



Request for Quotation (RFQ)

Issued on: **3 November 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

Rented Office Space in Nawalparasi

Ref No: **MCA-N/PM/SH/058**



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Request for Quotations for Rented Office Space in Nawalparasi

Ref No: **MCA-N/PM/SH/058**

3 November 2022

1. 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/>.
2. The Millennium Challenge Account Nepal (MCA-Nepal), an organization of the Government of Nepal that manages the Compact Agreement with funding from the Millennium Challenge Corporation has a need for suitable office space to locate its district office in Nawalparasi district and intends to lease the suitable office space under “**Rented Office Space in Nawalparasi**” as detailed in **Annex 3: Terms of Reference**.
3. This invitation is open to all eligible bidder/owners/landlords. One bidder can only submit one quotation. Quotation must be typed or written in indelible ink and shall be signed by your authorized representative.
4. **Scope:** MCA-Nepal is looking for an office space of approximately 3 rooms preferably including one larger room and parking space for at least 1 two-wheel vehicle (required) and 1 four-wheel vehicle (preferred).
5. **Duration:** MCA-Nepal intends to lease the office space for a period of about two (2) years.

6. **Prices shall be quoted in Nepalese Rupees (NPR) and should be inclusive of all applicable taxes** and should include the costs of utilities such as electricity, water and garbage disposal.
7. The quotation shall be valid for **sixty (60)** days from deadline for submission of quotations.
8. The bidder shall submit with their Quotations copies of the following administrative documents:
 - a. Copy of Property Deed (Lalpurja)
 - b. Copy of Completion Certification of Construction (Nirman Sampanna for Office), if available.
 - c. Copy of the approved drawing of the space to be rented
 - d. Scanned Nationality card if the property belongs to an individual or registration certificate if the property belongs to an organization
 - e. Complete and signed Quotation Submission Form (Annex 1).
9. **Qualification and Evaluation:** Annex-3: Terms of Reference, III. Qualification and Evaluation Requirements of the quote outlines the minimum requirements and preferred requirements for different parameters. The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated (above and under Annex: 3, VI), shall be selected subjected to price reasonability as per MCC PPG and physical verification of the property. Representatives from MCA-Nepal may physically verify these requirements through as site visit. If any of the minimum criteria are not met by all bidders, in that case MCA-Nepal may vary criteria considering that the changes made will still serve the purpose. The evaluation of submitted quotations will be carried out on a pass/fail basis.
10. **Payment Conditions:** MCA-Nepal will make advance rental payments semi-annually in Nepalese Rupees.
11. During evaluation of the quotations, MCA-Nepal will adjust for any arithmetical errors as follows:
 - a. where there is a discrepancy between rates in figures and in words, the rate in words will 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 will govern; and
 - c. if a bidder refuses to accept the correction(s), their quotation will be rejected.

12. Evaluation of Quotation and Award of Lease Agreement:

The lowest priced quotation will be reviewed to check compliance with the requirements set in the Request for Quotation, if the quotation is compliant substantially, the contract will be awarded to that bidder. 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.

13. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotations, and it will not be considered further. The Employer will evaluate and compare only the quotations determined to be substantially responsive.
14. Service Providers/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://mcanp.org/procurement>.
15. **Clarifications:** Any clarification needed to this Request for Quotation shall be through email to MCANepalPA@dt-global.com by **5:00 PM (Nepali Time) on 8 November 2022**. The MCA Nepal may not respond to any clarifications submitted after this date and time. All request for clarifications shall be official and in writing. MCA-Nepal will consolidate all submitted requests for clarifications and will issue a Q&A document not later than **9 November 2022**.
16. Quotations including other required documents (using the **Quotations Submission Form in Annex 1**) may be submitted electronically to the email address MCANepalPA@dt-global.com CC to neelam.thapa@dt-global.com with subject line: "**Quotation for Rented Office Space in Nawalparasi**" by **11 November 2022, 15:00 hours local Nepal time (GMT+5.45)**. If applicable, quotations may be directly collected from landlords or authorized representative. No public opening of proposals is required.
17. Late Quotations will not be accepted
18. MCA-NEPAL reserves the right to reject any or all applications or offers, 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. Compliance with Technical Specification Requirements
3. Terms of Reference
4. Sample Lease Agreement
5. Bank Details

Annex 1: Quotation Submission Form

Name of Owner/Landlord: _____

Date: _____

S.no	Description/Specification	Months	Unit Rate (Per Month) In NPR	Total Amount (In NPR)
1	Providing Office Space on rent in accordance with the Terms of Reference and Conditions of the Lease Agreement of the Property.	24		

Note:

1. The unit rate should be inclusive of all local taxes
2. The unit rate should be inclusive of utilities charges (electricity, water usage and garbage disposal costs)
3. The quotation shall be valid for sixty (60) days from deadline for submission of quotations.

We confirm that we have no conflict of interest as per the Millennium Challenge Corporation Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>).

Name of the Person Authorized to Sign the Quotation: _____

Position of the signatory in Organization (if submitted by organization):

Signature of the Authorized Person: _____

Date: _____

Physical Address: _____

Email id: _____

Phone/Mobile Number: _____

Annex 2: Compliance with Technical Specification Requirements:

Category and (score)	Minimum Requirements	Site Visit Team assessment (if meets minimum requirement write “yes”, and if exceeds minimum requirements provide details)
a. Office space	Approximately 3 rooms.	
b. Parking space	Unrestricted parking for 1 two-wheel vehicles	
c. Secured perimeter	Suitable access with office rooms that can be locked	
b. Nature of access	Shared house or shared floor with unrestricted access	
d. Floor area	Clean floors that do not need additional work	
e. Walls and ceilings	Ready to move-in	
f. Access Road	Easy and uninterrupted road access	
g. Electricity and internet	Access to electricity charged in rent, feasible for internet and telephone connections	
h. Water	Access to uninterrupted water supply for 2 people	
i. Entrance Access	Joint access that is uninterrupted.	
j. Fire alarm	Provision to keep fire alarm system/sprinklers	
k. Air conditioning, partition and refurbishments	Authority to install ACs, partial and full partitions for 2 rooms	
l. Washrooms/restrooms	At least 1 unrestricted access toilet/washroom	

Category and (score)	Minimum Requirements	Site Visit Team assessment (if meets minimum requirement write “yes”, and if exceeds minimum requirements provide details)
m. Noise	Location with less traffic and other noise	
n. Traffic at location	Location where traffic movement is generally uninterrupted.	
o. Location	In-between MCA-Nepal preferred Hotel and CDO’s office	
p. Access	Unrestricted 24/7 access	
q. Ownership	Owner should not be convicted or blacklisted.	
r. Additional features		
s. Legality of building	Legally owned	
Final Assessment (Pass/Fail) with comments		

Note: Preferred Requirements: The Evaluation Team will note about the Preferred Requirements during site visit and can make a note on preferred requirements criteria which may help evaluators to choose the right office room conducted by MCA-Nepal visit team.

Annex 3: Terms of Reference

Office Space for MCA-Nepal Field office in Parasi District

I. OBJECTIVE

The Federal Democratic Republic of Nepal, acting through the Ministry of Finance (MoF) and the United States of America, acting through the Millennium Challenge Corporation (MCC), entered into a Millennium Challenge Compact on 14 September 2017, providing for a grant of up to US \$500,000,000 to advance economic growth and reduce poverty in Nepal, to which the Government of Nepal (GoN) will contribute up to US\$130,000,000. The Compact program aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and the region to help spur investments and accelerate economic growth. The Electricity Transmission Project (ETP), a national pride project, and the Road Maintenance Project (RMP) are two projects under the program.

MCA-Nepal has a total of 66 employees and 24 present/anticipated consultants who need office space. MCA-Nepal has field offices in 8 districts, of which the office located in Nawalparasi district (originally located within space of District Coordination Committee, Nawalparasi) requires to be shifted to a new location.

II. SCOPE OF SERVICES

MCA-Nepal requires:

- a. Office space of approximately 3 rooms preferably including one larger room (preferred).
- b. Parking space for at least 1 four-wheel vehicle (preferred) and 1 two-wheel vehicle (required). MCA-Nepal requires integrated services that includes the two categories of services described below.

III. QUALIFICATION REQUIREMENTS OF THE PROPERTY

MCA-Nepal has some minimum and preferred requirements of the property. These requirements will need to be verified through physical inspection.

Category	Minimum Requirements	Preferred Requirements
a. Office space	Approximately 3 rooms.	Preferably 1 large hall, one storage type room and one office room able to house two workstations.
b. Parking space	Unrestricted parking for 1 two-wheel vehicle	Unrestricted parking for 1 two-wheel vehicles and one four-wheel vehicle.
c. Secured perimeter	Suitable access with office rooms that can be locked	Separate access, near police or army office, walled perimeter/compound wall.

b. Nature of access	Shared house or shared floor with unrestricted access	Dedicated floor with unrestricted access.
d. Floor area	Clean floors that do not need additional work	Tiled and/or carpeted floor area
e. Walls and ceilings	Ready to move-in	Freshly colored walls and ceiling with internal wiring
f. Access Road	Easy and uninterrupted road access	Access road capable of two-way traffic.
g. Electricity and internet	Access to electricity charged in rent, feasible for internet and telephone connections	Dedicated electricity access charged to Rent, internal wiring, expandable options and with power backup support.
h. Water	Access to uninterrupted water supply for 2 people	Dedicated water tank adequate for 2 people
i. Entrance Access	Joint access that is uninterrupted.	Separate access with at least two entry/exit
j. Fire alarm	Provision to keep fire alarm system/sprinklers	Functioning fire/earthquake alarm system and safe rally point.
k. Air conditioning, partition, and refurbishments	Authority to install ACs, partial and full partitions for 2 rooms	Functioning AC system and authority to refurbish.
l. Washrooms/restrooms	At least 1 unrestricted access toilet/washroom	Separate/dedicated toilet and washroom for office.
m. Noise	Location with less traffic and other noise	Less noisy location with noise cancellation provisions
n. Traffic at location	Location where traffic movement is generally uninterrupted.	Central location which does not have frequent traffic jams.
o. Location	In-between MCA-Nepal preferred Hotel and CDO's office	Secured location with easy access to transport services.
p. Access	Unrestricted 24/7 access	
q. Ownership	Owner should not be convicted or blacklisted.	
r. Additional features	None	Staff recreation area, green space.
s. Legality of building	Legally owned	Nirmal Sampanna, fully compliant to government's building code and design suitable for office

IV. DURATION

MCA-Nepal will lease the property for about 2 years. MCA-Nepal will make 6 monthly advance rental payments in NPR.

V. REQUIRED DOCUMENTS FOR CONTRACTING

- a) Copy of Property Deed (Lalpurja).
- b) Copy of Completion of Construction (Nirmal Sampanna for Office), if available.
- c) Copy of the approved drawing of the space to be rented.
- d) Nationality card if property belongs to an individual or registration certificate if property belongs to an organization

VI. EVALUATION CRITERIA

- a) Evaluation will be done on above mentioned parameters through physical inspection by the TEP members.
- b) If any of the minimum criteria are not met by all bidders, MCA-Nepal reserves its right to negotiate with the bidder that offer the best value for money.

Form 1
Quotation Submission Form to be filled in-person during Technical Evaluation
Panel's site inspection

Office Space for MCA-Nepal Field Office

Requirements	Response
Name of Lessor	
Name of Agent <i>(if applicable)</i>	
Full Street Address of Office Space	
GPS address/coordinates <i>(if applicable)</i>	
Available Square Feet <i>(if multi-floor availability, provide total sq. ft and amount of footage per floor)</i>	
Rent Per month (in NPR)	
Lessor Signature and Date	

We confirm that:

1. The price quoted for each item includes all applicable taxes
2. We will accept payments on semi-annual basis for the agreed services.
3. Electricity and water charges are included in rent
4. The currency of our quoted priced is NPR.
5. Our Quotation is valid for 60 days from the date of submission.
6. I have submitted all required documents and will provide further documents if required.

Name of the Signatory: _____

Signature: _____

Date: _____

**Form 2:
Property Details (To be filled by Technical Evaluation Team):**

Category and (score)	Minimum Requirements	Preferred Requirements	Physical Verification of Offered Space by Technical Team
a. Office space	Approximately 3 rooms.	Preferably 1 large hall, one storage type room and one office room able to house two workstations.	
b. Parking space	Unrestricted parking for 1 two-wheel vehicles	Unrestricted parking for 1 two-wheel vehicles and one four-wheel vehicle.	
c. Secured perimeter	Suitable access with office rooms that can be locked	Separate access, near police or army office, walled perimeter/compound wall.	
b. Nature of access	Shared house or shared floor with unrestricted access	Dedicated floor with unrestricted access.	
d. Floor area	Clean floors that do not need additional work	Tiled and/or carpeted floor area	
e. Walls and ceilings	Ready to move-in	Freshly colored walls and ceiling with internal wiring	
f. Access Road	Easy and uninterrupted road access	Access road capable of two-way traffic.	
g. Electricity and internet	Access to electricity charged in rent, feasible for internet and telephone connections	Dedicated electricity access charged to Rent, internal wiring, expandable options and with power backup support.	
h. Water	Access to uninterrupted water supply for 2 people	Dedicated water tank adequate for 2 people	
i. Entrance Access	Joint access that is uninterrupted.	Separate access with at least two entry/exit	
j. Fire alarm	Provision to keep fire alarm system/sprinklers	Functioning fire/earthquake alarm system and safe rally point.	

Category and (score)	Minimum Requirements	Preferred Requirements	Physical Verification of Offered Space by Technical Team
k. Air conditioning, partition and refurbishments	Authority to install ACs, partial and full partitions for 2 rooms	Functioning AC system and authority to refurbish.	
l. Washrooms/restrooms	At least 1 unrestricted access toilet/washroom	Separate/dedicated toilet and washroom for office.	
m. Noise	Location with less traffic and other noise	Less noisy location with noise cancellation provisions	
n. Traffic at location	Location where traffic movement is generally uninterrupted.	Central location which does not have frequent traffic jams.	
o. Location	In-between MCA-Nepal preferred Hotel and CDO's office	Secured location with easy access to transport services.	
p. Access	Unrestricted 24/7 access		
q. Ownership	Owner should not be convicted or blacklisted.		
r. Additional features		Staff recreation area, green space.	
s. Legality of building	Legally owned	Nirmal Sampanna, fully compliant to government's building code and design suitable for office	

Annex 4: Sample LEASE Agreement

LEASE Agreement

This LEASE AGREEMENT (this "Contract") is made as of the **[day]** of **[month]**, **[year]**, between **Millennium Challenge Account Nepal** (the "MCA-Nepal"), on the one part, and **[full legal name of Space Owner/Landlord]** (the "Lessor"), on the other part. The Lessor and the MCA-Nepal are collectively hereinafter referred to as "the Parties".

WITNESSTH:

NOW THEREFORE, the parties hereto agree as follows:

1. The Lessor agrees to lease [*no of rooms*] on the [*floor number*] including parking space as Office Space to MCA Nepal situated at [*Enter the address of the building*]. The Lessor agrees to rent office spaces for the sole purpose of office use.
2. The Lessor confirms that they own the property and can be used for renting for office purpose.
3. The lease agreement is valid for two years from [*enter agreement start date XX XX XXXX*] to [*enter contract end date XX XX XXXX*], after which it may be renewed by mutual written agreement for a further new period of [*enter the amount*] per month including all taxes and utilities charges (for electricity and water) as rent which will be paid on semi-annually basis in advance.
4. The Lessor will pay taxes to the Government as per the Government of Nepal's tax rules and regulations, the Lessor will provide the evidence of tax payment to MCA Nepal.
5. The Lessor will make available for use necessary utilities (water, electricity, garbage disposal etc). The rent amount is inclusive of all these utilities.
6. During the occupancy, the Lessor will maintain office space in good condition, ensuring service has been provided on daily basis on rented space undertaking repairs (electricity, fixtures, screens, windowpanes etc.) when required, The Lessor will be fully responsible for repair of any damage due to structural defects as well as the proper maintenance of the sewage system, water pipeline and electrical wires.
7. The MCA Nepal, with the prior advance written consent of the Lessor, shall be entitled to undertake, at his/her own expenses, further measures such as minor alterations to the existing building.
8. MCA-Nepal at its own discretion may terminate this Agreement notifying the Lessor with 30 days' notice.

Both parties have agreed and signed this Lease Agreement:

On Behalf of Lessor:

(full legal name of the Service Provider)

Signature

Name

Witness:

Signature

Name

On Behalf of MCA Nepal:

Khadga Bahadur Bisht

Signature

Name

Witness:

Signature

Name

The following annexes will be the part of Lease Agreement:

Attachment A: Terms of Reference

Attachment B: Quotation submitted by [Landlord/Space Owner Name] on [date of submission]

Attachment C: Lessor's Bank Details

Attachment A: Terms of Reference

Attachment B: Quotation submitted by [Landlord/Space Owner's Name] on [date of submission]

Attachment C: Lessor's Bank Details

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 (if any):

IBAN (if any):