

## **Request for Quote (RFQ)**

### **RFQ No. CF-07/16/2020 –Catering Services**

Release Date: July 16, 2020

For: Carefound-Liberia (CF-L)

Funded by: Women Peace & Humanitarian Fund (WPHF)

#### **1.0 Introduction**

Carefound-Liberia has received funding from the WPHF for implementation of “Peace Building and Response to Sexual Gender Based Violence and Abuse Against Women and Girls in Liberia” Project.

Carefound-Liberia is a national Non-Governmental- women’s led organization, established to advance the rights of women, youth and adolescent girls through holistic education, health, Gender and economic empowerment programs Care found-Liberia believes in providing youth especially vulnerable young women and adolescent girls’ opportunities to rise above their challenges and develop into economically independent, confident and successful leaders. With focus and contribution to achieving the Sustainable Development Goals (SDGs) nationally, Carefound-Liberia works support SDGs 1, 3, 4 and 5.

#### **2.0 Instructions to Offerors**

##### **a. Offer Deadline:**

i. Offers must be received no later than **4:00PM on August 10 30, 2020** by email. All offers must be sent to the attention of Daniel B. Dennis, **Procurement Assistant** at [carefoundation73@gmail.com](mailto:carefoundation73@gmail.com).

Please reference “**RFQ No. CF-07/16/2020 –Catering Services**” in the subject line of your email. Offers received after this date or time will not be considered in the selection process.

The Offeror is requested to submit a quote directly responsive to the terms, conditions, and clauses of this RFQ. Price quotes not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.

Anticipated Timeline for RFQ Process:

August 10, 2020 CF-L publishes RFQ to potential Offerors

August 17, 2020 Offerors submit questions/clarifications to CF-L via, [carefoundation73@gmail.com](mailto:carefoundation73@gmail.com) by 5:00PMGMT

August 18, 2020 CF-L provides answers to questions by 5:00PM GMT July 30, 2020 Offerors submit proposals by 5:00PM GMT

August 21 , 2020 CF-L anticipates making the award. Note that these dates are estimates only and are subject to adjustments by CF-L.

c. **Specifications:** Section 3.0 (below) contains the specifications of Catering Services required.

d. **Quotations:** Quotes must include taxes and any other applicable fees. Offers must remain valid for at least one year or 360 calendar days after submission.

e. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations. However, CF-L reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.

f. **Evaluation and Award:** The award will be made to a responsive Offeror whose offer follows the RFQ instructions, meets all the specifications, and is judged to be the most advantageous. In judging the offers, the following criteria will be used with weights applied accordingly:

i. Past Performance of the vendor (20%) – Demonstrated organizational capabilities and experience related to supply and delivery of quality services (Section 3.0).

ii. Price (80%) — Based on the total price presented, if deemed responsive to the specifications (Section 3.0). Higher price quotes will receive a correspondingly lower score.

g. **Terms and Conditions:** This is an RFQ only. Issuance of this RFQ does not in any way obligate CF-L to award a contract, nor does it commit CF-L to pay for costs incurred in the preparation and submission of a price quote.

h. **Validity:** The Offeror's price quotes must remain valid for not less than 180 calendar days or 6 months after the deadline specified above. The price quotes must be signed by an official authorized to bind the Offeror to its provisions. i. The anticipated type of contract to be awarded under this solicitation is a **Firm Fixed Price Contract**. For the purposes of price analysis, Offerors must propose a price in accordance with technical specifications (Section 3.0).

ii. Alternative proposals will not be considered.

iii. Any price quote received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified above in

Section f. **Evaluation and Award.**

iv. The person signing the Offeror’s price quote must have the authority to commit the Offeror to all the provisions of the Offeror’s price quote

The Offeror should submit its best price quote initially as CF-L intends to evaluate price quotes and make an award without discussions. However, CF-L reserves the right to conduct discussions should CF-L deem it necessary.

**3.0 Services Specifications:**

Section 3.0 contains the Services specifications:

**Documents required in Offeror submission:** Below is the list of documents the Offeror will need to submit with their price quotation. If one or more items are missing, the offer may not be considered.

- a. The price quotation shall include the below attachments:
  - i. Valid Business Registration Document Copy
  - ii. Tax clearance Certificate from LRA
  - iii. List of current customers and contact details

DESCRIPTION	QTY.	LOCATION
Catering Services (Breakfast, Lunch & Coffee Break)	100 per each County	Bomi & Rivercess