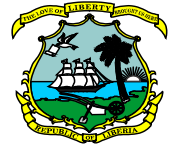




**ENVIRONMENT PROTECTION AGENCY**  
**P. O. Box 4024**  
**4<sup>TH</sup> Street, Tubman Blvd., Sinkor**  
**1000 Monrovia 10, Liberia**



**REQUEST FOR QUOTATIONS**  
**REF.NO/ EPA/RFQ/008/20/21**

**November 10, 2020**

**RFQ#: 008**

The Government of Liberia through the Environmental Protection Agency has received funds through its Internal Revenue generation and intends to apply part of this towards the payment under the **Request for Quotation** method for the **procurement of Medical Insurance** for the EPA.

The Environmental Protection Agency, therefore, request that all eligible service provider (Insurance Companies) submit a Comprehensive quotation in a sealed envelope for the number of employees in the table below.

No.	Item	Description	Qty.	Validity Period	Delivery Period
				30Days	Upon signing and awarding of contract
1	INSURANCE	MEDICAL INSURANCE FOR EPA EMPLOYEES	270 employees	II	II
2					

The quotations shall be in a sealed envelope and to be submitted to the below address:

**The Procurement Unit**  
**Environmental Protection Agency (EPA)**  
**P.O BOX 4024**  
**4th Street, Sinkor, Tubman BLVD.**  
**1000Monrovia, 10 Liberia**  
**(EPA) PROCUREMENT UNIT**

Quotations are to be submitted on or before **November 17, 2020**.

**Currency**

Prices shall be quoted in **United States Dollars (US\$)**.

**Qualification requirements are as follows:**

- Current Business Registration Certificate;
- Current Tax Compliance Certificate;
- PPCC Vendor Registration Form

**Terms of pay**

Payment shall be made at 100% upon complete of delivery based upon the bill received from the service provider and this shall be done on a monthly basis.

**Evaluation of quotations**

The Purchaser will evaluate and compare the Quotations as follows:

The responsiveness, comprehensiveness, and quality of the response to the RFQ;

The budget proposed for the supplies;

Examine if the quotation conforms to technical specifications and the delivery time specify on the RFQ;

Information on past performance with other entities

Verify any arithmetical errors. For example, if the quotation in figures 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 price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected;

Signed: \_\_\_\_\_  
**Management/ EPA**

Received by: \_\_\_\_\_  
**Full Name**

Position: \_\_\_\_\_

Cell #: \_\_\_\_\_

Date Received: \_\_\_\_\_