



Request for Quotation (RFQ)

Issued on: **02 February 2023**

Millennium Challenge Account Nepal

on behalf of

The Government of Nepal

funded by

The United States of America

through

The Millennium Challenge Corporation

For

**Office Refurbishment for MCA-Nepal Head
Office and at District/Field Offices**

Ref No: **MCA-N/PM/SH/062**



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Request for Quotation for “Office Refurbishment for MCA-Nepal Head Office and at District/Field Offices”.

Kathmandu, Nepal

2 February 2023

Ref: MCA-N/PM/SH/062

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) 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 Quotation (“RFQ”) is issued.
2. The Compact Program includes two projects: i) The Electricity Transmission Project (ETP) will fund the construction of about 315 kilometers of 400kV electricity transmission lines, three new substations and extension of two 400kV substations (Lapsiphedhi and New Hetauda), and technical assistance for the power sector; and (ii) The Road Maintenance Project (RMP) will fund technical assistance to improve the road maintenance regime and road maintenance works on up to 300 kilometers of the strategic road network. The program would include the procurement of contractors and consultants for design, construction and supervision of electricity lines and substations, road maintenance works, including a variety of technical services, equipment and construction works in different geographic locations within Nepal.
3. 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, intends to refurbish several field offices and central office and as part of this effort will purchase the required office furniture under the procurement “**Office Refurbishment for MCA-Nepal Head Office and at District/Field Offices**” as described in the attached **Annexes 1, 2 and 3**.

4. Bidders are invited to submit a quotation for the goods and services to be supplied at various locations under Task Orders 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 goods and services in accordance with the specifications, delivery schedule and Conditions of Contract/Purchase Order. **No additional cost shall be paid apart from the quoted price for the goods and services stated under this RFQ when supplying goods under a Task Order.**
5. The quotation shall be valid for **sixty (60)** days from the deadline for submission of quotations stated under paragraph 20. In an exceptional circumstance, MCA-Nepal may request the Bidders to extend the validity of the Quotations beyond the date that has been initially indicated in this RFQ. If the Bidder(s) agrees to the request for extension, the Bidder shall then confirm the extension in writing, without any modification whatsoever to the Quotation.
6. The submitted quotation must be typed or written in indelible ink and shall be signed by an authorized representative. **Only electronic submission through Dropbox link** shall be accepted. The quotation signed by an authorized representative shall be submitted via the Dropbox link provided in paragraph 18, with the name of the uploaded file as follows: **"Your Company Name - Office Refurbishment "**.
7. Contract Duration: Indefinite Delivery-Indefinite Quantity (IDIQ) Contracts will be signed with qualified Suppliers. The Contract duration is one (1) year following the Contract signing which can be further extended upon mutual agreement and successful negotiation of the prices. The rates quoted for the items of goods in Annex-2 shall remain fixed during the entire initial contract duration.
8. Task Orders: The quantities indicated in Annex 2 are indicative and subject to variation based on actual MCA-Nepal needs. MCA-Nepal will issue a Task Order(s) to the Supplier(s) that offers the best conditions (price, availability, quality) based on its requirements (Sample Task Order - Annex 5). Individual Task Orders will be issued for specific goods to be supplied to the different locations as shown in Annex 3. Instructions to provide these goods shall be made via Task Order issued by MCA-Nepal through its Contract Manager.
9. **Delivery Time of Each Task Order:** The Supplier shall deliver the Goods within **thirty (30)** days of the date on which a Task Order is issued by MCA-Nepal.
10. **Payment for Goods:** Payments will be made within thirty (30) days after the delivery and acceptance of the goods and receipt of a valid Supplier's invoice.
11. 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 at the beginning of evaluation to be considered for further evaluation.

12. During the evaluation process the Bid Review Panel (BRP) will carry out arithmetic calculation/correction for only those bids who have quoted for all items in Annex 2. A comparison of quotations will be carried out excluding VAT. **The two (2) lowest** evaluated quotations will be reviewed to check compliance with the requirements set in the RFQ, if the quotations are found substantially compliant, the IDIQ contracts will be awarded to that Bidders/Suppliers. If the lowest evaluated quotations are not compliant with the RFQ requirements, MCA-Nepal will review the third lowest quotation and so on and so forth. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, quality, and requirements of RFQ. A non-responsive quotation shall not be considered for recommendation of award.

If none of the received quotations is found to be responsive, MCA-Nepal may, at its own discretion, and in its best interest, award a partial contract to one or more bidders, in the manner that provides the most beneficial results to MCA-Nepal.

During the evaluation process, MCA-Nepal may request the bidder to submit additional supporting documents via request for clarifications.

13. A price reasonableness assessment will be conducted as per MCC Program Procurement Guidelines requirements. The quotation shall be rejected if the price is found to be unreasonable.

14. Bidders shall submit with their quotation the copies of the following documents:

- a. Firm/ Company Registration certificate (in Similar field)
- b. VAT Registration certificate
- c. Tax Clearance Certificate up to the last FY

15. In evaluating the quotations, the Purchaser/MCA-Nepal will adjust for any arithmetical errors as follows:

- a. If there is a discrepancy between rates in figures and in words, the rate in words shall govern;
- b. If 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 bidder refuses to accept the correction, bidder's quotation shall be rejected and shall not be considered for future procurement under MCA-Nepal.

16. **Clarifications:** Any clarifications needed shall be submitted in written to MCANepalPA@dt-global.com not later than **09 February 2023** by **17:00 hours**

Nepal Time. MCA-Nepal will consolidate all submitted requests for clarifications and will issue a Q&A document not later than **13 February 2023**.

17. Bidders may challenge the results of the procurement 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/en/procurement/bid-challenge-system/>.

18. The File request link (Dropbox link) for **submission of quotations is:**
<https://www.dropbox.com/request/ZbWgH0MmMn2IvFzVrqck>

Instruction for uploading your submission:

- Click of this link/type this link correctly in a browser.
 - Click on **Add Files**
 - Click on **Files from Computer** (Choose files from computer)
 - Click on **+Add more files** (Optional, only if you have more than one file and so on for other files)
 - Enter your: **First name and Email address**
 - Click **Upload**
 - **Successful upload** completed the submission
19. Note that the provided **Dropbox link** will expire on the **deadline for submission (exact date and time)** as indicated in Paragraph 20 below, consequently no late quotations will be received.
20. Deadline for submission of quotations is **16 February 2023, at 15:00 hours local time in Kathmandu, Nepal (GMT+5:45)**.
21. 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 deems most advantageous to the institution.

Yours sincerely,

For MCA-Nepal:
Khadga Bahadur Bisht
Executive Director



Annexes:





1. Scope of Work
2. Quotation Submission Form
3. Delivery Schedule
4. Purchase Order Sample and Contract Conditions
5. Sample Task Order
6. Check List for Submission of the Quotation

Annex 1: Technical Specifications


Objective of the Assignment: MCA-Nepal would like to engage potential Suppliers for the “Office Refurbishment for MCA-Nepal Head Office and at District/Field Offices” as per the technical specification as below:

Technical Specification:

S. No	Particulars	Description	Reference Picture
1	Office Revolving Chair made up of with black mesh with armrest	<ul style="list-style-type: none"> • Medium Black Chair • Synchro Mechanism • One Way Adjustable Arms (Height) • Nylon Base 	
2	Office Table 120*60*75 cm, 25 mm thickness with compressed wood with attached side drawer	<ul style="list-style-type: none"> • Wooden Table • Attached Side Drawer • Independent Locking arrangement (cam lock) for each pedestal. 	
3	Office Visitor Chair made up of with black mesh with armrest	<ul style="list-style-type: none"> • Forum Low Back Chair • Fixed Arms • Chrome plated Sledge Base 	
4	Steel file Cabinet with glass (66 Inch)	<ul style="list-style-type: none"> • 4 Doors having equalizing scissor mechanism for easy opening and closing. • The 4 shelves should have stiffener for high load carrying capacity. • Made of Stainless Steel • Space should be sufficient to hold 12 inches index file 	
5	Meeting Table Size: 1500 mm W X 600 mm D X 750 mm HT	<ul style="list-style-type: none"> • Table top: Table top is made of 25 mm per laminated boards with 2 mm PVC edge banding. • Support: Supported on MA Powder coated legs with necessary crossbeams. 	

S. No	Particulars	Description	Reference Picture
		<ul style="list-style-type: none"> • 450 mm HT Modesty Panel (preferable) 	
6	PVC Cailo max Flooring preferred color wooden shade	<ul style="list-style-type: none"> • Material PVC • Color: Wooden Shade Preferred • Thickness: Not less than 2 mm • Finishing Type: Glossy Waterproof 	
7	Curtain for Office	<ul style="list-style-type: none"> • Material: Polyester • Size: Each piece 5 x 7 foot • Prevent most light from entering and provide privacy by blocking the view into the room from outside • Must contain eyelet head to hang the curtain directly on a curtain rod 	
8	Steel Office Almira With Shelves Adjustable	<ul style="list-style-type: none"> • Material: Metal • Size/Dimension: H-78 inch x W-36 inch x D-19 inch • Type: Standard • Door with Mirror-No • Number of Door Cabinets: Double • Color: Grey • Space should be sufficient to hold 9-12 inches file. 	
9	Round Table	<ul style="list-style-type: none"> • Size: 1050 mm Dia X 750 mm HT • Table Top: Made of 25 mm per laminated boards with 2 mm PVC edge banding. • Support: 25mm thick gable ends with 65-dia round post. • Wire Management: 85 mm DIA Laptop socket. Wire entry through 65-dia pole. 	

S. No	Particulars	Description	Reference Picture
10	Two Seater and	<ul style="list-style-type: none"> A two seater sofa with excellent high quality fabric and foam with modern, elegant, and luxurious appearance makes it a perfect product for office spaces. Color: Blue (as shown in the reference picture) 	
11	Three Seater Sofa	<ul style="list-style-type: none"> A three seater with excellent high quality fabric and foam with modern, elegant, and luxurious appearance makes it a perfect product for office spaces. Color: Blue (as shown in the reference picture) 	
12	Aluminum Trunk	<p>Should be made of aluminum sheet of thickness at least 0.35 mm.</p> <p>Internal Dimensions of trunk must be as below:</p> <ul style="list-style-type: none"> Length = 3' Breadth = 1'10" Height = 1'3" <p>Should have two sides two numbers of strong handles, easy to carry.</p> <p>Handle made of Iron as shown in the reference picture</p> <p>Should have two lock plates Good finish without any imperfections like Cracks, Burrs, Pits, Scales etc. and other physical defects</p> <p>To be used for storing documents</p>	 

S. No	Particulars	Description	Reference Picture
13	Metal Storage Cabinet	<ul style="list-style-type: none"> • Robust and sturdy steel construction/frame • Around 60+ kg weight-bearing capacity • 3 Equal height drawers (12" can go upto 14") • Auto Lock system • 100% drawer extension (outside) • Anti-tilt mechanism • Supplied flat packed/well assembled. • Made of 0.90mm thickness sheet • Standard Size: <ul style="list-style-type: none"> ~ 25" deep (including back finishing) ~ 18" wide or standard (can consider up to 20") ~ 12-14" height of each drawer ~ 42" Overall height (can consider up to 45") • Preferred color: Grey 	

Note:

1. In case of any minor deviations in the technical parameters/specifications that do not affect pricing, MCA-Nepal's judgement will be final.
2. Any brand and model of furniture meeting the above specifications or equivalent configuration are acceptable.
3. The Supplier shall submit along with its quotation photos/brochures of the offered goods.
4. MCA-Nepal may decide to carryout inspection of goods during evaluation or before delivery of the goods. Please note that even after inspection goods not meeting the requirement shall not be accepted at the time of delivery.
5. The Supplier shall specify the warranty terms for each item.

Annex 2: Quotation Submission Form – Schedule of Requirements

Office Refurbishment for MCA-Nepal Head Office and at District/Field Offices

Name of the Bidder: _____

Date: _____

S.N.	Description of Goods/Services	Unit	Qty	Rate in Nepalese Rupees (NPR) (Without VAT)		Amount – In Figure (NPR)
				In Figure	In words	
A	<i>Goods to be Supplied at Nawalparasi (rates to include delivery costs)</i>					
1	Office revolving chair made up of with black mesh with armrest	Nos	1			
2	Office Table 120*60*75 cm, 25 mm thickness with compressed wood with attached side drawer	Nos	1			
3	Office visitor chair made up of with black mesh with armrest	Nos	8			
4	Steel file cabinet with glass (66 Inch)	Nos	1			
5	Meeting Table SIZE: 1500 mm W X 600 mm D X 750 mm HT	Nos	1			
6	PVC Cailo max flooring preferred color wooden shade	Sq ft	500			
7	Curtain for office (Each Piece 5 x 7 ft)	Pcs	4			
8	Steel Office Almirah With Shelves Adjustable	Nos	1			
B	<i>Goods to be Supplied at Tanahun (rates to include delivery costs)</i>					
1	Office revolving chair made up of with black mesh with armrest	Nos	1			

S.N.	Description of Goods/Services	Unit	Qty	Rate in Nepalese Rupees (NPR) (Without VAT)		Amount – In Figure (NPR)
				In Figure	In words	
2	Office Table 120*60*75 cm , 25 mm thickness with compressed wood with attached side drawer	Nos	1			
3	Office visitor chair made up of with black mesh with armrest	Nos	8			
4	Steel file cabinet with glass (66 Inch)	Nos	1			
5	Meeting Table SIZE: 1500 mm W X 600 mm D X 750 mm HT	Nos	1			
6	Curtain for office (Each Piece 5 x 7 ft)	Pcs	4			
7	Steel Office Almirah With Shelves Adjustable	Nos	1			
8	Two seater Sofa	Nos	1			
9	Three seater Sofa	Nos	1			
C	<i>Goods to be Supplied at Central Office (rates to include delivery costs)</i>					
1	Round Table	Nos	3			
2	Aluminum Trunk	Nos	5			
3	Metal Storage Cabinet	Nos	1			
Total						
VAT @ 13% of Total						
Total including VAT						

[Note: The quantities indicated in Annex 2 are indicative and subject to variation based on actual MCA-Nepal needs. MCA-Nepal will issue a Task Order(s) to the Supplier(s) that offers the best conditions (price, availability, quality) based on its requirement]

Our total price includes all costs needed to provide the goods and services as per the requirements in the Request for Quotations, including delivery of the goods within **30 calendar days** after issuance of the Task Order(s). We accept all the terms and conditions mentioned in the Request for Quotations (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 Quotation is valid for **60** days from the last date of Submission.

Name of the Firm: _____

Name of the Person Authorized to Sign the Quotation: _____

Position of the signatory in Organization: _____

Signature of the Authorized Person: _____

Date: _____

Physical Address and Phone: _____

Email id: _____

Phone/mobile: _____

Annex 3: Delivery Schedule

The office furniture is to be delivered in three different MCA-Nepal offices located in the districts as well as central office as per the addresses in the table below.

Delivery Place	Full Address of the Delivery Location
Tanahu	MCA-Nepal Field Office at Damauli, Tanahu
Nawalparasi	MCA-Nepal Field Office at Nawalparasi
Kathmandu	MCA-Nepal Office 2 nd and 3 rd Floor of East Wing of Lal Durbar Convention Center Yak and Yeti Complex Durbarmarg, Kathmandu

Note: While issuing the Task Order(s) MCA-Nepal will provide the number of goods to be delivered to an office.

Annex 4
Sample Contract/Purchase Order and Contract Conditions



MILLENNIUM CHALLENGE ACCOUNT NEPAL

Purchase Order No: **MCA-N/PM/SH/062**

Contract/Purchase Order for

Office Refurbishment for MCA-Nepal Head Office and at
district/field Offices

Between

Millennium Challenge Account Nepal (MCA-Nepal)

And

[Name of Supplier]

Dated: **XX XXXX 2023**

MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

PURCHASE ORDER

Procurement Reference	
Project	Contract/PO No
Program Administration	MCA-N/PM/SH/062

To: **(Supplier, address).**

Your quotation reference MCA-N/PM/SH/062 submitted under the referenced Request for Quotations dated XXXX is hereby accepted. The agreed rates for different types of goods/services are provided under Annex 1 of this Contract/Purchase order. MCA-Nepal as and when needed, will issue a Task Order(s) for any of the goods/services to be fulfilled at the rates as detailed in this Contract.

SPECIFIC TERMS OF THIS PURCHASE ORDER:

You are required to supply the goods as detailed below:			
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) PAN: 201253803	Office Refurbishment for MCA-Nepal Head Office and at District/Field Offices		
Supplier:			
Address: Email Address: Name of Contact Person:	Tel: Cell No:	Fax:	PAN No:

- 1) **Contract Sum:** The total amount for each purchase/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) **Warranty:** All goods to be provided shall have a minimum warranty period as included in the Suppliers Quotation, starting from the acceptance date of the goods and services.
- 4) **Technical Specifications:** The Supplier ensures that the goods to be supplied and delivered shall meet or exceed the Technical Specifications stated under **Annex 1: Technical**

Specifications. The Supplier shall deliver the goods as quoted under their quotation; and any change to the terms in the quotation shall require MCA-Nepal prior approval.

- 5) **Contract Duration:** The Contract duration is one (1) year following the Contract signing which can be further extended upon mutual agreement and successful negotiation of the prices, if required to do so. The rates quoted for the items of goods in Annex-2 shall remain fixed during the entire contract duration.
- 6) **Task Orders:** MCA-Nepal will issue a Task Order(s) to the Supplier based on its actual needs (Sample Task Order - Annex 5). Instructions to provide these goods shall be made by Task Order issued by MCA-Nepal through its Contract Manager. The Supplier will fulfill the requirements stated under the Task Order/s.
- 7) **Delivery time of Each Task Order:** The Supplier shall deliver the Goods within thirty (30) days of the date on which a Task Order is issued by MCA-Nepal. The goods are to be delivered to the delivery location mentioned under a Task Order among the locations stated under Annex 3: Delivery Schedule. The Cost of delivery, loading, unloading is deemed to have been included in the Price in Annex 2 and there shall be no separate reimbursements of delivery costs.
- 8) **Liquidated Damages:** The Supplier agrees that failing to deliver any or all of the Goods within the period(s) specified in the Task Order pursuant to the Contract, the Purchaser shall, without prejudice to its other remedies under the Purchase Order, deduct from the Contract Price, as liquidated damages, a sum equivalent to one-tenth (0.10%) of the Task Order price for each day of delay in provision of Goods or unperformed/non-delivered/Goods, until actual delivery or performance, up to a maximum deduction of ten percent (10%) of the Task Order value. Once the maximum is reached, the Purchaser may consider canceling the Purchase Order. The supplier is bound to provide the amount of liquidated damages, which will be recovered from the supplier in case of their non-performance.
- 9) **Contract Manager:** For the purpose of management of the Contract/Purchase Order and Task Order to be issued under this Purchase Order, from the Purchaser's side, the Contract Manager is:
 - Name of Contract Manager:
 - Position:
 - Millennium Challenge Account Nepal (MCA-Nepal)
 - 2nd and 3rd Floor, East Wing, Lal Durbar Convention Center
 - Yak and Yeti Complex,
 - Durbar Marg, Kathmandu, Nepal.
 - Email:MCA-Nepal may delegate any of the duties of Contract Manager and responsibilities to other people, after notifying the Supplier, and may cancel any delegation after notifying the Supplier. Also, MCA-Nepal may, by written notice to the Supplier and without amending this contract, replace the MCA-Nepal Contract Manager.

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

Point of contact on Behalf of Supplier will be:

Name:

Position:

Firm:

Email:

10) Payment Conditions: Prices mentioned in this Purchase Order are all-inclusive in Nepalese Rupees (NPR). The offered price should include all costs needed to provide the goods in accordance with the Technical Specifications and Conditions of Contract. No additional cost shall be paid apart from the quoted price/rate for goods stated under this Purchase Order. Upon acceptance of the goods in each Task Order by MCA-Nepal, Purchaser 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 requested supply under a particular Task Order. 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 receipt of the goods; and verified by the Contract Manager to confirm that that the goods delivered are as per the signed Purchase Order and issued Task Order and
- iii). The Supplier shall produce a written document committing itself to the warranty/guaranty period as stated in the Annex **2 & 4**. This written document shall be signed and stamped by the Authorized Representative of the Supplier and shall remain in force for the full period of warranty/guaranty.
- iv). The Supplier shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.
- v). Applicable withholding tax (TDS) will be deducted at the time of payment.
- vi). Contractor should be regular in terms of filing income tax and VAT return, that is, should not appear as Non-Filer at IRD (Inland Revenue Department), at the time of payment from MCA-Nepal

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

Millennium Challenge Account Nepal (MCA-Nepal)
2nd and 3rd Floor, East Wing, Lal Durbar Convention Center
Yak and Yeti Complex, Durbar Marg
Kathmandu, Nepal.
Attn: Contract Manager
Email:

11) Supplier's Bank Account Details:

Name of the Account:

Name of the Bank:

Branch Address:

Account No:

SWIFT Code:

IBAN (if applicable):

- 12) Failure to Perform:** The Purchaser may cancel, at any time, this Purchase Order or Task Order issued under this Purchase Order if the Supplier fails to deliver the Goods in strict accordance with the above terms and conditions. The Supplier undertakes that during the Guaranty/warranty period, replacement/repair of any defective goods will be completed within **fourteen (14) days** of the date of notification of the defect. Failure to perform in this contract may be the reason for rejection of the quotation/bids in future bidding process.
- 13) Contract Termination:** In addition to the Contract clause 12, failure to fulfill the supply and delivery of list of goods as per the Task Order for 3 times will be used as grounds to terminate the Contract/Purchase Order.
- 14) Inspection:** The Goods will be inspected at the delivery point by the Contract Manager or their representative. After inspection, if the Contract Manager deems any delivery of the Goods 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 or Task Order issued under this Purchase Order. Sample approval during evaluation process will not restrict the Purchaser's right to inspect and approve the goods during delivery.
- 15) Start Date:** Date of the last signature on the Purchase Order will be the Start Date. The Start Date for an individual Task Order shall be the date of issuance of the Task Order.

For the Purchaser:

Millennium Challenge Account Nepal/ MCA-Nepal:

**For the Supplier:
(Supplier)**

Signature:

Khadga Bahadur Bisht

Executive Director

Date:

Witness:

Signature:

Name:

Signature:

Name:

Position:

Date:

Witness:

Signature:

Name:

Attachment to the Contract/Purchase Order:

Attachment 1: Scope of Work

Attachment 2: Quotation Submitted by Bidder

Attachment 3: Delivery Schedule

Attachment 4: Sample Task Order

Attachment 5: MCC's Policy – Corrupt and Fraudulent Practices

Attachment 6: MCC's Policy – Annex to General Provisions

Attachment 1

Technical Specifications

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

Attachment 2

Quotation(s) submitted by the Bidder recommended for Award

Attachment 3

Delivery Schedule

(It will be included from Annex 3 to the RFQ)

Attachment 4

Sample Task Order

(It will be included from Annex 5 to the RFQ)

Attachment 5: 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 6: 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>

Annex 5: Sample Task Order



MILLENNIUM CHALLENGE ACCOUNT NEPAL DEVELOPMENT BOARD (MCA-NEPAL)

SAMPLE TASK ORDER No: XXX

Date of Task Order:

Office Refurbishment for MCA-Nepal Head Office and at District/Field Offices	Contract Ref:
(Please provide the name of Supplier here)	MCA-N/PM/SH/062

Please proceed with the provision of supply and delivery of various items of goods under Office Refurbishment for MCA-Nepal Head Office and at District/Field Offices as detailed in this Task Order and in accordance with the Conditions of the Contract/ Purchase Order and the instructions given below (use additional pages if needed):

Expected date of completion/delivery:

No	Description and Place of Delivery	Qty	Unit Rate (NPR)	Total
1.				
2.				
3.				
4.				
.....				
	Sub Total			
	VAT			
	Total Task Order Value			

Total Task Order Value:

**Nepalese Rupees
(NPR)**

Attachment #1:
Attachment #2 :

Signatures

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

Annex - 6

Check List for Submission of the Quotation

1. Completely filled and signed Annex 2-Quotation Submission Form-Schedule of Requirements
2. Firm/ Company Registration in similar field;
3. VAT Registration;
4. Tax Clearance Certificate up to the last Fiscal Year;
5. The Supplier shall submit along with its quotation photos/brochures of the offered goods.
6. The Supplier shall specify the warranty terms for each item.