



LAND GOVERNANCE SUPPORT ACTIVITY (USAID-LGSA)

18th and Warner, Sinkor
Monrovia, Liberia

Date of Issuance:	May 15, 2018
Closing Date for Questions:	May 21, 2018
Closing Date for Submission of Proposal:	May 28, 2018
Subject:	Tetra Tech ARD Request for Proposal RFP-FTI-2018, Facilities Refurbishment

Dear Sir/ Madam,

You are kindly invited to submit a technical and financial proposal relating to **Tetra Tech ARD. Request for Proposal RFP-FTI-2018, Facilities Refurbishment**. All related correspondence for this proposal should be sent to:

liberialgsaopportunities@gmail.com and Lauren.Dees-Erickson@tetratech.com

- Tetra Tech ARD intends to issue a **Firm Fixed Price contract** for this work
- Costs incurred by respondents for the preparation of a proposal and the negotiation of contract are not reimbursable.
- Tetra Tech ARD is not bound to accept any of the proposals submitted.
- Tetra Tech ARD reserves the right to accept an offerors proposal without further discussion.
- Tetra Tech ARD will only evaluate proposals from licensed, qualified firms to execute and implement the work under this project.
- The Offers must be able to complete all the items stated in the Statement of Work.
- Please note that in submitting a response to this solicitation, the Offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to Tetra Tech ARD for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Tetra Tech ARD, at its sole discretion, will make a final decision on the protest for this procurement.

All questions and inquiries related to this request must be submitted prior to the Closing Date shown above for this RFP. All “Offerors” must submit their questions to **Tetra Tech ARD** via the below email address:

liberialgsaopportunities@gmail.com and Lauren.Dees-Erickson@tetratech.com

In compliance with standard procedure, all inquiries and comments will be shared with the rest of the Offerors along with Tetra Tech’s response. Questions received after the closing date for Questions may not be answered.



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Proposal Instructions

The Offeror shall submit its best price offer/proposal in accordance with the Scope of Work (SOW) and shall contain the following:

1. **Proposal Cover Letter** signed by a person authorized to sign on behalf of the Offeror;
2. **Technical Approach/Proposal** for completing the deliverables in the SOW;
3. **Summary of Relevant Experience.** Offerors should list current and previous relevant projects;
4. **Corporate Capabilities;**
5. **Performance References for similar work;**
6. **Budget.** Offerors must use budget template in Attachment B
7. **Budget narrative.** Offerors must explain the rationale behind the numbers.

Submittal requirements:

- Proposals shall be submitted via e-mail.

The Subject line of the email should read: “**Questions for RFP No. 004, Renovation of four Facilities – FTI**”

- Proposals received after the exact time specified for receipts of offer shall be considered late and shall not be evaluated.

Respondents shall receive an email acknowledging that their Proposal has been received upon its submission.

Appendixes of added information for this RFP shall be forwarded to respondent’s email address upon request.

Appendix A: Statement of Work

Appendix B: Budget Template

Appendix C: Required Certification

Appendix D: Suggested Proposal Format

Appendix E: Proposal Evaluation Criteria