



**Request for Profiles, Qualifications and Price
Quotation
for
Selection and Registration of Hotel Service Provider
for Millennium Challenge Account Nepal (MCA-
Nepal) for any future required service**

Ref: MCA-N/PM/SH/015

20 June 2019

1. The United States of America, acting through the Millennium Challenge Corporation (“MCC”) and the Government of Nepal (the “Government” or “GoN”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Nepal (the “Compact”) in the amount of approximately **USD 500 million** (“MCC Funding”). The Government, acting through **Millennium Challenge Account -Nepal** (“MCA Entity” or the “Purchaser”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Invitation For Bids (“IFB”) is issued. Any payments made by the MCA Entity under the proposed contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use and distribution of MCC Funding. No party other than the Government and the MCA Entity shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding. The Compact and its related documents can be found on the MCC website (www.mcc.gov) and on the website of the MCA Entity at <https://mcanp.org/>.
2. MCA-Nepal now invites the submission price for Hotel Service to MCA-Nepal. Hotels/Bidders/Service Providers can submit a quote for one or more venue type, depending upon the venue capacity which can be offered from the bidder (Hotel Service provider) (from up to 10 person to more than 200-person capacity) (Please refer Annex 1 - quotation submission form).
3. This invitation is open to all eligible companies and is being issued to solicit qualified Hotel Service providers to be on a standby basis, to provide Hotel Services against specific Task Orders.
4. MCA-Nepal will establish a roster of potential Hotel Service provider who will be awarded a Blanket Purchasing Agreement (BPA), **valid for 12 months**. This duration may be extended based on Mutual agreement and successfully negotiation (if required). The Service provider will be selected based on their cost and hotel facility (including ambiance) and track record of services. This approach will give MCA-Nepal access to a pool of “pre-qualified” Hotel Service providers that can respond at short notice and be selected through simplified contracting procedures (Task Orders).
5. Bidders shall submit with their Quotations copies of the following documents:
 - a. Registration with appropriate authority showing Hotel/firm to be registered to operate in Nepal;
 - b. PAN/VAT/TAX Registration;

- c. Authorization in Support of Person signing the Quote such as Power of Attorney or a letter stating that the signatory has authority to sign the Quotation and commit the Contract on behalf of the Bidder.
- d. Profile of Hotel/Firm
- e. Experience showing similar contracts (Hotel service provided in past) with international organizations.
- f. The Hotel service provider should provide the rate for the followings:

Cost for Half day and Cost for Full day

- 1. Workshop Venue shall Include Buffet Lunch plus 2 times tea or Coffee and Snacks (The venue shall include basic items such as adapter, free WIFI etc.) – Per participant for about up to **10, up to 25, up to 50, up to 75, up to 100, up to 200 and 200 and more** Person under Annex 1
- 2. Provide rate of Additional items listed under Annex 1 for half and full day.

6. The evaluation of BPA proposals will be based on;

- a) Verification of the requested documents;
- b) Organizational capability of the hotel and experience in hotel service, which should include reference of services rendered to at least 3 international organisations. Please provide Hotel Registration which can enable MCA-Nepal to verify legal establishment;
- c) Ability to engage the services within short notice (at least of 7 days in advance)– You need to submit a statement that you can provide services generally within 7 number of days of prior notice.
- d) MCA-Nepal representative may visit the hotel as per clause 9 (below) and hotels which will satisfy the requirements stated under clause 9 shall only be selected.
- e) The rates/price quoted should be reasonable as per MCC Program Procurement Guidelines for Hotel service provided to be in the selected list of Hotel Service Provider.

Quotations will be evaluated under shopping method in accordance with the procedures set out in the MCC Program Procurement Guidelines which are provided on the MCC website (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). However instead of selecting the lowest responsive bidder, all bidder satisfying the requirements shall be selected to provide service on standby basis, as and when required.

7. **Scope:** The MCA-Nepal intends to use the Hotel Service Provider services specifically for Hotel Service for half day to one or more days for workshop/meeting/ training based on MCA-Nepal requirements that is for up to **10, up to 25, up to 50, up to 75, up to 100, up to 200 and 200 and more** Person. MCA-Nepal may envisage selected (at the time of requirement) Hotel Services as follows: Organizing of multiple events at various dates in hotel in 12 months period

8. **Site Visit:** MCA-Nepal may conduct a site visit during the evaluation. Date of site visit will be mutually agreed with the Bidder. Quotation Review Panel may reject any or all capacity venue if the Review Panel finds that it the proposed venue does not meet a satisfactory quality in the following terms:

- (i) Enough space for comfortable workshop and presentation
- (ii) Good illumination
- (iii) Clean workshop space
- (iv) Comfortable chairs and seating arrangement
- (v) Appropriate ambiance
- (vi) Appropriate parking facility.
- (vii) Any other reason that causes that clearly reflect the venue is not suitable for the MCA-Nepal's requirement.

9. After signing the Blanket Purchase Agreement with the Hotels (Service Provider), MCA-Nepal will issue the task order based on (i) lowest prices for each capacity type venue (ii) specific requirement of workshop to be held in specific location such as /accessibility from MCA-Nepal office (not a mandatory criteria for selection, but MCA-Nepal may need facility nearby in particular case) and (iii) availability of service by the Hotel Service Prover.

Task Orders: After the roster is established, individual Task Orders will be issued for specific hotel services. Instructions to provide these services shall be made by Task Orders issued by MCA through its Contract Manger. There are no minimum or maximum guarantees for any number of Task Orders to be issued under any BPA. Hotel Service provider will sign the Task Order/s and will fulfill the requirement stated under Task Order/s.

10. **Payment Conditions:**

Upon acceptance of the goods/services received by MCA-Nepal, Purchaser will then be obligated to pay 100% of the amount of the Task Order **within thirty (30) calendar days** of completion or satisfactory performance of the contract. The following documentation must be supplied for payments to be made:

- i). Original Invoice;

Acceptance memo/note of services received and verified by the contract manager to confirm that that the issued Task Order has been implemented as per the contract.

11. MCA-Nepal will try to issue a Task Order for the required service at least 7 working days in advance, however in case or urgency it can be any duration and if service provider has the facilities available, MCA-Nepal will receive the service.

12. Failing to provide the requested services after issuance of Task Order for three times may be the reason for the termination of the Blanket Purchase Agreement with the service provider.

13. Quotation including other required document shall be submitted electronically via Dropbox Link provided below, by **03 July 2019**, at **15:00 hours local Nepal time** (GMT+5.45). No public opening of proposals is required.

14. The Quotation shall be submitted via Dropbox link provided below, with the name of the uploaded file as follows: " **Hotel Name -BPA Hotel Services for Workshop Event**" (Dropbox link) for **submission of quotations**:

<https://www.dropbox.com/request/HG704VUHXBYkwLEVhW65>

Instruction for uploading your submission:

- Click of this link/type this link correctly in a browser.
 - Click on **Choose file** (your quotation and all relevant document and click upload)
 - Click on **+Add another file** (, Optional, only if you have more than one file and so on for other files)
 - Enter your: **First name, Last name and Email address**
 - Click **Upload**
15. Please note that the provided Dropbox link will expire on deadline for submission, consequently no late quotations will be received.

Millennium Challenge Account - Nepal

Hotel Yak & Yeti Convention Center, second floor, Durbar Marg

Kathmandu, Nepal.

Attention: Procurement Agent

Email: MCANepalPA@cardno.com

Subject: Selection and Registration of Hotel Service for Millennium Challenge Account Nepal (MCA-Nepal) (MCA-N/PM/SH/015)

Yours sincerely,

For MCA-Nepal:

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Khadga Bahadur Bisht
Executive Director

Annex 1 - Quotation Submission Form - OFFER

Workshop venue for participants (Venue Type)		up to 10 persons		up to 25 persons		up to 50 persons		up to 75 persons		up to 100 persons		up to 200 persons		More than 200 Persons		
Item	Particulars	Rate in NPR (without VAT) for:		Rate in NPR (without VAT) for:		Rate in NPR (without VAT) for:		Rate in NPR (without VAT) for:		Rate in NPR (without VAT) for:		Rate in NPR (without VAT) for:		Rate in NPR (without VAT) for:		Remarks
		Half day only	One or more days, (daily Rate)	Half day only	One or more days, (daily Rate)	Half day only	One or more days, (daily Rate)	Half day only	One or more days, (daily Rate)	Half day only	One or more days, (daily Rate)	Half day only	One or more days, (daily Rate)	Half day only	One or more days, (daily Rate)	
1	Workshop Venue shall Include Buffet Lunch plus 2 times tea or Coffee and Snacks (The venue shall include basic items such as adapter, free WIFI etc.) – Per participant															

Note: Hotel Service provider can quote one or more or all requirements of MCA-Nepal, depending upon what services they can offer.

Additional Items:

Item	Description	Half day rate	Daily Rate (without VAT) NPR	Remarks
1	Sound System with cordless microphone – per unit			
2	Multimedia Projector- per unit			
3	Printer (printing facility) – Per day			
4	Service Charge (%)			
5	Discount (%)			
	TOTAL			

Above quoted rates are exclusive of VAT. VAT will be added in the total amount in the task order. The total will be calculated based the rate and quantity of service items required workshop or event.

Note: Payment shall be only after approval of the deliverables and submission of a valid invoice with approval of the deliverables.

We confirm that we have no conflict of Interest as per Millennium Challenge Corporation Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>).

Our Quotation is valid for 1 year from the date of Submission.

We are attaching herewith the documentary proof in support as authorization for the person signing the quotation (Attach Letter of Authorization Accordingly).

Name of the Person Authorized to Sign the Quotation: _____

Position of the signatory in Organization: _____

Signature of the Authorized Person: _____

Date: _____

Physical Address: _____

Email id: _____

Annex 2: Checklist for Submission

1. Filled and Signed **Annex 1 - Quotation Submission Form – OFFER**
2. Registration with appropriate authority showing Hotel/firm to be registered for not less than 5 years
3. PAN/VAT/TAX Registration
4. Authorization in Support of Person signing the Quote such as Power of Attorney or a letter stating that the signatory has authority to sign the Quotation and commit the Contract on behalf of the Bidder.
5. Profile of Hotel/firm
6. Experience showing similar contracts (Hotel service provided in past) with government and private sector institutions
7. Please provide three contact details (name of the person, name of the organization, email id of the person) of your current major and past client.
8. A statement from you that you can provide services generally within 7 number of days of prior notice and appropriate parking facility sufficient for the number of persons for the quoted venue type.

Annex 3



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

SAMPLE TASK ORDER No: XXX

BPA #	Hotel Services	Contract Ref:
	(Please provide the name of Hotel/Service Provider here)	

The Conditions of that Contract shall apply to this Task Order in its entirety. Please proceed with the provision of Hotel Services for the workshop detailed in this Task Order and in accordance with the instructions given below:

Requirement of Venue Type:

No	Description	Qty	Unit Price (NPR)	Total
1.				
2.				
3.				

Total Task Order Value: **Nepalese Rupees (NPR)**

Signatures

For MCA-Nepal: Contract Manager (Shalav Risal)	For Hotel Service Provider: Contact Person ()