



Request for Quotations (RFQ)

Issued on: **16 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

**Hotel Services Provider for
Outreach Events in New Delhi,
India, for the Millennium
Challenge Account Nepal (MCA-
Nepal)**

Ref No: **MCA-N/ETP/SH/057**



**Request for Quotation for
Hotel Services Provider for Outreach Events in New
Delhi, India, for the Millennium Challenge Account
Nepal (MCA-Nepal)
Ref: MCA-N/ETP/SH/057**

16 September 2022

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) (“MCC Funding”) 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-Nepal”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Request for Quotations (“RFQ”) is issued.
2. MCA-Nepal now invites the submission of quotations to provide Hotel Services to MCA-Nepal. Hotel Services Providers shall submit a quotation for a two days’ Outreach Event to be held in New Delhi as detailed in point 7 below.
3. The exact number of participants for the outreach event is still not known, and the estimated number of attendees is 35 persons. Therefore, MCA-Nepal is requesting the submission of quotes for 35-persons capacity. (Please refer Annex 1 - quotation submission form.
4. This invitation is open to all eligible Service Providers and is being issued to solicit qualified Hotel Service providers.
5. Bidders shall submit with their Quotations copies of the following documents:
 - a. Articles of incorporation or registration of the Service Provider (Hotel)
 - b. The Hotel service provider should provide the rate for the followings:

Cost for full day:

 1. Workshop Venue to accommodate up to 35 persons: details under Annex 1
 2. Provide rate of Additional items listed under Annex 1 for a full day.
6. The evaluation of Quotations will be based on:
 - a) 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>).

- b) Responsiveness to the requirements of this Request for Quotation.
 - c) MCA-Nepal will award the contract to the lowest responsive bidder.
 - d) Before finalization of award, an MCA-Nepal representative may visit the hotel to ascertain that the Hotel Service Provider can provide the services as required. In case the Hotel Services provider does not satisfies the requirements, MCA-Nepal will reject the quotation and will award the contract to the second lowest responsive bidder and so on.
7. **Scope:** The MCA-Nepal intends to use the Hotel Service Provider services specifically for Hotel Service for two days for the Outreach Event with an expected attendance of 35 persons. The intended dates for the Outreach event are 1st and 2nd of November 2022.
8. **The venue** shall meet a satisfactory quality in the following terms:
- a) Located in a business/commercial area with good access from main street
 - b) Enough space for comfortable workshop and presentation
 - c) Good illumination
 - d) Clean workshop space
 - e) Comfortable table, chairs and seating arrangement
 - f) Proper Air Conditioning
 - g) Appropriate ambiance
 - h) Appropriate parking facility.
 - i) Video Conference Facility
 - j) Sound System
 - k) Internet with enough band width for Video Conference
9. **Payment Conditions:**
- Upon acceptance of the goods/services received 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 Invoice; and
 - ii). Acceptance memo/note of services received and verified by the contract manager to confirm that that the issued Purchase Order has been implemented as per the contract.
10. Prospective Bidders (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 21 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.
11. Quotation including other required documents (using the Quotation Submission Form in Annex 1) shall be submitted electronically to the email address MCANepalPA@dt-global.com copy to ram.regmi@dt-global.com with subject line: "**Quotation for Hotel**

Services in New Delhi” by 26 September 2022, at 15:00 hours local Nepal time (GMT+5.45). No public opening of proposals is required.

12. Please note that late quotations will not be accepted.
13. 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.

Millennium Challenge Account - Nepal
Hotel Yak & Yeti Convention Center, second floor, Durbar Marg
Kathmandu, Nepal.
Attention: Procurement Agent
Email: MCANepalPA@dt-global.com
Subject: Hotel Service MCA-Nepal in Delhi

Yours sincerely,

For MCA-Nepal:

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Khadga Bahadur Bisht
Executive Director

Annex 1 - Quotation Submission Form - OFFER

Item (a)	Particulars (b)	Days (c)	Participants (d)	Rate in USD (e)	Total (in USD) (f)=(c)x(d)x(e)
1	<p>Workshop Venue and Cost: One Event - the hotel should provide the venue, one time buffet meal (Lunch) and tea/coffee with cookies and snacks for two - times; also, should include multimedia projector, sound system including microphones for speaker and two additional speakers for questions and answers, video conferencing system with required accessories and internet with enough bandwidth for video conferencing as per the requirements of the RFQ. Expected number of attendees: 35 Persons. The workshop will start from 9:00 AM onwards.</p>	2	35		
2	Other Costs, as applicable				
3	Taxes (If applicable)				
4	Total Quotation				

The rate for one/each mentioned above will be multiplied by the requirements, while issuing the Purchase Order.

The total will be calculated based on the unit rates and quantity of services/items required for the Outreach event.

In case the bidder has quoted the price other than the USD, the quotation will be evaluated with an exchange rate of quotation submission deadline published in OANDA website: <http://www.oanda.com/convert/classic>).

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 90 days year from the date of Submission and are in accordance with the requirement stated under this Request for Quotation.

Name of the Hotel:

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: Checklist for Submission

1. Filled and Signed **Annex 1 - Quotation Submission Form – OFFER**
2. Articles of incorporation or registration of the Service Provider (Hotel)
3. Profile of Hotel/firm



PURCHASE ORDER

Procurement Reference		
Project	RFQ No	Contract/PO No
Program Administration	MCA-N/ETP/SH/057	MCA-N/ETP/SH/057

To: **XXXX**

Your quotation reference procurement dated *XX September 2019* is hereby accepted and you are required to supply and install 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 YYYY 2022			
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) PAN: 201253803		XXX			
Service Provider/ Supplier: XXXX					
Address: XXXX Email Address: XXXX Name of Contact Person: XXXX		Tel: XXX Cell No: XXX		Fax: NA	PAN No: XXX
ORDER					
#	Description	Days	No of Participants	Unit Rate (in USD)	Total price (in USD)
1	Workshop Venue and Cost: One Event - the hotel should provide the venue, one time buffet meal (Lunch) and tea/coffee with cookies and snacks for two - time; also, should include projector and sound system including microphone, for 35 Persons. The workshop will start from 2:00 PM onwards including Multimedia projector, Microphone, Sound System, Video Conferencing System and required accessories and Internet with enough	2	Up to 35		

	bandwidth for video conferencing as per the contract requirements.				
Total amount without Taxes					
Local taxes (If applicable)					
Total amount with Taxes					

- 2) **Contract Sum:** USD XXXX including local taxes and VAT. The offered price should include all costs.
- 3) The MCA-Nepal will use the Hotel Service Provider services specifically for two days for workshop/meeting based on MCA-Nepal requirements that is for up to 35 persons. MCA-Nepal will notify the Service Provider or any increase or reduction in the expected number of participants at least 3 days in advance so the contract price is adjusted accordingly. The venue shall be of satisfactory quality in the following terms:
- a) Located in a business/commercial area with good access from main street
 - b) Enough space for comfortable workshop and presentation
 - c) Good illumination
 - d) Clean workshop space
 - e) Comfortable table, chairs and seating arrangement
 - f) Proper Air Conditioning
 - g) Appropriate ambiance
 - h) Appropriate parking facility.
 - i) Video Conference Facility
 - j) Sound System
 - k) Internet with enough band width for Video Conference
- 4) **Contract Manager:** After signing the purchase order, the service provider/supplier shall work in close coordination with the Contract Manager for payment process.

For the purpose of management of the contract/purchase order from the purchaser's side, the Contract Manager is:

XXXXXX

XXXXXX

Millennium Challenge Account Nepal (MCA-Nepal)

Yak and Yeti Hotel Convention Center,

Durbar Marg,

Kathmandu, Nepal.

Email: XXXX@mcanp.org

MCA-Nepal may delegate any of the duties of Contract Manager and responsibilities to other people, after notifying the Service Provider/Hotel, and may cancel any delegation after notifying the Service Provider/ Supplier. Also, MCA-Nepal may, by written notice to the Service Provider and without amending this contract, replace the MCA-Nepal Contract Manager.

After signing this Purchase Order, the Service Provider/ Supplier shall have all communications related to contract implementation through the Contract Manager.

5) Payment Conditions:

Prices mentioned in this purchase order are all-inclusive in US Dollars. The offered price should include all costs needed to provide the services in accordance with the Conditions of Contract/Purchase order. Upon acceptance of the goods and services 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 Invoice; acceptable to MCA-Nepal; (Submitted invoice should include PAN number of MCA-Nepal, if applicable).
- ii). An acceptance note use the hotel services; and verified by the contract manager to confirm the services was used.
- iii). The Service Provider shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.

6) 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

7) Service Provider/ Supplier's Bank Account Details:

Name of the Account:

Name of the Bank:

Branch Address:

Account No:

SWIFT Code:

IBAN (if applicable):

8) Failure to Perform: The Purchaser may cancel, at any time, this Purchase Order if the Service Provider/ Supplier fails to deliver the Goods in strict accordance with the above terms and conditions. The Service Provider/ 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 quotations/bids in future bidding process.

9) **Start Date:** Date of the last signature on the Purchase Order will be the Start Date, however service shall be provided on **1st and 2nd of November 2022.**

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

**Name: Khadga Bahadur Bisht
Executive Director**

Signature:

Witness:

Name:

Signature:

For the Service Provider:

Name:

Signature:

Witness:

Name:

Signature:

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 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>