



Request for Quotation (RFQ)

Issued on: **6 September 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 Office Cleaning and  
Supplemental Services**

**\*\*\*\*\***

Ref No: **MCA-N/PM/SH/056**



## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

### Request for Quotation for Procurement of Office Cleaning and Supplemental Services

**Kathmandu, Nepal  
6 September 2022**

**Ref: MCA-N/PM/SH/056**

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](http://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 “Office Cleaning and Supplemental Services” as described in **Annex 1**.
3. Any individual with the required qualifications is invited to submit a quotation for the required services as stipulated in the annexes to this Request for Quotations (RFQ). **Prices shall be quoted in Nepalese Rupees (NPR)**. The offered price should include all costs 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 13**.
5. **Delivery of services:** The contract period will be for **60 months** from dual signature of the contract (Purchase Order).

6. Individuals are required to submit a quotation **for complete services as mentioned in Annex 1**, otherwise your quotation shall not be considered. One Individual shall submit only one quotation.
7. **Clarifications:** Prospective Individual Service Providers are advised to seek clarifications to this Request for Quotation (RFQ) by email to MCANepalPA@dt-global.com by **5:00 PM (Nepal time) on 12 September 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.
8. Qualifications of the Individual Service Provider:
  - a) An individual should have at least 3 years of similar experience working in offices or other similar organizations or business firm as Office Cleaner. Letter of experience in previous employment shall be submitted.
  - b) The individual should be able to read and write in Nepali. A CV shall be submitted as per template provided in Annex 3.
  - c) To pass an interview with members of MCA-Nepal staff.
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 and fulfillment of qualification and experience at the beginning of evaluation to be considered for further evaluation.
10. During the evaluation process the Bid Review Panel (BRP) will carry out arithmetic calculation/correction for only those bids who have quoted for complete services. Comparison of quotations will be carried out excluding VAT. The BRP will evaluate the Individual Service Providers qualifications and suitability for the position in the manner described in Section B and C of Annex 1 Scope of Services. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions and requirements of the RFQ. A non-responsive quotation shall not be considered for recommendation of award.
11. A price reasonableness assessment will be conducted. The quotation shall be rejected if the price is found to be unreasonable.
12. Please submit the quotation (using the Quotation Submission Form in **Annex 2** along with your CV) to the email address MCANepalPA@dt-global.com CC to neelam.thapa@dt-global.com with subject line: ***"Quotation for Office Cleaning and Supplemental Services"***.
13. Deadline for submission of quotations is **19 September 2022, at 13:00 hours local time in Kathmandu, Nepal (GMT+5:45)**.

14. 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. Scope of Services
2. Quotation Submission Form-Schedule of Requirements
3. CV Suggested Template
4. Sample Contract Form

# **Annex 1**

## **Scope of Services**

### **Office Cleaning and Supplemental Services**

#### **A. Introduction**

The Individual Service Provider is required to work for 19 days a month. Reporting time at work will be between 8:30 am to 5:30 pm on working days at MCA-Nepal Office located at Hotel Yak and Yeti, Lal Durbar Convention Centre, East Wing, 2<sup>nd</sup> and 3<sup>rd</sup> Floor. The individual service provider shall have following duties:

1. Routinely clean office spaces which includes vacuum cleaning, dusting, moping, washing dishes and keeping kitchen area clean and tidy.
2. Adhere to the Cleaning Checklist and maintain a log of cleaning activities performed.
3. During meetings, prepare and serve tea/coffee for guests.
4. Ensure meeting halls are well conditioned in terms of seating arrangement, availability of drinking water, air-conditioning etc. before start of a meeting. After meeting is over, clean and arrange the space and switch off the lights and other electrical equipment.
5. Keep record of the kitchen supplies (such as tea, coffee, paper cups, sugar, water etc.) and timely inform the Front Desk Assistant for replenishment.
6. Maintain greenery within office space appropriately which includes watering, cleaning and tending to the plants.
7. Support in handling simple administrative works such as printing, binding, photocopying etc. as asked by MCA-Nepal staff.
8. Support administrative team in managing large events within or outside MCA-Nepal premises proactively.
9. Remain hospitable and be courteous towards MCA-Nepal staff as well as other visitors.
10. Perform other relevant tasks as assigned by Contract Manager.
11. Maintain highest work integrity and professionalism in the workplace.

#### **B. Qualification and Experience:**

The individual service provider shall be qualified to deliver the intended services as described in Annex 1, and should have qualification and experience as follows:

- a) An individual should have at least 3 years of similar experience working in offices or other organizations such as UN, Embassies etc.
- b) The individual should be able to read and write in Nepali. A CV shall be submitted as per template provided in Annex 4.
- c) To pass an interview with members of MCA-Nepal staff.

### C. Evaluation Criteria:

Both technical capabilities of the individual service provider and the offered financial price to deliver the intended services will be taken into consideration for evaluation of quotations.

#### Evaluation Framework:

##### C.1 Technical Evaluation (Total Score: 100):

Criteria	Weightage
Similar work experience	50%
Interview	50%
Ability to read and write Nepalese language	Pass/Fail
Total obtained Technical score (T)	$50\% \times \text{Similar work Experience} + 50\% \times \text{Interview}$

##### C.2 Financial Evaluation:

The lowest evaluated financial offer will be given maximum score of 100 and financial score (F) of other bidders will be evaluated as

$$\frac{\text{Lowest evaluated financial offer}}{\text{Financial offer of given bidder}} * 100$$

$$\text{C.3 Combined Technical and Financial Evaluation} = T \times 80\% + F \times 20\%$$

**Annex 2**  
**Quotation Submission Form – Schedule of Requirements**  
**Procurement of Office Cleaning and Supplemental Services**

S.N.	Description of Services	Unit	Qty	Monthly Rate in Nepalese Rupees (NPR) In Figure	Total Amount – In Figure (NPR)
1	Office Cleaning and Supplemental Services as outlined in Annex 1 Scope of Service	Per month	60 Months		
<b>TOTAL</b>					
VAT (if applicable)					
Total with VAT					

- I accept all the instructions and terms and conditions mentioned in the Request for Quotation (RFQ and Contract Form). I 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.
- TDS, if applicable as per Nepalese Income Tax Act, will be deducted at the time of payment.
- My Quotation is valid for **60** days from the last date of Quotation Submission.

Signature: \_\_\_\_\_  
Name of the Person signing the Quotation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
**Email id:** \_\_\_\_\_  
Phone/mobile: \_\_\_\_\_

### **Annex 3: CV Suggested Template<sup>1</sup>**

Name [ Insert Full Name]  
Date of Birth [Insert Birth Date]  
Nationality [Insert Nationality]  
Education [Insert Education level]  
Employment Record/Work Experience      Organization      From      To  
[Month, Year]      [Month, Year]

References      In this section, please submit at least 2 references who has knowledge about the past performance of the candidate in similar positions. MCA-Nepal reserves the right to contact the references for information relevant for evaluation purpose.

*Reference 1: Name and Contact Details (email or phone number)*

*Reference 2: Name and Contact Details (email or phone number)*

Certification      I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate in the above-mentioned assignment. I further declare that I am able and willing to work for the period foreseen in the above referenced Request for Quotation.

Signature

Date:

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<sup>1</sup> The Bidder may submit the CV in a different template; however, the content shall be substantially similar to the content in the suggested template



## Annex 4 Sample Contract Form

Procurement of Office Cleaning and Supplemental Services	
Project	Contract
<b>Program Administration</b>	<b>MCA-N/PM/SH/056</b>

To: **[Individual Service Provider Name], [Address]**

Your quotation reference procurement dated XX XXXX 2022 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 “Office Cleaning and Supplemental Services” as detailed below:

<b>Contract No:</b>		<b>Date: XX XXX 2022</b>			
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) <b>PAN: 201253803</b>		Procurement of Office Cleaning and Supplemental Services			
<b>Supplier/Service Provider: [Individual Service Provider Name and Address]</b>					
Address: <b>[Individual Service Provider Name and Address]</b> Address: Contact Name:		Tel: Cell No: Email:			
<b>ORDER</b>					
Item Number	Description	Unit	Quantity	Unit Rate	Total price (NPR)
1	Office Cleaning and Supplemental Services as outlined in Annex 1: Scope of Work	Per month	60		
<b>TOTAL AMOUNT</b>					

- 2) **Contract Sum:** *[Insert Amount in words and numbers.]* including local taxes. 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 **60 months** from dual signature of the contract. The date of the last signature on the Contract will be the Start Date of the Contract. The commencement date for the services shall be not later than 15 days after the Start Date of the Contract.
- 5) **Contract Manager:** For the purpose of management of the contract from the purchaser's side, the Contract Manager is:

Name: XXXXXXXX

Position: XXXXXX

Millennium Challenge Account Nepal (MCA-Nepal)

Yak and Yeti Hotel Convention Center,

Durbar Marg,

Kathmandu, Nepal.

Email: [XXXX@mcanp.org](mailto:XXXX@mcanp.org)

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

6) **Payment Conditions:**

Prices mentioned in this purchase order are in Nepalese Rupees (NPR) which includes all costs needed to provide the required office cleaning and supplemental services in accordance with the Scope of Services and Conditions of Contract. Payments will be done on a monthly basis; upon acceptance of the required services, MCA-Nepal will then be obligated to pay 100% of the due amount within **30 calendar days** of completion or satisfactory performance of the contract and submission of the following:

- i). Original Receipt.
- ii). An acceptance note evidencing the delivery of the services by Individual Service Provider 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;
- iv). TDS, if applicable as per Nepalese Income Tax Act, will be deducted at the time of payment.

Bank Details of Individual Service Provider:

Name of the Bank:

Branch Address:

Name of the Account:

Account No:

- 7) **Failure to Perform:** The MCA-Nepal may cancel, at any time, this Contract if the Individual 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 processes.
- 8) **Inspection:** The Contract Manager or their representative will monitor the performance of the Individual Service Provider for certifying the provision of the services. If the Contract Manager deems any delivery of 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.
- 9) **Termination:** MCA-Nepal may terminate the contract at any time by giving 30 days advance notice, if the service is no longer required or the individual service provider fails to provide the required services.

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

**For the Individual Service Provider:  
[Service Provider's name and address]**

Signature:  
**Name: Khadga Bahadur Bisht**  
Executive Director  
Date:

Signature:  
**Name:**  
.....  
Date:

**Witness:**

**Witness:**

Signature:  
Name:  
Date:

Signature:  
Name:  
Date:

# **Attachment 1**

## **Scope of Services**

(It will be included from Annex 1 to the RFQ)

## **Attachment 2: 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 3: MCC's Policy – Annex of 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>