



Request for Quotation (RFQ)

Issued on: **31 January 2022**

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 Services for
Disinfection of MCA-Nepal Office
(upon exposure to COVID-19)**

Ref No: **MCA-N/PM/SH/048**



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Request for Quotation Procurement of Services for Disinfection of MCA-Nepal Office
(upon exposure to COVID-19)

**Kathmandu, Nepal
31 January 2022**

Ref: MCA-N/PM/SH/048

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”) and an additional **US\$130 million** from the Government (“GoN Contribution”) for a total of approximately US\$ 630 million. 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. The Compact document can be downloaded at www.mcanp.org.
2. 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 “Services for Disinfection of MCA-Nepal Office Disinfection (upon exposure to COVID-19)” as described in the attached Annex 1.
3. You are required to submit a quotation for the required chemicals and services 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 required chemicals and services in accordance with the Scope of Services and Conditions of Contract/Purchase Order.
4. The quotation shall be valid for sixty (60) days counted from the deadline for submission of quotations stated under **clause 14**.
5. **Delivery of the Goods and services:** The contract period will be for 24 months from dual signature of the contract (Purchase Order). For each required disinfection process a separate Task order will be issued to provide the disinfection

service of MCA-Nepal's office. The Service Provider must complete the assignment within 72 hours after receiving a Task Order.

6. **Payments for each task order** will be made within thirty (30) days after completion of disinfection and its acceptance after verification by the contract manager and receipt of a valid invoice.
7. You are required to submit a quotation **for complete goods and services as mentioned in Annex-1**, otherwise your quotation shall not be considered. One Service Provider shall submit only one quotation.
8. **Clarifications:** MCA-Nepal may issue any additional clarifications or addendum to this RFQ, if required, which will be sent to the prospective bidders (those bidders to whom RFQ was sent) before the submission deadline.
9. 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>). The selection process, as described, will also include eligibility checks at the beginning of evaluation to be considered for further evaluation.
10. Bidders shall submit copies of the following documents¹ with their quotation:
 - a. Firm/Company Registration & Business Registration in Similar field.
 - b. VAT Registration.
11. In evaluating the quotations, the Purchaser/MCA-Nepal 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 shall govern;
 - b. 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 shall govern; and
 - c. If you refuse to accept the correction, your quotation shall be rejected and shall not be considered for future procurement under MCA-Nepal.
12. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for

¹ VAT Registration submission is optional at the time of submission of the quotation, but in any case, it should be submitted before any payment under the contract can be done.

Quotation, and it will not be considered further. The Employer will evaluate and compare only the quotations determined to be substantially responsive.

13. Please submit quotation to email address MCANepalPA@cardno.com cc to procurement@mcnp.org with subject line: "**Quotation for Disinfection MCA-Nepal**".
14. Deadline for submission of quotations is **02 February 2022, at 12:00 hours local time in Kathmandu, Nepal (GMT+5:45)**.
15. MCA-Nepal reserves the right to reject any or all applications or 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. Technical Specifications
2. Quotation Submission Form
3. Purchase Order Sample

Annex 1

Scope of Service

Detailed Cleaning and Disinfection Scope of Services

These procedures are intended to be used whenever one or more individuals have a confirmed case of COVID-19 who have visited office space.

1. The service provider performing the cleaning and disinfection shall:
 - Use only approved and appropriate as recommended by Government of Nepal or service provider has to suggest appropriate chemicals/disinfectants for disinfecting
 - Use cleaning agents or detergents appropriate for office furnishings and surfaces.
2. The service provider shall submit the proposed list of cleaning items and disinfectants for review prior to use.
3. The service provider shall use the cleaning items and disinfectants according to the manufacturer's recommendations.
4. Prior to entering the area, the service provider shall don appropriate personal protective equipment (PPE) required for the specific cleaners and disinfectants used. Service provider may need to wear additional PPE such as safety glasses, depending on how the disinfectant is used. At minimum, the service provider shall wear disposable gloves and disposable suits or gowns.
5. The service provider shall open windows and doors to ensure adequate ventilation throughout the cleaning and disinfection period.
6. The service provider shall disinfect the areas as advised by the designated staff by spraying the disinfectant and wiping solid surfaces like handrails, doorknobs, light switches, elevator buttons, bathroom sinks, kitchen countertops, etc.
7. The service provider shall also clean/disinfect all high contact porous surfaces such as carpets, and partitions
8. The service provider shall let all disinfectants remain on surfaces until air dry.
9. When cleaning and disinfecting of the area is complete, the service provider shall remove and dispose of gloves, gowns (suits) and other PPE being careful not to contaminate the wearer or office surfaces. All used PPE and cleaning materials shall be disposed of in a sealed, plastic, disposal bag.
10. Total floor area = 14,589 square feet (for quoting the price)

Annex 2

Quotation Submission Form – Schedule of Requirements

Procurement of Services for Disinfection of MCA-Nepal Office (upon exposure to COVID19) (MCA-N/PAP/SH/048)

S.N.	Description of Goods/Services	Unit	Qty	*Rate in Nepalese Rupees (NPR)		Total Amount – In Figure (NPR)
				In Figure	In words	
1	Services for Disinfection of MCA-Nepal Office (upon exposure to COVID-19) with required chemicals. *The rate quoted is for 1 time disinfection for the whole office area which is 14,589 square feet to provide the services as described in Annex 1 Scope of Service	Nos. /times	10			
					TOTAL	
					VAT @ 13%	
					GRAND TOTAL	

- We accept all the instructions and terms and conditions mentioned in the Request for Quotation (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 grand total includes all cost needed to provide the required chemicals and services as per the requirement in the Request for Quotation, including delivery of the services as instructed in RFQ and Task Order during contract period as stated in Purchase Order.
- Our Quotation is valid for **60** days from the last date of Quotation Submission.

- We will use chemical for disinfection as mentioned in Scope of Service and as per Government of Nepal's norms.

Signature: _____

Name of the Person signing the Quotation: _____

Name of the Firm: _____

Position of the signatory in the Organization: _____

Address: _____

Date: _____

Email id: _____

Phone/mobile: _____

Annex 3 Sample Purchase Order

Procurement of Services for Disinfection of MCA-Nepal Office (upon exposure to COVID-19)	
Project	Contract/PO No
Program Administration	MCA-N/PAP/SH/048

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

Your quotation reference procurement dated XX XXXX XXXX is hereby accepted, and you are required to provide the Services as detailed below:

SPECIFIC TERMS OF THIS PURCHASE ORDER:

1) You are required to supply the Services (chemical and goods) as detailed below:

PURCHASE ORDER N°:		Date: XX February 2022			
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) PAN: 201253803		Procurement of Services for Disinfection of MCA-Nepal Office (upon exposure to COVID-19)			
Supplier/Service Provider: [Supplier Name and Address]					
Address: <i>[Supplier Name and Address]</i> Email Address: Contact Name:		Tel: Cell No:		Fax:	VAT No:
ORDER					
Item Number	Description	Unit	Quantity	Unit Rate *	Total price (NPR)
1	Services for Disinfection of MCA-Nepal Office (upon exposure to COVID-19) with required chemical *The unit rate quoted is for 1 time disinfection for the whole office area which is 14,589 square feet	Nos./times	10		
TOTAL AMOUNT WITHOUT VAT					
VAT @ 13%					
TOTAL AMOUNT WITH VAT					

- 2) **Contract Sum:** *[Insert Amount in words and numbers.]* including local taxes and VAT. The offered price should include all costs required for the full provision of the Services to MCA –Nepal at 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) **Contract Period:** The contract period will be for **24 months** from dual signature of contract (Purchase Order). The date of the last signature on the Purchase Order will be the Start Date of the Purchase Order. The contract may be extended for additional years upon satisfactory performance of service provider and acceptance of MCA-Nepal of a quotation for the extended services.
- 5) **Task Orders** and Delivery time: For each required disinfection service of the MCA-Nepal office, a separate task order will be issued. The Service Provider must complete the assignment within 72 hours after receiving the Task Order.
- 6) **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)

Yak and Yeti Hotel Convention Center,

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 Service Provider, without amending this contract.

7) **Payment Conditions:**

Prices mentioned in this purchase order are in Nepalese Rupees (NPR) which includes all costs needed to provide the required chemicals and services in accordance with the Scope of Services and Conditions of Contract.

Upon acceptance of the required chemicals and service by MCA-Nepal, the Purchaser will then be obligated to pay 100% of the amount of each 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 (Submitted invoice should include PAN number of MCA-Nepal);
- ii). A delivery and acceptance note evidencing the provision of the services and verified by the contract manager to confirm that that the services were provided as per the purchase order;
- iii). 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 Tax Clearance Certificate (or Tax Extension Letter) should be submitted within 3 months after the closing of each Fiscal Year by the service provider. If MCA-Nepal does not receive it within this period, MCA-Nepal may withhold any remaining payments.

The Invoice(s) must be submitted to the following address:

Millennium Challenge Account Nepal (MCA-Nepal)
Yak and Yeti Hotel Complex, Durbar Marg
Kathmandu, Nepal.
Attn: Executive Director
Email: Khadga.Bisht@mcanp.org

Bank Details of Service Provider:

Name of the Bank:

Branch Address:

Name of the Account:

Account No:

- 8) Failure to Perform:** The Purchaser may cancel, at any time, this Purchase Order if the Service Provider fails to provide 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.
- 9) Inspection:** The chemicals and services will be inspected at the delivery point by the Contract Manager or his representative. After inspection, if the Contract Manager deems any delivery of the chemicals and services as per the scope of services to not be in strict accordance with the above terms and conditions, 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 and
address]**

Signature:

Name: Khadga Bahadur Bisht

Executive Director

Date:

Signature:

Name:

.....

Date:

Witness:

Witness:

Signature:

Name:

Date:

Signature:

Name:

Date:

Attachment 1: 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 2: 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>