

Request for Quotations for



Design and Printing Services for Millennium Challenge Account Nepal Development Board (MCA-Nepal)

Ref: MCA-N/PM/SH/051

02 June 2022

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 Development Board** (“MCA Entity” or the “Purchaser”), 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 at <https://mcanp.org/>.

1. MCA-Nepal now invites Service Providers to submit a quotation for Design and Printing Services for Millennium Challenge Account Nepal Development Board (MCA-Nepal). Service Providers can submit a quotation for different types of design and printing services as described in Annexes 1 and 2.
2. This invitation is open to all eligible companies and is being issued to solicit qualified Service Providers to be on a standby basis, to provide the required Services against specific Task Orders.
3. MCA-Nepal will establish a roster of potential Service Providers who will be awarded an Indefinite Delivery Indefinite Quantity (IDIQ) contract, **valid for 5 years which includes a Base Period of 2 years with an option to extend the contract for three more years (Option Periods)**. Exercising the Option Periods is at the sole discretion of MCA-Nepal, subject to funds availability and acceptance of proposed rates.
4. These contracts will give MCA-Nepal access to a pool of “pre-qualified” Service Providers from which the Services can be obtained at short notice and be competitively selected through Task Orders.
5. Bidders shall submit with their Quotations copies of the following documents (administrative requirement):
 - a. Firm/ Company Registration certificate (in Similar field)
 - b. VAT Registration certificate

- c. Tax Clearance Certificate up to the last Fiscal Year (2077-78)
6. Qualifications of the Service Provider:
 - a. Demonstrated experience of 2 years or more in designing and printing communication materials.
 - b. Review of Digital Samples (minimum of five items listed in the terms of reference) provided by the Service Provider against technical requirements/quality of products to be reviewed on a Pass/Fail basis during evaluation of quotations.
7. 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>). MCA-Nepal will select the 5 (five) lowest responsive bidders based on the total price of a full order for the 29 items in the terms of reference. An Indefinite Delivery Indefinite Quantity (IDIQ) contract to be implemented via task orders will be signed with the 5 lowest responsive bidders; tasks orders will be issued as and when required.

During the evaluation compliance check against the technical specifications, the five lowest bidders may be requested to provide the samples of similar items in hard copies. If a bidder is not able to provide the samples within the requested timeframe, the quotation may be considered as non-responsive.
8. Scope: The MCA-Nepal intends to use the Design and Printing Service Provider services for several types of design and printing requirements of various goods and services as mentioned in Annex 1 Quotation Submission Form and in Annex 2 Terms of Reference.
9. After signing the IDIQ Agreement, MCA-Nepal will issue a Task Order(s) to the specific Service Provider based on (i) lowest total prices of all items to be purchased/printed at the time of requirement which will be requested via Task Order and (ii) compliance with required delivery time.
10. Task Orders: After the roster of Service Providers is established, individual Task Orders will be issued for specific services. Instructions to provide these services shall be made by Task Orders issued by MCA-Nepal through its Contract Manager. There are no minimum or maximum guaranteed number of Task Orders to be issued under any IDIQ.

11. Payment Conditions:

Upon acceptance of the goods/services received by MCA-Nepal, MCA-Nepal 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 VAT Invoice;
- ii). Acceptance memo/note of services received (Goods Received Note, if applicable) and verified and approved by the Contract Manager to confirm that that the issued Task Order has been implemented as per the Contract.

12. Prospective Service Providers are advised to seek clarifications to this Request for Quotations (RFQ) by email to MCANepalPA@cardno.com by **5:00 PM (Nepal time) on 8 June 2022**. The MCA Entity may not respond to any clarifications submitted after this date and time. All request for clarifications shall be official and in writing.
13. Quotation including other required documents shall be submitted electronically via the Dropbox Link provided below, by **16 June 2022**, 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: "Company Name_ Design and Printing Services" (Dropbox link) for **submission of quotations**:

<https://www.dropbox.com/request/GzVnv6x0QpuNmmKhRKYA>

Instruction for uploading your submission:

- Click on this link or 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 E-mail address**
- Click **Upload**

Done

15. Please note that the provided Dropbox link will expire on deadline for submission, consequently no late quotations will be received.

Yours sincerely,
For MCA-Nepal:

.....
Khadga Bahadur Bisht
Executive Director

Annex 1 - Quotation Submission Form

Design and Printing Services for Millennium Challenge Account Nepal Development Board (MCA-Nepal) MCA-N/PM/SH/051

Bidder: _____

The quantities in the below table represent the minimum lot size to be ordered in a single task order.

Item #	Goods/ Services	Specification Requirements <u>Specification of various items production</u> <u>(Design/Layout/Printing)</u>	Unit	Quantity	Unit Rate without VAT (in NPR)	Total Price (without VAT in NPR)
1.	Folders	Paper: 300 gsm Art board Paper Size: Slightly larger than A4 Spine: 1 cm Print: Front and Back side Color: Multicolor Lamination: Matte/both side Inside Pocket: 6" both side with die cut	Copy	1000		
2.	Folders	Paper: 300 gsm Art board Paper Size: Slightly larger than A4 Spine: 1 cm Print: Front and Back side Color: Multicolor Lamination: Matte/both side Inside Pocket: 6" both side with die cut	Copy	500		
3.	Folders	Paper: 300 gsm Art board Paper Size: Slightly larger than A4 Spine: 1 cm Print: Front and Back side Color: Multicolor Lamination: Matte/both side Inside Pocket: 6" both side with die cut	Copy	100		
4.	Notebooks Type 1	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination	Copy	1000		

Item #	Goods/ Services	Specification Requirements <u>Specification of various items production (Design/Layout/Printing)</u>	Unit	Quantity	Unit Rate without VAT (in NPR)	Total Price (without VAT in NPR)
		Inside Paper: 80 gsm ink-proof paper /WF. /Single color / Tearable page Page: 50 leaves Size: A5 Binding: Spiral				
5.	Notebooks Type 1	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination Inside Paper: 80 gsm ink-proof paper /WF. /Single color / Tearable page Page: 50 leaves Size: A5 Binding: Spiral	Copy	500		
6.	Notebooks Type 2	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper /WF. /Single color/ Tearable page Page: 100 leaves Size: A4 Binding: Spiral	Copy	1000		
7.	Notebooks Type 2	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper /WF. /Single color/ Tearable page Page: 100 leaves Size: A4 Binding: Spiral	Copy	500		
8.	Notebooks Type 3	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper /WF. /Single color/ Tearable page	Copy	1000		

Item #	Goods/ Services	Specification Requirements <u>Specification of various items production</u> <u>(Design/Layout/Printing)</u>	Unit	Quantity	Unit Rate without VAT (in NPR)	Total Price (without VAT in NPR)
		Page: 25 leaves Size: A5 Binding: Spiral				
9.	Notebooks Type 3	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper /WF. /Single color/ Tearable page Page: 25 leaves Size: A5 Binding: Spiral	Copy	500		
10.	Notebooks Type 4	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper/ WF. /Single color/ Tearable page Page: 25 leaves Size: A4 Binding: Spiral	Copy	1000		
11.	Notebooks Type 4	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper/ WF. /Single color/ Tearable page Page: 25 leaves Size: A4 Binding: Spiral	Copy	500		
12.	Notebooks Type 4 (Pocket Notebooks)	Cover Paper: 300 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper/ WF. /Single color/ Tearable page Page: 50 leaves	Copy	1000		

Item #	Goods/ Services	Specification Requirements <u>Specification of various items production</u> <u>(Design/Layout/Printing)</u>	Unit	Quantity	Unit Rate without VAT (in NPR)	Total Price (without VAT in NPR)
		Size: 3" X 5" Binding: Top Spiral				
13.	Notebooks Type 4 (Pocket Notebooks)	Cover Paper: 300 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper/ WF. /Single color/ Tearable page Page: 50 leaves Size: 3" X 5" Binding: Top Spiral	Copy	500		
14.	Visiting Cards;	Paper: 300 gsm needle point paper both side multicolor print	Copy	100		
15.	Visiting Cards;	Paper: 300 gsm needle point paper both side multicolor print	Copy	200		
16.	ID Cards (Digital);	Materials: Plastic Matte Lamination Print: Both side Screen print	Copy	1		
17.	Brochures	Paper: 150 gsm Art paper both side multicolor print Size: 20x30/4 (3 fold), A4 (3 fold)	Copy	1000		
18.	Flyers	Paper: 150gsm Art paper both side multicolor print Size: A4, A5	Copy	1000		
19.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 12x18	Copy	1000		
20.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 15x20	Copy	1000		
21.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 18x24	Copy	1000		
22.	Posters	Paper: 150gsm Art paper single side multicolor print	Copy	500		

Item #	Goods/ Services	Specification Requirements <u>Specification of various items production</u> <u>(Design/Layout/Printing)</u>	Unit	Quantity	Unit Rate without VAT (in NPR)	Total Price (without VAT in NPR)
		Size: 12x18				
23.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 15x20	Copy	500		
24.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 18x24	Copy	500		
25.	Reports	Cover Paper: 300gsm art board paper multicolor print with matte lamination Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color Page: 30 – 40 pages Binding: Center staple/ perfect Size: A4	Copy	1000		
26.	Reports	Cover Paper: 300gsm art board paper multicolor print with matte lamination Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color Page: 30 – 40 pages Binding: Center staple/ perfect Size: A4	Copy	500		
27.	Booklets	Size: A4/A5 Cover Paper: 300gsm art board paper multicolor print with matte lamination Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color Page: 20 – 24 pages Binding: Center staple/ perfect	Copy	1000		

Item #	Goods/ Services	Specification Requirements Specification of various items production (Design/Layout/Printing)	Unit	Quantity	Unit Rate without VAT (in NPR)	Total Price (without VAT in NPR)
28.	Banners	Material: Glass flex High Quality print	Sq. Feet	1		
29.	Standeeds.	High Quality standee Rollup standee	Sq. Feet	1		
		Total				
		VAT				
		Total with VAT				

Above quoted rates are exclusive of VAT. VAT will be added in the total amount in the task order. We agree that MCA-Nepal will calculate the total amount based the rate and quantity of items required for each requirement in an individual task order.

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 60 days from the date of Submission Deadline.

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: Terms of Reference

Entity:	Millennium Challenge Account Nepal (MCA-Nepal)
Required Number:	One
Required Service:	Design and Print of publications
Division:	Communications
Report to:	Communications Specialist
Types:	Services
Duration:	5 years with a Base Period of 2 years and three option periods of one year each.

1. Background

In September of 2017, the Millennium Challenge Corporation (MCC) signed a \$500 million Compact with the Government of Nepal. The MCC Nepal Compact aims to increase the availability and reliability of electricity and facilitate power trade between Nepal and the region with two infrastructure projects.

The Electricity Transmission Project, a National Pride Project, will build around 315 km of 400 kV electricity transmission lines and three substations, and provide technical assistance for the power sector in Nepal. The 315 km of transmission line will pass through 30 municipalities in 10 districts. 856 towers will be installed to support the transmission lines. The locations for the three substations are in Ratmate, Damauli and New Butwal. The Road Maintenance Project aims to enhance current practices in the maintenance of up to 305 km of Nepal's strategic roads network and will provide technical assistance to the Department of Roads (DoR) and Roads Board Nepal. Maintenance interventions will include pavement improvement techniques and include safety enhancement features.

MCA-Nepal, the implementing agency of the agreement, is in need to design and print various communications materials for its internal and external communications. Following paragraphs detail the scope of work and other requirements for the engagement of the services related to design and print of communication materials.

2. Objective

The primary objective covered under this scope of services is to design and print communication materials on a need basis.

3. Scope of Services

The selected Service Provider(s) will be required to design and print following communication materials as and when required based on task orders issued by MCA-Nepal:

- (a) Folders;
- (b) Notebooks;
- (c) Visiting Cards;
- (d) ID Cards (Digital);

- (e) Brochures/Flyers;
- (f) Posters;
- (g) Reports;
- (h) Booklets
- (i) Banners;
- (j) Standees.

4. Specification of various items production (Design/Layout/Printing)

1. Folders

Paper: 300 gsm Art board Paper
Size: Slightly larger than A4
Spine: 1 cm
Print: Front and Back side
Color: Multicolor
Lamination: Matte/both side
Copy: 1000
Inside Pocket: 6" both side with die cut

2. Notebooks

Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination
Inside Paper: 80 gsm ink-proof paper /WF. /Single color / Tearable page
Page: 50 leaves
Size: A5
Copy: 1000
Binding: Spiral

3. Notebooks

Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination
Inside Paper: 80gsm/ink-proof paper /WF. /Single color/ Tearable page
Page: 100 leaves
Size: A4
Copy: 1000
Binding: Spiral

4. Notebooks

Cover Paper: 150 gsm art paper multicolor print with matte lamination
Inside Paper: 80gsm/ ink-proof paper /WF. /Single color/ Tearable page
Page: 25 leaves
Size: A5
Copy: 1000
Binding: Spiral

5. Notebooks

Cover Paper: 150 gsm art paper multicolor print with matte lamination

Inside Paper: 80gsm/ ink-proof paper/ WF. /Single color/ Tearable page
Page: 25 leaves
Size: A4
Copy: 1000
Binding: Spiral

6. Pocket Notebooks

Cover Paper: 300 gsm art paper multicolor print with matte lamination
Inside Paper: 80gsm/ink-proof paper/ WF. /Single color/ Tearable page
Page: 50 leaves
Size: 3" X 5"
Copy: 1000
Binding: Top Spiral

7. Visiting Cards

Paper: 300 gsm needle point paper both side multicolor print
Copy: 66 individual X 200 copies

8. ID cards

Materials: Plastic Matte Lamination
Print: Both side Screen print
Copy: 70 copies maximum

9. Brochures

Paper: 150 gsm Art paper both side multicolor print
Size: 20x30/4 (3 fold), A4 (3 fold)
Copy: 1000

10. Flyers

Paper: 150gsm Art paper both side multicolor print
Size: A4, A5
Copy: 1000

11. Posters

Paper: 150gsm Art paper single side multicolor print
Size: 12x18, 15x20, 18x24
Copy: 1000

12. Reports

Size: A4/A5
Cover Paper: 300gsm art board paper multicolor print with matte lamination
Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color
Page: 30 – 40 pages
Binding: Center staple/ perfect
Copy: 1000

13. Booklets

Size: A4/A5

Cover Paper: 300gsm art board paper multicolor print with matte lamination

Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color

Page: 20 – 24 pages

Binding: Center staple/ perfect

Copy: 1000

14. Banners

Material: Glass flex High Quality print

Size: 4' X 6'

15. Standees

High Quality x standee

Rollup standee

5. Qualification and Evaluation Criteria

- a. Demonstrated experience of 2 years or more in designing and printing communication materials.
- b. Review of Digital Samples (minimum of five items listed in the terms of reference) provided by the Service Provider against technical requirements/quality of products to be reviewed on a Pass/Fail basis during evaluation of quotations.

6. Duration of Services

The assignment is expected to start by third quarter of 2022 and the service contract will be awarded for a period of two years from the starting date as base period and with 3 options periods of one year each for extension.

7. Schedule of Payments

The payment will be made after approval of the corresponding deliverable and submission of a valid invoice.

8. Support and Facilities to be Provided by MCA-Nepal

MCA-Nepal will provide preliminary rough design and content of communication materials to be produced.

Annex 3: Checklist for Submission

1. Filled and Signed **Annex 1 - Quotation Submission Form – OFFER**
2. Firm/ Company Registration certificate (in Similar field) (as per clause 6(a) - RFQ)
3. VAT Registration certificate (as per clause XX(b) - RFQ)
4. Tax Clearance Certificate up to the last Fiscal Year (2077-78) (as per clause 6(c) - RFQ)
5. Demonstrated experience 2 years or more in designing and printing communication materials. (as per clause 7(a) - RFQ)
6. Samples of minimum of five items listed in the terms of reference; (as per clause 7 (b) RFQ)
7. Bank Details of Service Provider:

Bank Details of Service Provider:

Name of the Bank:

Branch Address:

Name of the Account:

Account No:

Annex 4: Purchase Order/ Contract Form



MILLENNIUM CHALLENGE ACCOUNT NEPAL DEVELOPMENT BOARD (MCA-NEPAL)

INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) CONTRACT

Procurement Reference: MCA-N/PM/SH/051 Contract: IDIQ: Design and Printing Services for Millennium Challenge Account Nepal (MCA-Nepal)		
Project	RFQ No.	Contract/PO No
Project Management	MCA-N/PM/SH/051	MCA-N/PM/SH/051
Purchaser:	Millennium Challenge Account Nepal (MCA-Nepal) PAN: 201253803	
Service Provider and address and contact details:		
VAT/PAN No of Service Provider	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	

Date: _____

To:
(Service Provider),.

Your quotation reference MCA-N/PM/SH/0XX submitted under the referenced quotation dated XXXX is hereby accepted. The agreed rates for different types of services are provided under Annex 1 of this contract/purchase order. MCA-Nepal as and when needed, will issue a Task Order for any of the Services to be fulfilled at the rates as detailed in this Contract.

Specific Terms of this Purchase Order:

- 1) **Contract Sum:** The total amount for each service required will be calculated in each task order which will be prepared based on the rates agreed in this contract.
- 2) 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>

- 3) **Completion Period:** The total contract duration is for 5 years which will consist of a Base Period of 2 years duration and 3 Option Periods of one year each. The Option Periods may be exercised by MCA-Nepal by notifying the Service Provider 30 days before the expiration of the previous Period. Exercising the Option Periods is at the sole discretion of MCA-Nepal, subject to funds availability and successful negotiation/acceptance of proposed rates.
- 4) **Issuance of Task Order:** MCA-Nepal will issue the Task Order(s) to the specific Service Provider based on (i) lowest total prices of all items to be purchased/printed at the time of requirement which will be requested via one Task Order and (ii) compliance with required delivery time (Sample task order - Annex 02).
- 5) The Service Provider shall respond to MCA-Nepal's requests for services within short notice
- 6) **Task Orders:** Individual Task Orders will be issued for specific services. Instructions to provide these services shall be made by Task Orders issued by MCA-Nepal through its Contract Manager. There are no minimum or maximum guarantees for any number of Task Orders to be issued under this IDIQ Contract. The Service Provider will fulfill the requirements stated under Task Order/s.
- 7) The Service Provider will provide the requested services as per the delivery time stated in the Task Order.
- 8) Failing to timely provide the requested services after issuance of a Task Order for two times may be a reason for termination of this IDIQ Agreement.
- 9) For the purpose of management of this contract from the purchaser's side, the Contract Manager is:

Name: To be named

Position: Communication Specialist

Millennium Challenge Account Nepal (MCA-Nepal)

Yak and Yeti Hotel Convention Center,

Durbar Marg,

Kathmandu, Nepal.

Email:

Point of contact on Behalf of Service Provider will be:

Name:

Position:

Firm:

Email:

MCA-Nepal may replace the Contract Manager by sending a written notification to the Service Provider, without amending this contract. After signing this Contract, the Service Provider should course all communications related to contract implementation through the Contract Manager.

- 10) The Design for the materials to be printed shall be as agreed between the Service Provider's Contact Person and MCA-Nepal Contract Manager.

11) Payment Conditions:

Upon acceptance of the goods/services received, MCA-Nepal 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;
- (ii) Acceptance memo/note of services received, verified, and approved by the Contract Manager to confirm that that the issued Task Order has been implemented as per the contract.
- (iii) The service provider may be requested to provide tax clearance certificate of the previous Fiscal Year of invoicing.
- (iv) The Service Provider shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.

12) Bank details:

BENEFICIARY NAME & DETAILS:

Bank Name :
Branch :
Bank Address :
Account Name :
Account No :

For Millennium Challenge Account Nepal:

For Service Provider:

Name: Mr. Khadga Bahadur Bisht

Name:

Signature:

Signature:

Name:

Name

Date:

Date:

Witness:

Witness

Signature:

Signature:

Name:

Name:

Date:

Date:

Annex 1 of Purchase Order

Design and Printing Services for Millennium Challenge Account Nepal Development Board (MCA-Nepal)

MCA-N/PM/SH/051

Unit Rates

Item #	Goods/ Services	<u>Specification Requirements</u> <u>Specification of various items production</u> <u>(Design/Layout/Printing)</u>	Unit	Quantity	Unit Rate without VAT (in NPR)
1.	Folders	Paper: 300 gsm Art board Paper Size: Slightly larger than A4 Spine: 1 cm Print: Front and Back side Color: Multicolor Lamination: Matte/both side Inside Pocket: 6" both side with die cut	Copy	1000	
2.	Folders	Paper: 300 gsm Art board Paper Size: Slightly larger than A4 Spine: 1 cm Print: Front and Back side Color: Multicolor Lamination: Matte/both side Inside Pocket: 6" both side with die cut	Copy	500	
3.	Folders	Paper: 300 gsm Art board Paper Size: Slightly larger than A4 Spine: 1 cm Print: Front and Back side Color: Multicolor Lamination: Matte/both side Inside Pocket: 6" both side with die cut	Copy	100	
4.	Notebooks Type 1	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination Inside Paper: 80 gsm ink-proof paper /WF. /Single color / Tearable page Page: 50 leaves Size: A5 Binding: Spiral	Copy	1000	
5.	Notebooks Type 1	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination Inside Paper: 80 gsm ink-proof paper /WF. /Single color / Tearable page Page: 50 leaves Size: A5	Copy	500	

Item #	Goods/ Services	Specification Requirements Specification of various items production (Design/Layout/Printing)	Unit	Quantity	Unit Rate without VAT (in NPR)
		Binding: Spiral			
6.	Notebooks Type 2	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper /WF. /Single color/ Tearable page Page: 100 leaves Size: A4 Binding: Spiral	Copy	1000	
7.	Notebooks Type 2	Cover Paper: 300 gsm Art board Paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper /WF. /Single color/ Tearable page Page: 100 leaves Size: A4 Binding: Spiral	Copy	500	
8.	Notebooks Type 3	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper /WF. /Single color/ Tearable page Page: 25 leaves Size: A5 Binding: Spiral	Copy	1000	
9.	Notebooks Type 3	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper /WF. /Single color/ Tearable page Page: 25 leaves Size: A5 Binding: Spiral	Copy	500	
10.	Notebooks Type 4	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper/ WF. /Single color/ Tearable page Page: 25 leaves Size: A4 Binding: Spiral	Copy	1000	

Item #	Goods/ Services	Specification Requirements Specification of various items production (Design/Layout/Printing)	Unit	Quantity	Unit Rate without VAT (in NPR)
11.	Notebooks Type 4	Cover Paper: 150 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ ink-proof paper/ WF. /Single color/ Tearable page Page: 25 leaves Size: A4 Binding: Spiral	Copy	500	
12.	Notebooks Type 4 (Pocket Notebooks)	Cover Paper: 300 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper/ WF. /Single color/ Tearable page Page: 50 leaves Size: 3" X 5" Binding: Top Spiral	Copy	1000	
13.	Notebooks Type 4 (Pocket Notebooks)	Cover Paper: 300 gsm art paper multicolor print with matte lamination Inside Paper: 80gsm/ink-proof paper/ WF. /Single color/ Tearable page Page: 50 leaves Size: 3" X 5" Binding: Top Spiral	Copy	500	
14.	Visiting Cards;	Paper: 300 gsm needle point paper both side multicolor print	Copy	100	
15.	Visiting Cards;	Paper: 300 gsm needle point paper both side multicolor print	Copy	200	
16.	ID Cards (Digital);	Materials: Plastic Matte Lamination Print: Both side Screen print	Copy	1	
17.	Brochures	Paper: 150 gsm Art paper both side multicolor print Size: 20x30/4 (3 fold), A4 (3 fold)	Copy	1000	
18.	Flyers	Paper: 150gsm Art paper both side multicolor print Size: A4, A5	Copy	1000	
19.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 12x18	Copy	1000	
20.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 15x20	Copy	1000	

Item #	Goods/ Services	Specification Requirements Specification of various items production (Design/Layout/Printing)	Unit	Quantity	Unit Rate without VAT (in NPR)
21.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 18x24	Copy	1000	
22.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 12x18	Copy	500	
23.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 15x20	Copy	500	
24.	Posters	Paper: 150gsm Art paper single side multicolor print Size: 18x24	Copy	500	
25.	Reports	Cover Paper: 300gsm art board paper multicolor print with matte lamination Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color Page: 30 – 40 pages Binding: Center staple/ perfect Size: A4	Copy	1000	
26.	Reports	Cover Paper: 300gsm art board paper multicolor print with matte lamination Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color Page: 30 – 40 pages Binding: Center staple/ perfect Size: A4	Copy	500	
27.	Booklets	Size: A4/A5 Cover Paper: 300gsm art board paper multicolor print with matte lamination Inside Paper: 150gsm art paper/ 80gsm/100gsm WF paper, multicolor/single color Page: 20 – 24 pages Binding: Center staple/ perfect	Copy	1000	

Item #	Goods/ Services	Specification Requirements Specification of various items production (Design/Layout/Printing)	Unit	Quantity	Unit Rate without VAT (in NPR)
28.	Banners	Material: Glass flex High Quality print	Sq. Feet	1	
29.	Standees.	High Quality standee Rollup standee	Sq. Feet	1	

Annex 2 of Purchase Order



MILLENNIUM CHALLENGE ACCOUNT NEPAL DEVELOPMENT BOARD (MCA-NEPAL)

SAMPLE TASK ORDER No: XXX

Date of Task Order:

IDIQ #	Design and Printing Services for Millennium Challenge Account Nepal Development Board (MCA-Nepal)	Contract Ref:
	(Please provide the name of Service Provider here)	

Please proceed with the provision of design and printing services detailed in this Task Order and in accordance with the Conditions of the IDIQ Contract and the instructions given below (use additional pages if needed):

Expected date of completion:

No	Description	Qty	Unit Rate (NPR)	Total
1.				
2.				
3.				
4.				
.....				
	Sub Total			
	VAT			
	Total			

Total Task Order Value:

**Nepalese Rupees
(NPR)**

Attachment #1:

Attachment #2 :

Signatures

For MCA-Nepal:	For Service Provider:
Contract Manager/Sector Manager (XXXXXXXX)	Contact Person ()

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>