



University of Liberia College of Health Sciences  
Tubman Boulevard Monrovia,  
Liberia

REF: REQUEST FOR QUOTATION FOR CATERING SERVICES  
ULCH/RFO/SC/2023/015

DATE: June 5, 2023

The University of Liberia College of Health Sciences (ULCHS) is hereby soliciting quotations from eligible and interested vendors Catering Services for its Camp Xcel Training Program. The Services are to be quoted with the below details and subsequently supplied.

All Services must be provided in good condition and at the Right time and place and must amount to the absolute value for Donor's money. Only prices within acceptable range for standardized and quality Services will be considered.

See Requirements below:

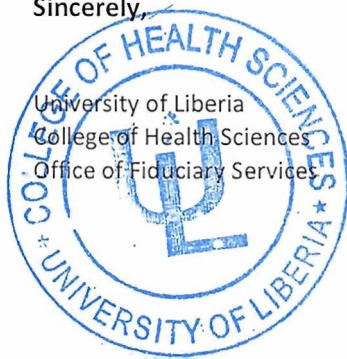
ITEM NO.	DESCRIPTION	REMARKS/Specification	# Of Person	# Of Days
1	Catering Services for 30 days (August 2023)	Catering Services for Daily Breakfast Venue: Baptist Seminary	122	30
2	Catering Services for 30 days (August 2023)	Catering Services for daily Lunch Venue: Baptist Seminary	122	30
3	Catering Services for 30 days (August 2023)	Catering Services for Daily Dinner Venue: Baptist Seminary	122	30
4	Catering Services for 1 days (August 2023)	Catering Service for closing program Lunch only. (there will be a set up for 75 people for high table-Guests) (ULCHS campus- Congo Town)	150	1

All quotes required by this RFQ must be received by mail to: [ulchsofs@ul.edu.lr](mailto:ulchsofs@ul.edu.lr) OR through hard copy delivered at the Administrative Building, University of Liberia College Health Sciences-Office of Fiduciary Services, AM Diglottic Campus, Congo Town, NOT LATER THAN 3:00 PM on Friday, June 30, 2022

NOTE: Issuance of this RFQ in no way constitutes a commitment by the UL-CHS to award a contract.

In case of further queries or clarification regarding the RFQ, kindly send an email to the email address above.

Sincerely,





**University of Liberia College of Health Sciences  
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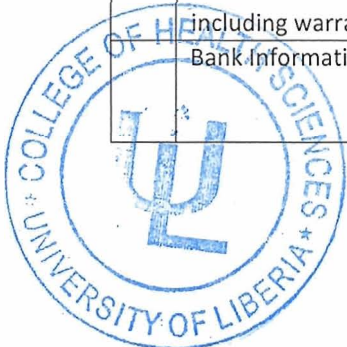
**ANNEX 2: QUOTATION SUBMISSION FORM**

Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 4: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, installation, and all other costs. Pricing must be presented in United States Dollars. Offers must remain valid for not less than 60 calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead in the format provided in Section 4 – Technical Requirements. Any commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V/50Hz. Please note that, unless otherwise indicated, any stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

In addition, offerors in Liberia responding to this RFQ are requested to submit requested GOL documentation indicated in this document. Failure to these documents indicated a by vendors based in Liberia would lead to disqualification of an offer from consideration as ULCHS-OFS will do business only with vendors that have satisfied Government of Liberia (GOL) requirements.

NO	ITEM	DETAILS
	Legal Name of Bidder	
	Legal Address	
	Website	
	Year of Registration	
	Business Registration (provide copy of the Valid Certificate)	
	Tax Clearance (provide copy of the Valid Certificate)	
	Does your Company have a written statement of its Environmental Policy?	
	Is your company a member of the PPCC Vendors List? Please provide copy	
	Delivery time (after receipt of order): calendar days	
	Length of warranty on offered equipment: years	
	References: provide the names and contact information of at least 3 organizations with whom you have conducted Similar Supply: (Copy of Contract, Purchase Order etc.)	
	Location of service center(s) for after-sales service, including warranty repair:	
	Bank Information	Bank Name: Bank Address: IBAN:





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NO	ITEM	DETAILS
		SWIFT: Account Number:

*Special Term and Conditions of RFQ*

Annex 2

Exact Address of Delivery Location	Liberia Baptist Theological Seminary, RIA highway Monrovia, Liberia
Latest Expected Delivery	N/A
Currency of Quotation	United States Dollars
Deadline for the Submission of Quotation	3:00 PM, Friday, June 30, 2023, <i>Liberia Local Time</i>
All documentations shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"><li>a. Duly completed Quotation submission Form: Annex 1</li><li>b. Duly completed Special Term &amp; Condition Form: Annex 2;</li><li>c. Duly completed Technical Compliance Sheet: Annex 3;</li><li>d. Duly completed Technical Compliance Sheet: Annex 4</li><li>e. Duly completed Bidder declaration form as Annex 5</li><li>f. Duly completed Price Schedule sheet as Annex 6;</li><li>g. Firm's Profile</li><li>h. List of past employer and contact (Copy of Contract/PO)</li><li>i. Valid PPCC Vendor Certificate</li><li>j. Valid Business Registration &amp; Tax Clearance</li></ul>
Period of Validity of Quotes starting the Submission Date	60 days with possibility of extension
Partial Quotes	Not permitted
Payment Terms	30% upon signing of contract, 20% along the contract and 50% upon delivery of goods/Services/Works.
Liquidated Damages	N/A
Evaluation Criteria	<ul style="list-style-type: none"><li>a. Responsiveness/Full compliance to submission requirements</li><li>b. Acceptance of Special Terms &amp; Conditions.</li><li>c. Compliance with specifications.</li><li>d. Menu</li><li>e. Price</li></ul>
ULCHS will award to:	One supplier
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	Signed/certified delivery note or Job completion Certificate.





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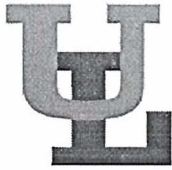
<b>Contact Person for Inquiries (Written inquiries only)</b>	<i>For general inquiries related to terms and conditions please contact Procurement Office-ulchsofs@ul.edu.lr</i>
	<i>University of Liberia College of Health Sciences, Monrovia ; +231 770200869/+231 0776455647</i> Any delay in ULCHS's response shall not be used as a reason for extending the deadline for submission, unless ULCHS determines that such an extension is necessary and communicates a new deadline to the Proposers.

Annex 3

**SPECIAL CONDITIONS: THESE CONDITIONS ARE UNIQUE TO THIS REQUIREMENT**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time: Immediate after signing of contract/PO			
Delivery location: Baptist Seminary, RIA Highway			
Warranty on works: Immediate replacement of faulty items by supplier without additional cost to buyer			
Payment: 30% upon signing of contract, 20% along the contract and 50% upon delivery Services/Works and submission of invoices			
Payment Currency: US\$			
Be willing to pre-finance until payment can process			





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**Liberia**

Annex 4

**MANDATORY REQUIREMENTS**

<i>Specification</i>	<i>Quality/ Quantity</i>	<i>Capacity to Comply</i>	
		<i>YES</i>	<i>NO</i>
Experience: most have performed similar contract or performed catering contract for more than 75 people	Must provide Purchase Order/contract of past contract		
All utensils such as glasses, spoons, folks, tablecloths, gloves, head covers garbage bags must be provided during time-of-service provision	Clean, high quality as required		
Preparation and lay-out of dining tables	Clean, high quality as required		
All meals must be delivered and served hot and on time as indicated/arranged	High quality, sufficient quantity as required		
Provide at least 3 waiters to serve food, always maintain hygienic standards and ensure that the serving and other related areas are cleaned up afterwards	As required per Instruction		
Ability to provide meals based on specifications indicated as on menus guideline below	As required per Instruction		
Ability to transport meals to the venue/Dinning Hall	As required per Instruction		

**TERMS & CONDITIONS**

We, the undersigned, hereby accept in full the ULCHS Terms and Conditions, and hereby offer to supply/Deliver in conformity with the specification and requirements of the ULCHS as per RFQ Reference

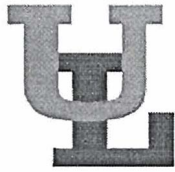
\_\_\_\_\_  
*[Name of bidder]*

\_\_\_\_\_  
*[Name and Signature of Authorized Person]*

\_\_\_\_\_  
*[Date]*

**NB: Please ensure that you stamp this document.**





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ANNEX 3: BIDDERS DECLARATION

Annex 5

YES	NO	DESCRIPTION
		<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
		I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
		<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
		I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the GOL/USAID or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the GOL/USAID and we acknowledge that it provides the minimum standards expected of suppliers to the UN.
		<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.
		<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the GOL/USAID, and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
		<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
		<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
		I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.





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Menus for Pricing (Mandatory Requirement- Kindly attached the menu for  
Breakfast, Lunch and Dinner according to your pricing)

Annex 6

Price Schedule/Technical Specification

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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