



REQUEST FOR QUOTATION FOR CATERING SERVICES

Product/Service Required:	Catering Service (Liberian Dish: Breakfast, Lunch, Snacks)
Procurement Type:	Service Procurement
Type of Contract/PVA:	Long Term
Duration:	1 year (Renewable based upon performance)
In Support of:	YCWL Programs Implementation
Submit Quotation to:	Hard Copies should be delivered in an A4 envelop and back up with address @Youth Crime Watch of Liberia Head Office Wood Camp Parker Paint, Paynesville and that of your institution address or via email: jwehyee@ycwliberia.org
Publish date of RFQ:	October 24, 2024
Request for Clarification	October 24-Nov.-21, is the deadline for request for any clarifications from YCWL. All requests should be done via email: info@ycwliberia.org
Clarification:	The deadline for the provision of clarifications is November 23, 2024. Answers will be via email.
Deadline for submission of RFQ:	November 25, 2024

1.1 ABOUT YOUTH CRIME WATCH OF LIBERIA (YCWL)

Youth Crime Watch of Liberia (YCWL) is a national non-governmental and non-for-profit organization that exists to empower, improve, and transform the lives and livelihood of people in the Liberian society. The organization works to achieve this goal with focus on providing access to education, civil engagement, female leadership, and entrepreneurship. YCWL commitment towards gender equality and women’s empowerment is linked with all its efforts.

Youth Crime Watch of Liberia is an active member of the Child Protection Network of Liberia, Adolescents Girls Working Group (AGWG), and the Gender Based Violence (GBV) National Taskforce Secretariat at the Ministry of Gender Children & Social Protection. YCWL is also a member of the EU/UN Spotlight CSOs and National Reference Group (NRG). The institution is also a member of the National Civil Society Council of Liberia and has a Consultative Status to the United Nations Economic and Social Council (ECOSOC). It is the highest status granted by the United Nations to non-governmental organizations (NGOs).

1.2 PROGRAMS

YCWL is currently partnering with UNICEF-LIBERIA to implement, (Montserrado and Grand Bassa) the “*Enhancing Social Cohesion through Rehabilitation and Empowerment of Marginalized Youth in Liberia project*” which is part of the joint Government of Liberia and United Nations At-Risk Youth Empowerment Programme – A-YEP. The programme focuses on empowering marginalized youth in Liberia, transforming them from potential sources of instability to active agents of peacebuilding and social cohesion with a goal to equip at-risk youth with economic



opportunities and the skills to advocate for themselves and their communities, fostering peaceful co-existence and a stronger Liberia.

The organization is also partnering with EDC to implement the TYA/USAID program (Montserrado and Grand Bassa) which goal is to train youth with sustainable livelihood skills, provide training in leadership, literacy, and numeracy skills.

2.1 PURPOSE OF THE RFQ

- a. The purpose of this RFQ is to recruit qualified vendors who are capable of providing the services/items specified in this solicitation.
- b. To recruit pre-qualified/develop a preferred vendor list (PVL) of Qualified suppliers that will supply the services/items specified in this solicitation.

3.1 QUALIFICATION FOR EVALUATION

- a. Valid Business Registration
- b. Valid Tax Clearance/Payment Receipt
- c. Complete Quotation-offeror must submit a complete quotation to become qualified for evaluation. YCWL regards a complete quotation as a quotation that contains the application including all other documents and annexes mentioned in this RFQ. Your application must include a summery profile of previous services and a clear price per unit to provide breakfast and lunch in Monrovia and its environ, and Buchanan, Grand Bassa.

This call is open to offerors that are legally functional and operating under the laws of Liberia.

4.1 CONDITIONS

- a. This RFQ does not in any circumstances commit YCWL to pay any incurring cost by offerors during the submission of their quotations.
- b. All packages submitted in response to this RFQ shall become the property of YCWL. Therefore, the YCWL shall not be under any obligation to return any material or package presented by offerors during this process.
- c. To further inform and assure YCWL as per the best qualified offeror (s), the entity retains the right to request additional documents prior to the selection.
- d. All communications in response to this RFQ must be written in English and all amount in United States Dollars (USD).
- e. Qualification of your quotation for evaluation does not in any way regards you as the winner but shall render you qualified for evaluation. YCWL reserve the right to evaluate the offeror's facilities as well as past performances and a offeror may be disqualified if a check of past performance demonstrates that the offeror has been unable to deliver similar services on time and in a satisfactory manner.

5.1 QUOTATION EVALUATION

Evaluation of the quotation will comprise the following:

- a. Price-Lowest evaluated (50pts)



- b. Capacity- Offeror has the capacity and can demonstrate the capability and resources to pre-finance the service specified in the solicitation, for YCWL programs **(25pts)**
- c. Technical- The offeror is able to demonstrate that their items/services will satisfy or exceed the specifications described in RFQ **(15)**
- d. Experience- Offeror (Institution/staff member) has the experience of providing the service specified in the solicitation in a quality and timely manner in different counties and regions **(10Pts)**

6.1 CONDITION FOR PAYMENT

All payment will be made after the completion of service and invoice received by Youth Crime Watch of Liberia. YCWL reserves the right to inquire of participants as per the quality of the product/service before payment is made. Where required, payment shall be subject to donor's timing which could take up to 90days.

7.1 VERIFICATION

Verification of any arithmetical error, for example, if the quotation in figure is different from the quotation in words, the amount in words will prevail. If there is a discrepancy between the unit price and the total that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

8.1 PREFERRED VENDOR AGREEMENT (PVA)

Successful Offeror(s) shall sign a 1yr PVA with YCWL to provide the service/items specified in this call and shall be subject to extension based on satisfactory performance. The PVA however shall not indebt YCWL to any financial obligation other than the right of the offeror(s) to perform, for YCWL, the services/items specified in this RFQ for which she is deemed Qualified.

9.1 CONTRACT

The PVA does not represent a formal contract with YCWL to perform a specific service/item but the right to be awarded YCWL's contract(s) for the services/items specified in the PVA. Prior to the provision of each service/item, the offeror shall sign a short/simple contract agreement for such service/item.

10.1 ACKNOWLEDGMENT

As evidenced by the signature below, the vendor agreed that the RFQ was fully read, all conditions accepted, and that the application is completed in coherent with the signed solicitation, including all required submissions contained herein.

Institution Applying: _____

Name/Representative: _____

Title/Representative: _____

Signature: _____

Date: _____