



Request for Quotation (RFQ)

Issued on: **19 November 2021**

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 Portable Public
Address System**

Ref No: **MCA-N/ETP/SH/047**



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Request for Quotation for Procurement of Portable Public Address System

Kathmandu, Nepal
19 November 2021

Ref: MCA-N/ETP/SH/047

1. The Federal Democratic Republic of Nepal, acting through the Ministry of Finance (the “Government”) and the United States of America, acting through the Millennium Challenge Corporation (“MCC”), entered into a Millennium Challenge Compact on September 14, 2017, providing for a grant of up to FIVE HUNDRED MILLION United States Dollars (US \$500,000,000) to advance economic growth and reduce poverty in Nepal (the “Compact”), to which the Government will contribute up to US\$130,000,000 for a program to reduce poverty through economic growth in Nepal. The Government, acting through the Millennium Challenge Account Nepal (the “MCA Entity” or “Client”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Request for Quotations (“RFQ”) 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 (www.mcanp.org).
2. The Compact includes two projects: (i) construction of about 315 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 up to 305 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. 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 a “Portable Public Address System” as described in the attached Annexes 1, 2 and 3.

4. **Clarifications:** Any clarifications needed shall be submitted in written to MCANepalPA@cardno.com not later than **25 November 2021 by 17:00 hours Nepal Time**. MCA-Nepal will consolidate all submitted requests (if any) for clarifications and will issue a Q&A document not later than **30 November 2021**. At the discretion of MCA-Nepal, these dates may be modified without amending this RFQ.
5. You are invited to submit a quotation for the goods as stipulated in the annexes to this RFQ. **Prices shall be quoted in Nepalese Rupees (NPR)**. The offered price should include all costs needed to provide the goods in accordance with the Specifications and Conditions of Contract/Purchase Order. **No additional cost shall be paid apart from the quoted price for the goods stated under this RFQ**. Please note that the address of MCA-Nepal Office is East Wing-2nd & 3rd Floor, Lal Durbar Convention Centre Yak & Yeti Complex, Durbar Marg, Kathmandu.
6. There is no price negotiation in a Shopping procedure, but clarifications may be requested before signing the contract with the recommended bidder for award. The quotation shall be valid for sixty (60) days from deadline for submission of quotations stated under paragraph 20.
7. One Supplier shall submit only one quotation. The submitted quotation must be typed or written in indelible ink and shall be signed by an authorized representative.
8. You are required to submit the quotation for all items, otherwise your quotation shall be considered as non-responsive.
9. Quotations will be evaluated under the 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>). The selection process, as described, will also include eligibility checks at the beginning of evaluation to be considered for further evaluation.
10. The lowest priced quotation will be reviewed to check compliance with the requirements set in the Request for Quotations, if the quotation is compliant substantially, the contract will be awarded to that supplier. If the lowest priced offer is not compliant, the MCA-Entity will review the second lowest/second-best quotation and so on and so forth. MCA-Nepal may, at its own discretion, to evaluate more than one quotation to save time during evaluation. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, requirements and specifications in this Request for Quotation. A

non-responsive quotation shall not be considered for recommendation of award. Comparison of quotations will be carried out excluding VAT.

During the evaluation process the Bid Review Panel (BRP) will carry out arithmetic correction for only those bids who have quoted for all the items. The lowest bid shall be evaluated to assess its compliance with all other requirements and if it satisfies all the requirements, the award will be recommended for that bidder. If the lowest bidder does not satisfy all the requirements, the BRP will evaluate next lowest bid and so on.

If none of the submitted bids found responsive, MCA-Nepal may, at its own discretion, and in its best interest, award a partial contract to one or more bidders, in the most beneficial manner to MCA-Nepal.

11. **Delivery of the Goods and services: Within 60 calendar days** after dual signature of contract (Purchase Order). Early delivery and partial deliveries are allowed and encouraged.
12. A price reasonableness assessment will be conducted. The quotation shall be rejected if the price is found to be unreasonable.
13. Bidders shall submit with their quotation's copies of the following documents:
 - a. Firm/ Company Registration & Business Registration in Similar field.
 - b. VAT Registration.
 - c. Latest tax clearance certificate, or time extension document issued by IRO for tax clearance (applicable to Nepalese Firm/Company only)
14. In evaluating the quotations, the Purchaser/MCA-Nepal will adjust for any arithmetical errors as follows:
 - a. Where there 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, unless in the opinion of the MCA-Nepal, there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - b. Where there is a discrepancy between rate in figures and in words, the rate in words will govern; unless the amount expressed in words is related to an arithmetical error, in which case the amount in figures shall prevail subject to (a) above; and
 - c. If you refuse to accept the correction, your quotation will be rejected.
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 Employer will evaluate and compare only the quotations determined to be substantially responsive.

16. 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://www.mcanp.org/wp-content/uploads/2019/05/MCA-Nepal_-Bid_Challenge_System.pdf.
17. 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: "**Your Company Name – Portable Public Address System**".
18. The File request link (Dropbox link) for **submission of quotations**:

<https://www.dropbox.com/request/XcDjmJRiHedGxow1KYEQ>

Instruction for uploading your submission:

- Click of this link/type this link correctly in a browser.
- Click on **Add Files**
- Click on **Files from Computer** (Choose files from computer)
- Click on **+Add more files** (Optional, only if you have more than one file and so on for other files)
- Enter your: **Full name and Email address**
- Click **Upload**

Done

19. Please note that the provided **Dropbox link** will expire on the **deadline for submission** indicated in paragraph 20 below, consequently no late quotations will be received.
20. Deadline for submission of quotations is **6 December 2021, at 15:00 hour's local time in Kathmandu, Nepal (GMT+5:45)**.
21. MCA-Nepal reserves the right to reject any or all offers without incurring any liability and may 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. Quotation Submission Form
2. Technical specification requirement and Submission form of Supplier's proposed technical Specifications
3. Purchase Order Sample
4. Check List for Submission of the Quotation

Annex 1

Quotation Submission Form – Schedule of Requirements

Procurement of Portable Public Address System (MCA-N/ETP/SH/047)

Vendor: _____

Date: _____

SN	Description/Name of the product*	Unit	Qty	Rate in Nepalese Rupees (NPR)		Amount – In Figure (NPR)
				In Figure	In words	
1	Portable PA System (including microphones, amplifiers, loudspeakers/woofer and accessories) as per Annex 2 Technical Specification	Set	8			
					TOTAL	
					VAT @ 13%	
					GRAND TOTAL	

*Supply of all the above goods shall comply with Annex 2 Technical Specifications

Our grand total includes all cost needed to provide the goods as per the requirements in the Request for Quotations, including delivery of the goods within **60 calendar days** after signing the contract. We accept all the terms and conditions mentioned in the Request for Quotations (RFQ).

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>).

We also confirm that we abide by the provisions of Millennium Challenge Corporation, Program Procurement Guidelines provisions.

Our Quotation is valid for **60** days from the last date of Submission.

The minimum warranty for the proposed goods is as specified in the Technical Specifications starting from the date of acceptance of the Goods.

Name of the Firm: _____

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: _____

Phone/mobile: _____

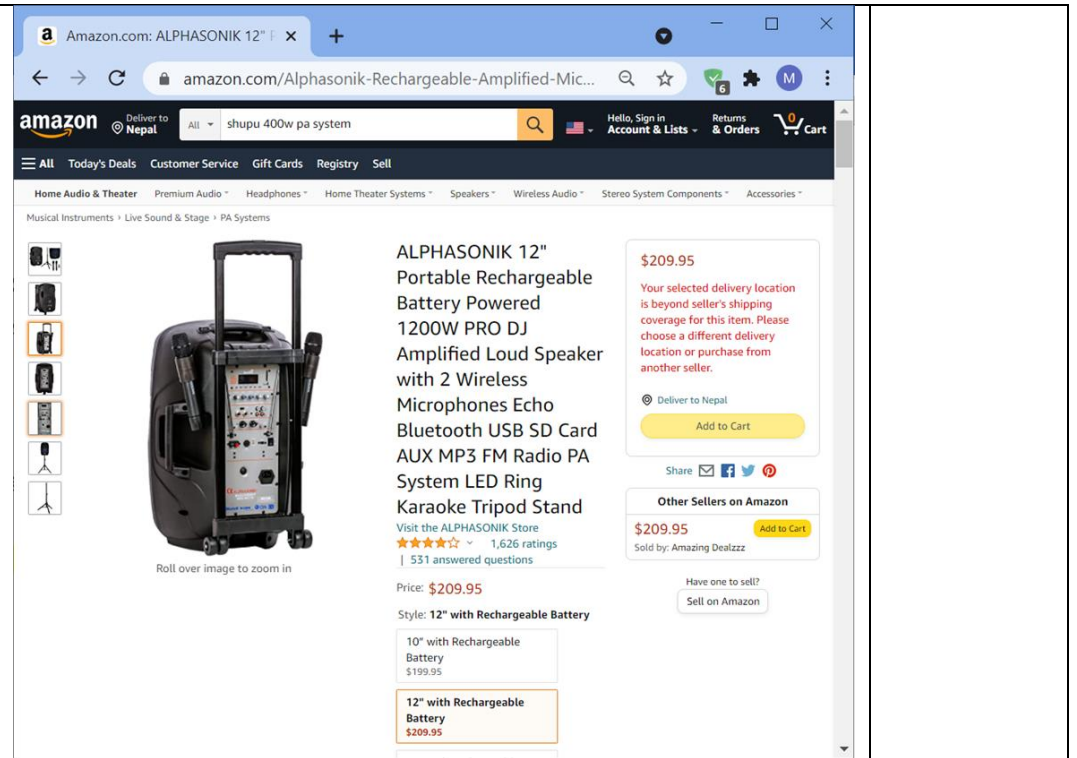
Annex 2

Submission Form of Supplier's Proposed Technical Specifications

Procurement of Portable Public Address System (MCA-N/ETP/SH/047)

Item no	Description	Product name and Specifications	Bidder's compliance
1.	Name of the Product	Portable Public Address System	Comply (Yes/ No) Provide Brand Name/ Model Number (If Applicable)
	Type	Portable Wireless PA System (including microphones, amplifiers, loudspeakers/woofer and accessories)	
	General Specifications:	<ul style="list-style-type: none"> ▪ Amplifier power rating 300 ~ 400W (PMPO) ▪ 10 ~ 15" Speaker with sub-woofer preferred ▪ 2 x Cordless Microphone, Bluetooth complied ▪ Frequency Range - 60 Hz ~ 20kHz ▪ Sound amplifier, control panel (volume, tone and noise tuning) ▪ Recording/playback feature (SD Card, USB, MP3 etc.) ▪ FM radio, frequency auto detects etc. ▪ Power Source - Battery, AC with standard 220v, 50Hz ▪ Enough options for auxiliary Jacks for external connections ▪ Internal battery with 4+ Hrs. runtime (replaceable battery) with faster charging ▪ Mobile friendly with carrying trolley/handle ▪ Accessories - power and audio cables, jacks etc. ▪ Minimum 1year warranty 	

Sample picture



Note: In case there are minor deviations to specifications, but in MCA-Nepal judgement it satisfies the requirements, the provided goods might be acceptable.

Annex 3 Sample Purchase Order

Procurement Reference	
Project	Contract/PO No
Electricity Transmission Project	MCA-N/ETP/SH/047

To: **[Supplier Name], [Address]**

Your quotation reference procurement dated XX XXXX 2021 is hereby accepted and you are required to supply and deliver the goods as detailed below:

SPECIFIC TERMS OF THIS PURCHASE ORDER:

1) You are required to supply the goods as detailed below:

PURCHASE ORDER N°:		Date: XX/XX/ 2021			
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) PAN: 201253803		Procurement of Portable Public Address System			
Supplier/Service Provider: [Supplier Name and Address]					
Address: [Supplier Name and Address] Email Address: Contact Name:		Tel: Cell No:	Fax:	VAT No:	
ORDER					
Item Number	Description/Name of the product	Unit	Quantity**	Unit Rate	Total price (NPR)
1	Portable PA System (including microphones, amplifiers, loudspeakers/woofer and accessories) as per Annex 1- Technical Specification	Set	8		
TOTAL AMOUNT WITHOUT VAT					
VAT @ 13%					
TOTAL AMOUNT WITH VAT					
**Note: if MCA Nepal needs more or less quantity of any items, MCA-Nepal may issue variation order separately.					

2) **Contract Price:** [Insert Amount in words and numbers.] including local taxes and VAT. The offered price should include all costs of delivery, set up and installation of the goods to MCA –Nepal as mentioned in the delivery address.

- 3) 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) **Warranty:** The goods supplied as per this Purchase Order/Contract shall have as mentioned in the technical specification requirement starting from the acceptance date of goods and services.
- 5) **Duration and Delivery time:** All goods should be delivered to MCA-Nepal Office premises in Kathmandu within 60 calendar days after signing the contract. The cost of delivery is deemed to have been included in the Contract Price and there shall be no separate reimbursements of delivery costs. Early delivery and Partial deliveries are allowed and encouraged.
- 6) **Liquidated Damages:** The Supplier agrees that failing to deliver any or all of the Goods or to perform the installations within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Purchase Order, deduct from the Contract Price, as liquidated damages, a sum equivalent to half of percent (0.5%) of each price of goods from contract signing date for each week of delay in provision of Goods or unperformed/non-delivered Services/Goods, until actual delivery or performance, up to a maximum deduction of ten percent (10%) of the purchase order value. Once the maximum is reached, the Purchaser may consider canceling the Purchase Order. The supplier is bound to provide the amount of liquidated damages, which will be recovered from the supplier in case of their non-performance.
- 7) **Contract Manager:** For the purpose of management of the contract/purchase order from the purchaser's side, the Contract Manager is:

XXXXXXXX

Position: XXXXXX

Millennium Challenge Account Nepal (MCA-Nepal)

East Wing-2nd & 3rd Floor, Lal Durbar Convention Centre

Yak & Yeti Complex, Durbar Marg, Kathmandu, Nepal.

Email: XXXX@mcanp.org

Point of contact on Behalf of Supplier will be:

Name:

Position:

Firm:

Email:

MCA-Nepal may replace the Contract Manager by sending an official communication to the Supplier, without amending this contract.

8) **Payment Conditions:**

Prices mentioned in this purchase order are all-inclusive in Nepalese Rupees (NPR). The offered price should include all costs needed to provide the goods in accordance with the Technical Specifications and Conditions of Contract. No additional cost shall be paid apart from the quoted price for goods stated under this Purchase order. Please note that the address of MCA-Nepal Office is East Wing-2nd & 3rd Floor, Lal Durbar Convention Centre Yak & Yeti Complex, Durbar Marg, Kathmandu. Upon acceptance of the goods by MCA-Nepal, Purchaser will then be obligated to pay 100% of the amount of the Purchase 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 VAT Invoice (Submitted invoice should include PAN number of MCA-Nepal);
- ii). A delivery and acceptance note evidencing received of the goods & service; and verified by the contract manager to confirm that that the goods and services were delivered as per the purchase order;
- iii). The Supplier shall produce a written document committing itself to the warranty/guaranty period as stated in the Technical Specification. This written document shall be signed and stamped by the Authorized Representative of the Supplier and shall remain in force for the full period of warranty/guaranty; and
- iv). The Supplier 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)
East Wing-2nd & 3rd Floor, Lal Durbar Convention Centre
Yak & Yeti Complex, Durbar Marg, Kathmandu, Nepal.
Attn: Executive Director
Email:

Bank Details of Supplier:

Name of the Bank:

Branch Address:

Name of the Account:

Account No:

SWIFT Code:

IBAN:

- 9) **Failure to Perform:** The Purchaser may cancel, at any time, this Purchase Order if the Supplier fails to deliver the Goods in strict accordance with the above terms and conditions. The Supplier undertakes that during the Guaranty/warranty period replacement/repair of any defective parts and equipment will be completed within fourteen days of the date of notification of the defect.

Failure to perform in this contract may be the reason for rejection of the quotation/bids in future bidding process.

10) Inspection: The Goods will be inspected at the delivery point (or at the warehouse of the supplier) by the Contract Manager or his representative. After inspection, if the Contract Manager deems any delivery of the Goods to not be in strict accordance with the above terms and conditions and technical specification that non-conformity shall serve as a justifiable ground to cancel this Purchase Order.

**For Millennium Challenge Account Nepal/
MCA-Nepal:**

For the Supplier: [Supplier name]

Signature:

Name: Khadga Bahadur Bisht

Executive Director

Date:

Signature:

Name:

Position:

Date:

Witness:

Witness:

Signature:

Name:

Date:

Signature:

Name:

Date:

Annex 1: Technical Specification

Annex 2: Quotation Submitted by Bidder

Attachment 1

Technical Specifications

(It will be included from Annex 3 to the RFQ)

Attachment 2

Quotation submitted by the Bidder

Attachment 3: MCC's Policy – Corrupt and Fraudulent Practices

The MCC's policy on preventing, detecting and remediating Fraud and Corruption may be found at the following link:

<https://www.mcc.gov/resources/doc/policy-fraud-and-corruption>

Attachment 4: MCC's Policy – Annex to General Provisions

The MCC's policy general provisions can be found at the following link:

<https://www.mcc.gov/resources/doc/annex-of-general-provisions>

Annex 4

Check List for Submission of the Quotation

1. Completely filled and signed Quotation Submission Form
2. Firm/ Company Registration & Business Registration in Similar field.
3. VAT Registration.
4. Latest tax clearance certificate, or time extension document issued by IRO for tax clearance (Applicable to Nepalese Firm/Company only).
5. Catalogue of the proposed product and Warranty letter as mentioned in Technical specification.
6. Bank Details of Bidder (Will be used only for bidder to whom contract will be awarded):

Name of the Bank:

Branch Address:

Name of the Account:

Account No:

SWIFT Code:

IBAN: