





REOI - Non-Consultancy

1st Edition

December 2020

REQUEST FOR EXPRESSIONS OF INTEREST (Non-Consultant Service)

LIBERIA

Tree Crops Extension Project- (TCEP & TCEP-II) Rural Community Finance Project (RCFP) and Building Climate Resilience Project (BCRP)

The Ministry of Agriculture is implementing the Tree Crop Extension Project I and II, the Rural Community Finance Project and the Building Climate Resilience Project (BCRP) and *has received* financing from the International Fund for Agricultural Development (IFAD) towards the cost of these Projects and intends to apply part of the proceeds for the provision of Non-consulting services (**Vehicle Repairs and Maintenance**).

Assignment title: Vehicle Repairs and Maintenance

3.0 Objective of the service

In addition to the servicing of vehicles in Monrovia, it is expected that the selected service provider align with servicing shops/garages in project counties (Bong, Nimba and Lofa), where some of vehicles are assigned, to perform routine service of vehicles thereby, minimizing operational costs and wear and tear on the vehicle.

4.0 Scope of the Assignment

- To adequately assess, and inform accordingly, the status of vehicles coming in for service/repair.
- To effectively service/repair vehicles due for service/repair
- Advise Management appropriately on predictable problems and faults and recommend appropriate solutions to perceived problems.
- To complete service/repair of vehicles in a very time effective manner
- To supply genuine vehicle parts and accessories in a timely manner upon demand

5.0 Evaluation Criteria

Company Profile:

- a) Provide company profile including printed brochures and product catalogues relevant to the goods/services being provide
- b) Certificate of registration of the business, including Articles of incorporation, or equivalent document if the bidder is not a corporation

Should have adequate experienced and skilled workforce in motor vehicle maintenance

Experience:

- a) The service provider should have proven experience in motor vehicle maintenance for more than 3 years
- b) Should provide at least three referees whom it has dealt with for the past 3 years

- c) Should have well secured garage premises to ensure safety and security of IFAD official vehicles while under maintenance
- d) The garage should be tidy and spacious.

Financial Requirement:

- a) Latest audited financial statement for last 2 years or certified statements as equivalent
- b) Business registration
- c) Tax Clearance
PPCC Vendors' Registration

6.0 Timing of the Assignment

All services are to be contracted for a period of one year, renewable upon satisfactory performance.

7.0 Applications:

Please send a soft copy of your Expression of Interest on or before **13, September 2022 by 4.00pm** to: recruit@moa.gov.lr, copied rcole@moa.gov.lr
IFAD PIU/PMU/MOA
Ministry of Agriculture Annex, Libsuco Compound
Japan Freeway, Gardnersville, Montserrado County
Telephone: 0775901977

The subject line should read: **EOI for Non-Consulting Services: Vehicle Repairs and Maintenance**

Only pre-selected Service Provider/Firms will be contacted.