

MSH REQUEST FOR QUOTES (RFQ)

RFQ Title:	Security Guard Service for MSH-Liberia – (1 year)
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Management Sciences for Health, Inc. (MSH) invites you to submit a quote in accordance with the requirements of this request for quotes. Quotes must be received by MSH no later than the Date and Time indicated in the table below:

Request for Quotes Issue Date:	February 14, 2018
Due Date and Time for Questions:	February 15, 2018
Quote Due Date and Time:	February 22, 2018
<i>Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.</i>	
MSH Point of Contact:	procurement@cshliberia.org

Complete Description of Need/Scope of Work/Specifications	
Guards deployment as follow;	
1st Shift.....	Morning hrs.....3guards
2nd Shift.....	Afternoon hrs.....3 guards
3rd Shift.....	Evening till dawn.....4 guards
Delivery Address/ Place of Performance:	Management Sciences for Health, Tubman Boulevard Oldest Congo Town.
Payment Terms:	Net 30 days
<i>By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms</i>	

In order to be considered quotes must be valid for at least 30 days and must include all of the following:

- Complete vendor information – including vendors physical address, full legal name, VAT registration number & nationality¹
- The price offered for the needed goods and/or services, including associated costs such as shipping or installation
- If you have not provided goods and/or services to MSH within the past 3 years - Current contact information for at least 3 past customer references
- All information relevant to demonstrating the vendor’s ability to meet MSH’s Evaluation Criteria (see below)

Quotes will be evaluated based on the following Evaluation Criteria:

Ability to meet the Description/Scope of Work/Specifications above	
Price and Value	
Acceptable Past Performance	
Other Factors (if any):	

This RFQ is non-binding and in no way obligates MSH to award any contract. MSH reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by MSH. MSH will not pay for vendors quote preparation costs.

If any company or individual submitting an offer in response to this RFQ is found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with MSH. MSH staffs are instructed not to request or accept anything of value from companies or individuals receiving RFQ's. If an MSH representative asks you for any kind of incentive payment or other gift please report it to the following email address: auditcommittee@msh.org

¹ If submitted a bid as an individual 'nationality' is your country of citizenship or lawful permanent residence, if submitting a bid as a company/organization 'nationality' is the country in which your company/organization is registered to legally do business.