



Request for Quotation (RFQ)

Issued on: **28 November 2019**

Millennium Challenge Account Nepal
on behalf of
The Government of Nepal
funded by
The United States of America
Through
The Millennium Challenge Corporation

For

**Procurement of Life Insurance for
MCA-Nepal Staff**

Ref No: **MCA-N/PM/SH/028**



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Letter of Invitation Requesting Quotations for Procurement of Life Insurance for MCA-Nepal Staff

Kathmandu, Nepal

28 November 2019

Ref: MCA-N/PM/SH/028

1. The Millennium Challenge Corporation (“MCC”) and the Government of Nepal (“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 on 14 September 2017 (“The Compact”) in the amount of approximately **USD 500 million** (“MCC Funding”). The Government intends to apply parts of the proceeds of the funds to payments for contracts for goods, works and services. MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investments in people.
2. The Compact includes additional investment from the Government of approximately USD 130 million for a total of approximately USD 630 million. It includes two projects: (i) construction of about 300 kilometers of 400kV electricity transmission lines, three substations, and technical assistance for the power sector; and (ii) technical assistance to improve the road maintenance regime and road maintenance works on about 300 kilometers of the strategic road network. The program would include the procurement of contractors and consultants for design, construction and supervision of electricity lines and substations, road maintenance works, including a variety of technical services, equipment and construction works in different geographic locations within Nepal. These contracts will be competed through open international procurement procedures.
3. This Request for Quotations, the RFQ, follows the General Procurement Notice that appeared in dgMarket on 18 September 2019, UNDB Online on 18 September 2019, the Himalayan Times Daily newspaper on 19 September 2019, and MCA-Nepal website on 18 September 2019.
4. In issuing this RFQ, the Government of Nepal (GoN) is represented by the Millennium Challenge Account Nepal (“MCA-Nepal”).
5. The Millennium Challenge Account Nepal (MCA-Nepal), an organization of the Government of the Nepal that manages the Compact Agreement with funding from

the Millennium Challenge Corporation, intends to procure the service of Life Insurance for MCA-Nepal Staff as described in the attached Terms of Reference.

6. Interested Eligible Firms are required to submit a quotation for insurance services as stipulated in the annexes to this RFQ. **Prices shall be quoted in Nepalese Rupees (NPR)**. The offered price should include all costs of providing Life Insurance services for minimum six years for all listed MCA-Nepal's Staff as per requirements stated under Terms of Reference/Services.
7. There will be no price negotiations however, the contract can be provided only after non-financial negotiation on services. The quotation shall be valid for sixty (60) days from deadline for submission of quotations.
8. **Effective Date of Coverage: Immediately** after dual signature of the contract (Purchase Order) and payment of the contract amount.
9. **Payments for the Insurance:** will be made after delivery of insurance policy as per Terms of Reference and receipt of a valid insurance service provider's invoice.
10. Interested eligible firms are required to submit quotations for insurance **for all required coverages and services**, otherwise your quotation will not be considered.
11. One firm shall submit only one quotation for this procurement. The submitted quotation must be typed or written in indelible ink and shall be signed by authorized representative.
12. Insurance Service provider shall submit with their Quotations copies of the following documents:
 - a. Firm/Company Registration Certificate
 - b. PAN/VAT/TAX Registration;
 - c. Tax clearance certificate
 - d. Firm/ Company Registration. It is required to have at least two (2) years of experience providing full Life insurance services in Nepal.
 - e. Experience Certificate/Letter from previous or current three (3) clients to whom you have provided insurance service of similar magnitude during last 2 years. This evidence may be provided in the form of copies of contracts, invoices, reference letters etc, which can demonstrate number of personnel and value of insurance. (as per the terms of reference)
 - f. Complete and signed Quotation Submission Form with documents in support to confirm that the offered insurance includes all requirements

under Scope of works point A clearly and include as per requirement stated under Annex 3.

- g. Power of Attorney in support of person signing the Quote.
- h. Provide differentiated premium for total staff mentioned in Annex A. Provide differentiated annual premium pricing (for each age) for staff of ages ranging from 20 to 70 years for Sum Insured Amounts of NPR 5,000,000 per staff. (Please provide all combinations for each age group range as mentioned under ToR, Scope of Works point A).

13. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- a. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b. where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- c. If you refuse to accept the correction, your quotation will be rejected

14. **Evaluation of Quotation and Award of Purchase Order:** Insurance services providers are required to quote for all required coverages and services. Failure to quote for all items will render your quotation incomplete and thus non-responsive to the requirements. The evaluation will be undertaken as follows:

- a) The submitted Quotation will be verified for administrative and eligibility compliance to the requirement of this Request for Quotation.
- b) Insurance service providers quotations will be reviewed to determine its compliance with the requirements stated in the Terms of Reference. The Qualification Experience evaluation will be assessed on “pass and fail” basis)
- c) The offers passing (a) and (b) above, will be evaluated for price reasonableness. The Contract shall be recommended for awarded to the lowest evaluated offer.

The procurement process will be carried out in accordance with the provisions of MCC Procurement Guidelines which can be downloaded at: <https://www.mcc.gov/resources/doc/program-procurement-guidelines>.

15. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive.

16. Service Providers/Bidders may challenge the results of a procurement only according to the rules established in the Bid Challenge System developed by the

MCA-NEPAL and approved by MCC. The rules and provisions of the Bid Challenge System are as published on the MCA-NEPAL's website at <https://mcanp.org/procurement>.

17. **Contract term:** The insurance service will be valid for one year from the date of the signing of this contract and issuance of the formal policy to MCA-Nepal. MCA-Nepal may extend this contract to next consecutive years (up to 6 years) at its own discretion and subject to good performance and successful negotiations.
18. If MCA-Nepal does not require the offer for a full year, the corresponding fee will be calculated on a proportional basis for the duration of the service utilized or to be utilized.
19. The details of staffs by age range is attached in Annex 1.
20. Evaluation and Comparison of bids shall be carried out excluding VAT.
21. Please submit your price quotation signed by an authorized representative via the Dropbox link provided below, with the name of the uploaded file as follows: "***Name of Insurance Service Provider- Life Insurance for MCA-Nepal Staff***".
22. The File request link (Dropbox link) for **submission of quotations**:
<https://www.dropbox.com/request/Wqq6EMM4K3YrwUj28KQQ>
23. Please note that the provided **Dropbox link** will expire on the **deadline for submission** indicated in 24 below, consequently no late quotations will be received.
24. Deadline for submission of quotations is **13 December 2019, at 15:00 hours local time in Kathmandu, Nepal (GMT+5:45)**.
25. MCA-NEPAL reserves the right to reject any or all applications or offers, waive any defect or informality therein, and accept the offer which it deems most advantageous to the institution.

Yours sincerely,
For MCA-Nepal:
Khadga Bahadur Bisht
Executive Director

Annexes:

1. Terms of Reference / Terms of Services
2. Quotation Submission Form
3. Insurance service provider's offer and coverage
4. Sample Contract/Purchase Order

Annex 1

Terms of Reference/ Terms of Services

Procurement of Life Insurance for MCA-Nepal Staff

Introduction

The United States of America, acting through the Millennium Challenge Corporation (“MCC”), has signed a Millennium Challenge Compact on September 17, 2017 (the “Compact”) with the Government of Nepal (the “Government”) to fund a five-year economic development program (the “Program”) in Nepal. The Compact funds’ investments in electricity transmission and road maintenance

Pursuant to the Compact and the Program Implementation Agreement between MCC and the Government (the “PIA”), Millennium Challenge Account Nepal (“MCA-Nepal”) is responsible for managing the implementation of the Compact program on behalf of the Government. MCA-Nepal is governed by its Board of Directors (“Board”). The management unit of MCA-Nepal (the “Management Unit”), which reports to the Board, manages the day-to-day operations of Board and will have responsibility to ensure that the Program is implemented in a timely, effective, efficient, and results-oriented manner in accordance with the terms of the Compact. The Management Unit is headed by the Executive Director.

1. Objective of the Assignment

In line with its mandate, MCA-Nepal would like to engage a third-party insurance service provider (“Insurance Provider”) to provide adequate protection for staff members in the event of critical illness and any kind of death by granting benefits. The Life Insurance should provide assistance in providing cash compensation during the event of any kind of death or critical illness for the staff. The coverage for MCA-Nepal life insurance as follows:

Total Number of Staff: 66

| S.No. | Name | Date of Birth/Age | Age | No. of Dependents |
|-------|------|-------------------|---------|-------------------|
| 1 | | 2-Apr-62 | 57.6537 | 3 |
| 2 | | 20-Nov-75 | 44.0192 | 3 |
| 3 | | 29-Aug-64 | 55.2444 | 2 |
| 4 | | 25-Feb-72 | 47.7536 | 2 |
| 5 | | 24-Jan-73 | 46.8392 | 2 |
| 6 | | 17-Aug-80 | 39.2772 | 2 |
| 7 | | 22-Jun-80 | 39.4305 | 2 |
| 8 | | 25-Mar-73 | 46.6749 | 2 |
| 9 | | 15-Oct-58 | 61.1170 | 3 |
| 10 | | 25-Jan-84 | 35.8385 | 3 |
| 11 | | 17-Jul-62 | 57.3634 | 3 |
| 12 | | 28-Apr-71 | 48.5832 | 3 |
| 13 | | 24-Oct-66 | 53.0924 | 3 |
| 14 | | 25-Oct-81 | 38.0890 | 2 |

| S.No. | Name | Date of Birth/Age | Age | No. of Dependents |
|-------|------|-------------------|---------|-------------------|
| 15 | | 30-Dec-75 | 43.9097 | 3 |
| 16 | | 31-Aug-67 | 52.2409 | 3 |
| 17 | | 7-Jul-56 | 63.3895 | |
| 18 | | 27-Aug-59 | 60.2519 | 3 |
| 19 | | 16-Nov-84 | 35.0281 | 2 |
| 20 | | 18-Feb-67 | 52.7721 | 2 |
| 21 | | 9-Sep-80 | 39.2142 | 3 |
| 22 | | 30-Sep-78 | 41.1581 | 3 |
| 23 | | 4-Sep-89 | 30.2286 | 1 |
| 24 | | 5-Sep-81 | 38.2259 | 3 |
| 25 | | 15-Aug-61 | 58.2834 | 2 |
| 26 | | 27-Jul-69 | 50.3354 | 3 |
| 27 | | 22-Jun-85 | 34.4312 | 2 |
| 28 | | 4-Oct-85 | 34.1465 | 1 |
| 29 | | 29-Mar-87 | 32.6653 | 2 |
| 30 | | 31-May-86 | 33.4921 | |
| 31 | | 3-Jan-86 | 33.8973 | 1 |
| 32 | | 14-May-85 | 34.5380 | 1 |
| 33 | | 14-Apr-79 | 40.6215 | 1 |
| 34 | | 18-Nov-77 | 42.0233 | 4 |
| 35 | | 28-Dec-75 | 43.9151 | 3 |
| 36 | | 14-Jun-88 | 31.4524 | 2 |
| 37 | | 1-Mar-86 | 33.7413 | 2 |
| 38 | | 22-Jun-87 | 32.4326 | 2 |
| 39 | | 28-Feb-84 | 35.7454 | 2 |
| 40 | | 31-Dec-79 | 39.9069 | 3 |
| 41 | | 28-Aug-74 | 45.2485 | 2 |
| 42 | | 25-Dec-81 | 37.9220 | 2 |
| 43 | | 31-Aug-86 | 33.2402 | 2 |
| 44 | | 18-Feb-83 | 36.7721 | 3 |
| 45 | | 10-Jan-77 | 42.8775 | 3 |
| 46 | | 27-Jan-86 | 33.8316 | |
| 47 | | 30-Mar-89 | 30.6612 | |
| 48 | | 19-Oct-92 | 27.1047 | |
| 49 | | 21-Dec-84 | 34.9322 | 2 |
| 50 | | 1-Apr-79 | 40.6571 | 3 |
| 51 | | 18-Sep-81 | 38.1903 | 2 |
| 52 | | 1-Mar-67 | 52.7420 | 4 |
| 53 | | 28-Mar-94 | 25.6674 | |
| 54 | | 17-May-76 | 43.5291 | 3 |
| 55 | | 11-Nov-87 | 32.0438 | 2 |
| 56 | | 29-Aug-84 | 35.2444 | 2 |

| S.No. | Name | Date of Birth/Age | Age | No. of Dependents |
|-------|------|-------------------|---------|-------------------|
| 57 | | 21-Aug-82 | 37.2676 | 2 |
| 58 | | 19-Jan-79 | 40.8542 | 3 |
| 59 | | 1-Oct-71 | 48.1561 | 3 |
| 60 | | 28-Apr-79 | 40.5832 | 2 |
| 61 | | 26-Apr-86 | 33.5880 | 3 |
| 62 | | 17-Oct-89 | 30.1109 | 1 |
| 63 | | 19-Jan-83 | 36.8542 | 3 |
| 64 | | 29-Jun-88 | 31.4114 | 1 |

2. Scope of service

A. **Insurance Company to provide detailed policy and coverage information for:**

- Sum Insured amount is NPR 50,00,000 for any Cause death (Accident /natural or sickness etc) of staff member within coverage period within or beyond official responsibility
- Accidental Death Benefits (ADB) should be additional amount equal to sum assured
- Total Permanent Disability (TPD) should be equal to sum assured
- Premium Waiver Benefits (PWB)
- Complete/ Partial Disability
- Coverage on critical illness
- Cancellation/refund mechanism to cancel the policy before maturity period if any.
- Any other available coverage/benefits after the maturity period
- Any other relevant plan details, payout schedules.
- And any further services as per negotiation between the parties.
- Information regarding “ employees who are insured under this insurance may continue their policy on full cost of premium

B. The insurance Company should provide differentiated annual premium pricing (for each age) for staff of ages ranging from 20 to 70 years for Sum Insured Amounts of NPR 5,000,000 per staff for any death within or beyond official responsibility. (Please provide all combinations for each age group range as mentioned above)

3. Evaluation Criteria

3.1 Qualifications and Experience

These services should be provided by an insurance provider which has been in existence for at least 2 years in operation, with verifiable track record of providing similar services to at least 3 international non-profit organizations.

The ability and experience of the service provider to provide the required life insurance and after sales service will be assessed on the “pass fail system” basis, as follows:

1. At least two (2) years of experience providing full Life Insurance in Nepal. **(Pass/Fail)**
2. Demonstrated experience in last two (2) years of supplying similar insurance services to similar international non-profit organizations. Supplier shall provide **at least three (3) reference letters** from the clients. They also must provide information indicating key clients (and their reference details) for reference checks on quality of service and quality of claims processing. **(Pass/Fail)**.

Annex 2

Quotation Submission Form
Procurement of Life Insurance for MCA-Nepal Staff

Bidder/Insurance Provider: _____

Date: _____

| Item # | Description of Goods | Service Provider's Quotation Price for each year in coming six years | | | | Amount in NPR | Basis for Rate: (Use extra sheet to describe, if needed) |
|-----------|---|--|------|--|-----------------------------------|---------------|--|
| | | Quantity | Unit | Cost of Premium in Nepalese Rupees (NPR) | | | |
| | | | | In Figure | In words | | |
| (1) | (2) | (3) | | (4) | (5) | | (8) |
| A) | Service required | | | | | | |
| | Life Insurance for all MCA-Nepal Staff as per requirements for Terms of Reference and Conditions of Contract (Provide breakdown of the offered price as applicable) | | | | | | |
| | Premium for First Year | 66 | Nos | | | | |
| | Premium for Second Year | 66 | Nos | | | | |
| | Premium for Third Year | 66 | Nos | | | | |
| | Premium for Fourth Year | 66 | Nos | | | | |
| | Premium for Fifth Year | 66 | Nos | | | | |
| | Premium for Sixth Year | 66 | Nos | | | | |
| | | | | | Total Amount Excluding VAT | | |
| | | | | | Value of VAT | | |
| | | | | | Total Amount including VAT | | |
| | | | | | Stamp Price (if any) | | |
| | | | | | Grand Total | | |

Note:

1. Staff would need to be provided an option to continue with the life insurance beyond contract period.
2. In case of change in staff, premium rate will be as per the matrix provided by the service provider.
3. The first Payment shall be only after approval of the deliverables and submission of a valid invoice with approval of the deliverables. In case VAT is not mentioned, it will be assumed the cost does not include VAT.

We confirm that the following services are included in the price stated above.

A. We will provide detailed life insurance policy which shall include coverage for:

- Accidental death of staff member within coverage period
- Natural Death within coverage period
- Complete/ Partial Disability
- Coverage on critical illness
- Cancellation/refund mechanism to cancel the policy before maturity period if any.
- Any other available coverage/benefits after the maturity period
- Any other relevant plan details, payout schedules, etc.

Evaluation and Comparison of bids shall be carried out excluding VAT.

Our Quotation is valid for 60 days 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: _____

Tel/Cell no.: _____

VAT No: _____

Annex 3

Insurance service provider's offer and coverage

(To be Completed by the Supplier Accordingly)

Service Providers Name: _____

Date: _____

Note: Insurance Service Provider should provide their offer, coverage and proposed terms in this annex. The minimum required coverage is mentioned in the Terms of reference including NPR 5,000,000 coverage for death due to any cause and for any other risk.

This offer and coverage will be a part of evaluation as per 14 (b) of Instructions.

Annex 4
Sample Contract

Contract Agreement

This CONTRACT AGREEMENT (this “Contract”) is made as of the **[day]** of **[month]**, **[year]**, between **Millennium Challenge Account Nepal** (the “Purchaser”), on the one part, and **[full legal name of Service Provider]** (the “Insurance Service Provider”), on the other part.

[Note: If the Service Provider consists of more than one entity, the following should be used]

This CONTRACT AGREEMENT (this “Contract”) made as of the **[day]** of **[month]**, **[year]**, between **Millennium Challenge Account Nepal** (the “Purchaser”), on the one part, and **[full legal name of lead Service Provider]** (the “Consultant”) in **[joint venture / consortium / association]** with **[list names of each joint venture entity]**, on the other part, each of which will be jointly and severally liable to the Purchaser for all of the Service Provider’s obligations under this Contract and is deemed to be included in any reference to the term “Service Provider.”

RECITALS

WHEREAS,

- (a) The Millennium Challenge Corporation (“MCC”) and the Government of **Nepal** (the “Government”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Nepal on 14 September 2017 (the “Compact”) in the amount of approximately US\$500 million (“MCC Funding”). The Government, acting through the Purchaser, intends to apply a portion of the proceeds of MCC Funding to eligible payments under this Contract. Payments made under this Contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use, and conditions to disbursement, of MCC Funding. No party other than the Government and the Purchaser shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding; and
- (b) The Purchaser invited bids for the provision of certain non-consulting services identified in this Contract and has accepted a bid by the Service Provider for the supply of those services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the parties hereto agree as follows:

- (a) In consideration of the payments to be made by the Purchaser to the Service Provider as set forth in this Contract, the Service Provider hereby covenants with the Purchaser to provide the Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
- (b) Subject to the terms of this Contract, the Purchaser hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Contract Price (as defined below) or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with the laws of **Nepal** on the day, month and year first indicated above.

| | |
|--|---|
| For [full legal name of the Purchaser]: | For [full legal name of the Service Provider]: |
| Signature | Signature |
| Name | Name |

[Note: If the Insurance Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider

[Name of Member]

[Authorized Representative]

[Name of Member]

[Authorized Representative]

The following annexes will be the part of Contract:
 Annex A: General terms and Conditions of this Request for Quotation Document.
 Annex B: Terms of Reference/ Terms of Services
 Annex C: Services and Coverage offered by the Insurance Service Provider
 Annex D: Quotation submitted by [Service Provider Name] on [date of submission]

Annex A: General terms and Conditions of this Request for Quotation Document.

1) Detail of Insurance Service: You are required to provide Full Coverage (Comprehensive) Insurance Service as detailed below:

| MCA-N/PM/SH/028 | | Date: | | | |
|---|--|---|----------|------------------|-------------------|
| Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) | | Procurement of Life Insurance for MCA-Nepal Staff | | | |
| Service Provider/Service Provider: | | | | | |
| Address: | | Tel: | | Fax: | VAT No: |
| Email Address: | | Cell No: | | | |
| Contact Name: | | | | | |
| ORDER | | | | | |
| Item # | Description | Unit | Quantity | Unit price (NPR) | Total price (NPR) |
| | Service required | | | | |
| 1 | Life Insurance for all MCA-Nepal Staff as per requirements for Terms of Reference and Conditions of Contract | | | | |
| 1(a) | Premium for First Year | Nos. | 66 | | |
| 1(b) | Premium for Second Year | Nos. | 66 | | |
| 1(c) | Premium for Third Year | Nos. | 66 | | |
| 1(d) | Premium for Fourth Year | Nos. | 66 | | |
| 1(e) | Premium for Fifth Year | Nos. | 66 | | |
| 1 (f) | Premium for Sixth Year | Nos. | 66 | | |
| TOTAL AMOUNT EXCLUDING VAT | | | | | |
| VAT | | | | | |
| TOTAL AMOUNT WITH VAT | | | | | |
| STAMP PRICE | | | | | |
| GRAND TOTAL | | | | | |

2) Contract Sum: NPR XXXXXX (YYYYYYYYYYYYYYYYYYYYYYYY) including local taxes and VAT.

3) Tax: Except as may be exempt pursuant to the Compact, MCA-Nepal and all Providers, Covered Providers, Project Partners, contractors (prime contractors and subcontractors), consultants, and other entities and individuals that receive MCC funding directly or indirectly in furtherance of the Compact are exempt from Taxes or will be refunded equal amount of Taxes paid in respect of the MCC funding in

accordance with Section 2.8 of the Compact available at: <https://assets.mcc.gov/content/uploads/compact-nepal.pdf>.

- 4) **Effective Date of Coverage:** Immediately after dual signature of the contract and payment of the contract amount.
- 5) **Contract term:** The insurance service will be valid for one year which will be renewed for next 5 years (or more at MCA-Nepal's discretion) from the date of the signing of this contract and issuance of the formal policy to MCA-Nepal until it matures. The insurance premium shall be paid annually if MCA-Nepal finds the service acceptable,
- 6) **Level of Service for Claims:** The Insurance Provider is committed to settle any claim in no more than ten (10) working days from the date of submission of all required documents with survey report (if any).
- 7) **Contract Manager:** For the purpose of management of the contract/purchase order from the purchaser's side, the Contract Manager is:

Human Resources Specialist

Millennium Challenge Account Nepal (MCA-Nepal)
Yak and Yeti Hotel Convention Center,
Durbar Marg,
Kathmandu, Nepal.
Email: xxx

MCA-Nepal may delegate any of the duties of Contract Manager and responsibilities to other people, after notifying the Contractor, and may cancel any delegation after notifying the Contractor. Also, MCA-Nepal may, by written notice to the Consultant and without amending this contract, replace the MCA-Nepal Contract Manager. After signing this Purchase Order, the Service Provider shall have all communications related to contract implementation through the Contract Manager.

Contact person of Insurance Company:

Name: _____
Designation: _____
Email: _____
Contact (mobile): _____
Phone: _____

- 8) **Payment Conditions:**
Upon submission of a valid invoice and receipt of the corresponding Coverage Policy, payment will be made in full.

The following documentation must be supplied for payments to be made:

- i). Original Proforma Invoice and Specimen of the Policy, acceptable to MCA-Nepal (Submitted invoice should include PAN number of MCA-Nepal);
- ii). After the payment is done, the Insurance company will provide Original VAT invoice and Original Comprehensive Insurance Policy for each staff.
- iii). The consultant shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.

The invoice should include the VAT registration number and the name of the account holder, the account number (IBAN), bank name, bank branch and SWIFT code. The Invoice (s) must be submitted to the following address:

Millennium Challenge Account Nepal (MCA-Nepal)
Yak and Yeti Hotel Convention Center, Durbar Marg
Kathmandu, Nepal.
Attn: Executive Director
Email: XXXX

9) Bank Details of Insurance Service Provider:

Name of the Bank:
Branch Address:
Name of the Account:
Account No:
SWIFT Code:
IBAN: (if applicable)

- 10) Failure to Perform:** The Purchaser may cancel, at any time, this Purchase Order if the Service Provider fails to deliver the Services in strict accordance with the above terms and conditions. Failure to perform in this contract may be the reason for rejection of the quotation/bids in future bidding process and service provider will return the premium paid for the duration no service has been provided.

Annex B: Terms of Reference/ Terms of Services

Annex C: Services and Coverage offered by the Insurance Service Provider

Annex D: Quotation submitted by [Service Provider Name] on [date of submission]