REQUEST FOR EXPRESSION OF INTEREST (REOI)
For
“The New Waste Management System of the Monrovia City Corporation”

Date: July 9, 2019

Purpose for Re-advertising

In order to afford more interested locally registered companies the opportunity to participate in the MCC New Waste Management System, and to ensure that the new program is protected from impediments of inadequate service delivery and underperformance, the Monrovia City Corporation is now re-advertising an invitation for application and Request for Expression of Interest (REOI).

All interested companies are encouraged to participate. All companies that had earlier submitted applications and are still interested must also resubmit based on the stipulation of this REOI; however, companies who paid for the application form will not be expected to pay or the new forms.

Background

In promotion of Pillar 1 (Power to the People – Section2.3.1 Improving Health Service Delivery & Infrastructure) and Pillar 2 (Economy and Jobs – Section 3.5.5 Water and Sanitation) of the Pro-Poor Agenda for Development and Prosperity (PAPD) and the Weah for Clean City Program, the Monrovia City Corporation (MCC) has launched a new and reformed waste management system within the City and its environs.

This new system will involve house-to-house/door-to-door collection, transfer and disposal of primary waste throughout the city. Consistent with City Ordinance No. 7, all residential and business structures – including but not limited to governmental, non-governmental, commercial, diplomatic, medical and religious, academic businesses – throughout the City of Monrovia and its environs must subscribe to the MCC solid waste service delivery mechanism and pay a monthly levy.
Under this system, MCC will hire and work with waste collection companies, known as Community-Based Enterprises (CBEs) or Small and Medium Enterprises (SMEs) to collect garbage from homes and businesses.

In readiness to execute this system, the Monrovia City Corporation is now inviting applications and Expression of Interest from locally registered waste management companies in Monrovia and its environs with the desire to participate in Component 2:Door-to-Door/House-to-House Primary Waste Collection System of the Weah for Clean City Program.

**Objectives of the Assignment**

The overall objective of this assignment is for each qualified company to be assigned to an area designated by the Monrovia City Corporation to carry out door-to-door/house-to-house collection, transfer and disposal of waste.

**Scope of the Assignment**

- Must develop a simple daily plan and schedule for waste collection from businesses or residential structures;
- Must have the demonstrated competence and workforce for waste collection assignment;
- Must show capacity to execute effective collection in any of the ten (10) electoral districts, ranging from District No. 7 to 16; specifically, design and cost for collection in one district as a SME, and 500 to 700 structures as a CBE;
- Must have or be prepared to acquire the standards and grade of waste collection equipment as MCC will designate;
- Must be able to work with MCC reporting system;
- Must show willingness to submit to the statutory authority of the MCC to regulate the waste sector in the Monrovia municipality;
- Must be prepared to sign a written performance-based contract with MCC that will require regular assessment by responsible MCC staff, departments and other partners participating in the program;
- Must be willing to accept a flat rate payment for service rendered on a monthly basis
- Must be willing to upgrade company type – from CBE to SME and simultaneously, if so require, work as a CBE and SME;
- Must be willing to accept additional assignments and work under pressure for effective service delivery; and
Valuation of Monthly Service Charge to MCC to Manage Waste Collection in a District

Service charge for residential structures in a district (Electoral District 7 to District 16):
Any company interested in carrying out services for all residential structures only in a district must be able to show in the application and EOI a proposed monthly service charge to the MCC to carry out waste collection and disposal to transfer loading stations in Monrovia.

Service charge for non-residential/business structures in a district (Electoral District 7 to District 16):
Any company interested in carrying out services for all non-residential/business structures only in a district must be able to show in the application and EOI a proposed monthly service charge to the MCC to carry out waste collection and disposal to transfer loading stations in Monrovia.

Service charge for all residential and non-residential/business structures in a district (Electoral District 7 to District 16):
Any company interested in carrying out services for all residential and non-residential/business structures in a district must be able to show in the application and EOI a proposed monthly service charge to the MCC to carry out waste collection and disposal to transfer loading station in Monrovia.

Requirements and Qualification

Interested companies must satisfy the below listed criteria:

1. Valid business registration certificate and tax clearance (or excellent standing with the Liberia Revenue Authority (LRA))
2. A functional office space and/or point of contact
3. Minimum equipment required for acceptance:
   a. Community Based Enterprise (CBE): Two motor tri-cycles or vehicles with a capacity of collecting at 20 kg to 1 ton or above per trip
   b. Small Medium Enterprise (SME): Two compactors or vehicles with a collective capacity of carrying 4 tons or above per trip
4. Minimum bank balance:
   a. Community Based Enterprise: $250 USD
   b. Small and Medium Enterprise:$500 USD
5. Applicant must have an excellent credit record for access to loan opportunity to be provided by the MCC.

Selected companies will be assigned to areas/structures/districts as MCC will determine. Application forms can be picked up at the Guest Service Desk at the Monrovia City Hall, for the cost of $25.00 USD for the CBE category and $50.00 for the SME category. Companies that have
applied and filled out the application will not be required to pay, but must pick up the forms and resubmit with all of the above-listed requirements and include proof of payment of application form in their submission.

Please note that the application does not constitute an automatic qualification for a company and that the Monrovia City Corporation will do due diligence in evaluating all interested applicants. Companies registered with the Liberian Business Registry (LBR) with passion for waste management but challenged by the requirements are encouraged to apply and negotiate with the MCC on the issue of capacity-building.

**Reporting Requirements**

- The selected companies will report to the Mayor of the Monrovia City Corporation through an office that may be identified as per the contract document of the Monrovia City Corporation using standardized templates or reports.
- Weekly report
- Monthly report

**Expected Outcome**

- Effective service delivery
- Excellent waste collection service record
- Transportation of waste from homes/business/structures/collection points to transfer station and/or landfill
- Effective journal entries for efficient data on waste

**Contract Duration**

Period of Performance: One year form the date of signing of a contract or agreement with MCC.

**Currency**

The price for this service should be quoted in United States Dollars.

**Terms of Payment**

Payment shall be made as per contract agreement.

The Monrovia City Corporation now invites eligible waste collection firms to Express Interest. The Expression of Interest (EOI) must contain the following:

For SMEs:

1. Experience/plans that could be relevant for such related assignment
2. Proposed monthly flat rate fees for services rendered to one political district
3. Other relevant information deemed necessary
For CBEs:
   1. Experience/plans that could be relevant for such related assignment
   2. Proposed monthly flat rate fees for services rendered to 500-700 clients
   3. Other relevant information deemed necessary
The EOI must be in a sealed envelope and delivered on or before 1:00pm Tuesday, August 6, 2019. All envelopes will be opened at 2:00pm on Tuesday, August 6, 2019, at the Monrovia City Hall. All those submitting are requested to be present.

Please address your envelope to:

The Director of Procurement
Monrovia City Corporation
Tubman Boulevard
Monrovia, Liberia