:	ACDI/VOCA	Procurement Office
From:	Company Name	
Subject:	Response to RFQ number:	J0851-01-02-2018

The following quote is submitted in response to theft from ACDI/VOCA for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

**ANTI-TERRORISM CERTIFICATION**

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): [http://www.un.org/sc/committees/1267/qa\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/qa_sanctions_list.shtml), and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from ACDI/VOCA.\*

This quote is valid for \_\_\_\_\_ days  
 \_\_\_\_\_

Printed Name Title Signature \_\_\_\_\_ Date \_\_\_\_\_

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.

**ATTACHMENT A:**

**Specifications of Vehicles:**

<b>Model</b>	<b>Chassis No. #</b>	<b>Type</b>
<b>Nissan Patrol Suv - 2014</b>	<b>JN1TCSY61Z05870054</b>	<b>SUV</b>
<b>Nissan Patrol Suv- 2014</b>	<b>JN1TCSY61Z0586733</b>	<b>SUV</b>
<b>Nissan Patrol Suv- 2014</b>	<b>JN1TCSY6120587054</b>	<b>SUV</b>
<b>Nissan NP-300 2014</b>	<b>ADNCUPUD22Z0045774</b>	<b>PICK UP.</b>
<b>Nissan NP-300 2014</b>	<b>ADNCPUD2220044257</b>	<b>PICK UP</b>
<b>Toyota Hilux 2015</b>	<b>6757777</b>	<b>PICK UP</b>
<b>Toyota Land cruiser 2012</b>	<b>JTEEB71J00716766</b>	<b>SUV</b>
<b>Toyota Hilux 2015</b>	<b>MROFR22G300894755</b>	<b>PICK UP</b>

**\*\* Bidders are encourage to include all spare parts along with their prices including workmanship that are available at their locations for use but not included in this listing!**