



Request for Quotation (RFQ)

Issued on: **23 March 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 Supplies for MCA-Nepal Field
Offices**

Ref. No: **MCA-N/PM/SH/063**



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Request for Quotation for “Office Supplies for MCA-Nepal Field Offices”

23 March 2023

Ref: MCA-N/PM/SH/063

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 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 (Lapsiphedi 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 the Nepal that manages the Compact Agreement with funding from the Millennium Challenge Corporation, intends to procure various categories of office supplies for six districts field offices under the procurement of “**Office Supplies for MCA-Nepal Field Offices**” as described in **Annex 2 Scope of Requirements**.

4. MCA-Nepal now invites eligible bidders to submit a quotation for Office Supplies for its six (6) districts offices to be delivered at various locations under specific Task Orders.
5. MCA-Nepal requires a large number of items to be supplied (more than 200) and Bidders are requested to quote for as many items as they can supply. Partially quoted **Annex-1 Quotation Submission Form** is acceptable; however, bidders are encouraged to quote the prices for the highly consumable items (Items that are yellow highlighted in Annex 1) as far as possible.
6. Through this procurement, MCA-Nepal intends to establish a roster of potential Suppliers in each district to deliver the required office supplies to MCA-Nepal's district offices.
7. Suppliers will be awarded a Blanket Purchase Agreement (BPA) Contract, valid for 2 years (The Base Period) with an option to extend the contract for three more years (Option Periods). At MCA-Nepal discretion and with agreement of the Supplier, the three-year option period can be exercised at once or in individual periods. Exercising the Option Period(s) is at the sole discretion of MCA-Nepal, subject to funds availability, performance of the Suppliers and acceptance of proposed rates following negotiation, if required
8. Multiple BPAs with potential suppliers complying with the requirements of the RFQ will be established to cover the maximum number of items listed in Annex-1. Per unit rates of items of goods quoted under Annex-1 shall be consistent with the published rates of the items offered to the public.
9. MCA-Nepal will select the Suppliers for each district who will submit a substantially responsive quotation¹ agreeing to the terms and conditions of this RFQ and the terms and conditions of the Blanket Purchase Agreement (BPA)/Task Order. A Blanket Purchase Agreement (BPA) contract to be implemented via Task Orders will be signed with all responsive bidders and Task Orders will be issued to supply the goods as and when required by MCA-Nepal.
10. Bidders shall submit with their Quotations copies of the following documents (administrative requirement):
 - a. Firm/ Company Registration certificate
 - b. VAT/PAN Registration certificate
 - c. Tax Clearance Certificate up to the last Fiscal Year
11. **Task Orders:** After signing the BPA Agreement, MCA-Nepal will issue a Task Order(s) to the Supplier(s) proposing the lowest price for the list of the items and complying with the delivery time. At MCA-Nepal discretion and in its best interest,

¹ In this context, a substantially responsive quotation concept is linked to the number of items that the bidder quoted for and the reasonableness of its prices.

it may be decided to award one Task Order to one or more Suppliers. Individual Task Orders will be issued for specific supplies. Instructions to provide these supplies shall be made by Task Orders issued by MCA-Nepal through its Contract Manager.

12. **Payment Conditions:** Upon acceptance of the goods/office supplies received by MCA-Nepal under a Task Order, MCA-Nepal will then be obligated to pay 100% of the amount of the Task Order within **thirty (30)** calendar days. The following documentation must be supplied for payments to be made:
 - i). Original VAT Invoice: however, PAN Invoice is also acceptable, if the supplier is only registered in PAN.
 - ii). Acceptance memo/note of services received (Goods Received Note, if applicable) and verified and approved by the Contract Manager to confirm that the issued Task Order has been implemented as per the Task Order.
13. Prospective Bidders are advised to seek clarifications to this Request for Quotations (RFQ) by email to MCANepalPA@dt-global.com and cc to neelam.thapa@dt-global.com by 5:00 PM (Nepal time) on **28 March 2023**. MCA-Nepal at its own discretion, may extend the period for clarifications without amending this RFQ. All requests for clarifications shall be in writing. MCA-Nepal will consolidate all submitted requests for clarifications and shall respond to the clarifications no later than **30 March 2023**.
14. Submission of Quotations both via email and hardcopy is permitted. Vendors who wish to submit the quotation through email can do so (using the **Quotation Submission Form in Annex 1** along with your other required documents listed in **Annex 3: Checklist for Submission**) to the email address MCANepalPA@dt-global.com cc to neelam.thapa@dt-global.com with subject line: "**Quotation for Office Supplies**". While for hardcopy submission, Vendors can visit the MCA-Nepal field offices in the respective district and submit their quotations in a sealed envelope.
15. 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/>.
16. Deadline for submission of quotations is **3 April 2023, at 15:00 hours local time in Kathmandu, Nepal (GMT+5:45)**.
17. 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. Quotation Submission Form
2. Scope of Requirements
3. Checklist of Submission
4. Purchase Order/Contract Form – Blanket Purchase Agreement

Annex 1 - Quotation Submission Form²

Office Supplies for Field Offices³

MCA-N/PM/SH/063

Name of Bidder: _____

Date: _____

Please select the district that you are interested to supply:	<input type="checkbox"/> Sindhupalchowk <input type="checkbox"/> Nuwakot <input type="checkbox"/> Tanahun <input type="checkbox"/> Dhading <input type="checkbox"/> Palpa <input type="checkbox"/> Nawalparasi <input type="checkbox"/>
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S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
1. Pantry/Kitchen and Toiletries				
1	Water bottle (0.75 L) Baltra or equivalent	Piece (Pcs)	1	
2	Bathroom Cleaner Harpic or equivalent (900 ml)	Pcs	1	
3	Baygon Spray or equivalent (600 ml)	Pcs	1	
4	Coffee filter (+5 size)	Packet (Pkt)	1	
5	Collin Spray or equivalent (500 ml)	Pcs	1	
6	Dettol Hand wash or equivalent (1.5 Ltr) refill pack	Pcs	1	
7	Dettol Hand Wash or equivalent (200 ml)	Pcs	1	
8	Dettol Hand wash or equivalent (900 ml)	Pcs	1	
9	Dettol Soap bar or equivalent (125 gm)	Pcs	1	
10	Dilmah Green Tea bag or equivalent (Packet of 100 tea bags)	Pkt	1	
11	Disinfect Liquid (1 ltr) Dettol	Pcs	1	
12	Disinfect Liquid (500 ml) Dettol	Pcs	1	
13	Disposable Rubber Gloves	Pkt	1	
14	Drinking water Jar (20 L)	Number	1	
15	Dustbin with Paddle (15 ltr)	Pcs	1	
16	Dustbin with Paddle (25 ltr)	Pcs	1	
17	Dustpan (plastic)	Pcs	1	

² Note: This procurement does not encourage any brand. Bidders are requested to quote for items (any brand) meeting the minimum required specification.

³ Yellow highlighted items are those classified as "highly consumable items".

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
18	Face Shield (with glass)	Pcs	1	
19	Face Shield (without glass)	Pcs	1	
20	Floor cleaning white duster cloth (rug)	Pcs	1	
21	Floor Wiper (large size)	Pcs	1	
22	Garbage bag (5 pcs per pkt)	Pcs	1	
23	Green Scrub	Pcs	1	
24	Hand Sanitizer gel (1 ltr) Dettol or equivalent	Pcs	1	
25	Hand Sanitizer gel (200 ml) Dettol or equivalent	Pcs	1	
26	Hand Sanitizer gel (500 ml) Dettol or equivalent	Pcs	1	
27	Hand Sanitizer gel (5 Ltr) Dettol or equivalent	Pcs	1	
28	Hand Sanitizer Spray (100 ml) or equivalent	Pcs	1	
29	Grind/fresh coffee, Kathmandu Coffee or equivalent (Half Kg)	Pkt	1	
30	Grind/fresh coffee, Kathmandu Coffee or equivalent (1 Kg)	Pkt	1	
31	Kitchen Towel (48X24")	Piece	1	
32	Liquid Dishwasher Prill or equivalent (750 ml)	Piece	1	
33	Lizol or equivalent (2 Liter)	Piece	1	
34	Lizol or equivalent (975 ml)	Piece	1	
35	Milk Powder (800 gm) Everyday or equivalent	Pkt	1	
36	Mineral water (1 ltr, bottle pack)	Piece	1	
37	Mop (rectangular & large sized)	Piece	1	
38	Mortein Spray or equivalent (425 ML)	Piece	1	
39	Mosquito Repellent	Piece	1	
40	Nescafe Coffee or equivalent (100 gm)	Packet	1	
41	Nescafe Coffee or equivalent (400 gm)	Packet	1	
42	Odonil air freshener or equivalent for bathroom (last up to 45 days)	Packet	1	
43	Paper Cup	Bundle	1	
44	Paper Towel (150 sheets/pkt)	Packet	1	

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
45	Plastic Bag for Dustbin/Garbage 5 pcs/pkt (large & black)	Packet	1	
46	Plastic Broom	Piece	1	
47	Polythene Bag (White) 5 kg capacity	Packet	1	
48	Room Spray (200 gm)	Piece	1	
49	Rubber Door Mat (30X17")	Piece	1	
50	Rubber Door Mat (38X20")	Piece	1	
51	Steel Scrub	Piece	1	
52	Sugar (1 kg)	Packet	1	
53	Sugar (2 kg)	Packet	1	
54	Surgical Mask with nose pin and melt blown fabric (50 pcs per box)	Box	1	
55	Tissue Paper (200 pulls 2 ply)	Piece	1	
56	Toilet Brush (medium size)	Piece	1	
57	Toilet Cleaner brush (Large)	Piece	1	
58	Toilet Paper (soft, 12 rolls in a packet)	Packet	1	
59	Tokla Tea Bag or equivalent (packet of 100 teabags)	Packet	1	
60	Unibic Cookies or equivalent (150 gm)	Packet	1	
61	Vim powder or equivalent (1 kg)	Packet	1	
62	Vim soap or equivalent (500 gm)	Piece	1	
63	Wheel surf or equivalent (1 K.G.)	Piece	1	
64	Wheel surf or equivalent (half K.G.)	Piece	1	
65	Wiper for Glass Cleaning	Piece	1	
66	Yellow Cotton Duster cloth	Piece	1	
67	Drainage Unblock Pump (Small)	Piece	1	
68	Dilmah or equivalent Green Tea Bag 20pc (All Available Flavor)	Packet	1	
69	Nescafe or equivalent 3 in 1 Coffee Mix 486gm (27 Stick)	Packet	1	
70	Nescafe or equivalent Classic 1.1gm x 96 Pkt	Piece	1	

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
71	Sugar Sachet White 1kg (100 pc)	Packet	1	
72	Every day or equivalent Dairy Whitener 400g	Packet	1	
73	Aqua Hundred or equivalent Mineral Water 500ml (20PC CTS)	Piece	1	
74	Hard Broom	Piece	1	
75	Floor Scrub Brush with Handle	Piece	1	
2. Stationery				
76	A3 Size Paper (80 gsm each box with 5 packets)	Rim/Pkt	1	
77	A4 Size Paper (80 gsm each box with 5 packets)	Box	1	
78	Battery - AA (Duracell or equivalent)	Pair	1	
79	Battery - AAA (Duracell or equivalent)	Pair	1	
80	Binder Clip - 25 mm	Pkt/Box	1	
81	Binder clip - 32 mm	Pkt/Box	1	
82	Binder clip - 40 mm	Pkt/Box	1	
83	Binder Clip - 50 mm	Pkt/Box	1	
84	2 Ring Binder file	Pcs	1	
85	Binding Tape 1.5"	Pcs	1	
86	Binding Tape 2"	Pcs	1	
87	Blue Tack	Pcs	1	
88	Board magnet	Pcs	1	
89	Board Marker	Pcs	1	
90	Board Marker - Permanent	Pcs	1	
91	Business card holder (A4 size)	Pcs	1	
92	Calculator (medium size; Casio or equivalent)	Pcs	1	
93	Cello tape (regular size)	Pcs	1	
94	Chart Paper	Pcs	1	
95	Clear Bag (regular size)	Pcs	1	
96	Clip Board	Pcs	1	
97	Colorful A4 size paper	Pkt	1	

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
98	Double tape	Pcs	1	
99	Envelope levels	Pkt	1	
100	Eraser (regular size)	Pcs	1	
101	File Fastener (clip) Metal	Pkt	1	
102	File Holder Tray (3 storey, foldable)	Pcs	1	
103	Flip Chart - 50 sheet	Roll	1	
104	Glue stick (35 gm)	Pcs	1	
105	Highlighter	Pcs	1	
106	Index file (Black)	Pcs	1	
107	Letter file	Pcs	1	
108	Manila White File	Pcs	1	
109	Masking tape	Pcs	1	
110	Meta card	Pcs	1	
111	Nepali paper A4	Pkt	1	
112	Paper clip - small (colorful)	Pkt	1	
113	Paper clip - small (steel)	Pkt	1	
114	Paper cutter	Pcs	1	
115	Paper flag	Pkt	1	
116	Pen drive- 16 GB	Pcs	1	
117	Pen stand/holder	Pcs	1	
118	Pencil	Pcs	1	
119	Pilot Pen	Pcs	1	
120	Punching machine (regular size)	Pcs	1	
121	Punching machine (medium size)	Pcs	1	
122	Push pin	Pkt	1	
123	Record File (Nepali Paper)	Pcs	1	
124	Register (In/Out register) No. 6	Pcs	1	

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
125	Spiral binder (6 mm per box of 100 pcs)	Box	1	
126	Spiral binder (8 mm per box of 100 pcs)	Box	1	
127	Spiral binder (14mm per box of 100 pcs)	Box	1	
128	Spiral binder (20 mm per box of 100 pcs)	Box	1	
129	Scale - 1 feet (Steel)	Pcs	1	
130	Scissor	Pcs	1	
131	Sharpener (regular size)	Pcs	1	
132	Sheet protector	Pcs	1	
133	Small Colorful Tape	Pcs	1	
134	Stamp pad	Pcs	1	
135	Stapler machine (regular size)	Pcs	1	
136	Stapler machine (medium size)	Pcs	1	
137	Stapler machine (large size)	Pcs	1	
138	Stapler pin - 10 mm	Pkt	1	
139	Stapler pin - 13 mm	Pkt	1	
140	Stapler pin -24/6	Pkt	1	
141	Storage Box	Pcs	1	
142	Sticky note-small (3*2)	Pcs	1	
143	Sticky note-small (3*3)	Pcs	1	
144	Tape dispenser	Pcs	1	
145	Visiting card holder (small)	Pcs	1	
146	A4 Photo Paper 20 pcs pkt	pkt	1	
147	Ball Pen	number	1	
148	Binding Rolls (12mm of 100 pcs)	pkt	1	
149	Business Card Holder for desk having capacity to hold 180 cards	pcs	1	
150	Business File	pcs	1	
151	Carbon Paper	pkt	1	

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
152	Cartoon Tape- Brown 2" (100 mtr in length)	pcs	1	
153	Cello Tape 2" (100 mtr in length)	pcs	1	
154	Cello Tape (half size)	pcs	1	
155	Diary (B5 size-80 sheets)	pcs	1	
156	Double Tape (Thin)	pcs	1	
157	Envelope A4 (Brown, packet of 50 pcs)	Pkt	1	
158	Envelope letter size (Brown, packet of 50 pcs)	Pkt	1	
159	Envelope Medium size (Brown, packet of 50 pcs)	Pkt	1	
160	Envelope A4- Nepali Paper (packet of 50 pcs)	Pkt	1	
161	Envelope A3 Nepali paper (packet of 50 pcs)	Pkt	1	
162	file separator	pkt	1	
163	Gel pen	pcs	1	
164	Labeling sticker	pkt	1	
165	Laptop cleaner	pcs	1	
166	Lamination paper A3	pkt	1	
167	Lamination paper A4	pkt	1	
168	Meta Card Oval	pkt	1	
169	Meta Card Rectangle	pkt	1	
170	Meta Card Square	pkt	1	
171	Spiral Notebook (B5 size -40 pages)	pcs	1	
172	OHP Pen	pcs	1	
173	Paper clips	pkt	1	
174	PVC Transparent Plastic Sheets	pkt	1	
175	Register (No. 6)	pcs	1	
176	Scale steel (1 ft.)	pcs	1	
177	Scale steel (2 ft.)	pcs	1	
178	Spiral Notebook (B5 with plastic cover)	pcs	1	

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
179	Stapler Pin (23/17)	pkt	1	
180	Stapler Pin (23/24)	pkt	1	
181	Stick File (12 pieces packet)	pkt	1	
182	Sticky Note (5 colors-pkt)	pkt	1	
183	Super Glue	pcs	1	
184	Table Sharpener	pcs	1	
3. Cutleries				
185	Air Tight Food Glass Jar 1.8 Ltr	Pcs	1	
186	Air Tight Food Glass Jar 1.2 Ltr Square/Round	Pcs	1	
187	Air Tight Food Glass Jar 750 ml Square/Round	Pcs	1	
188	GLASS PLAIN 6 PCS SET 4.5 INC 200 ml	Set	1	
189	WATER GLASS 6 PCS SET 5.5 INC 300 ml	Set	1	
190	Glass Jug 1.6 Lt	Pcs	1	
191	Water Bottle 750 ml	Pcs	1	
192	Water Bottle BPA Free 1 Lt	Pcs	1	
193	Bowl Oval Shape Glass 10 Cm	Pcs	1	
194	Bowl Oval Shape Ceramic 10 Cm	Pcs	1	
195	Bowl Oval Shape Melamine 10 Cm	Pcs	1	
196	BOWL ROUND SHAPE SIZE MEDIUM 14 Cm GLASS	Pcs	1	
197	BOWL ROUND SHAPE SIZE MEDIUM 14 Cm CERAMIC	Pcs	1	
198	BOWL ROUND SHAPE SIZE MEDIUM 14 Cm MELAMINE	Pcs	1	
199	BOWL ROUND SHAPE SIZE BIG GLASS 18 Cm	Pcs	1	
200	BOWL ROUND SHAPE SIZE BIG CERAMIC 18 Cm	Pcs	1	
201	Bowl Ceramic 4.5 Inch Size Small	Pcs	1	
202	DINNER PLATE CERAMIC SIZE REGULAR 26 Cm	Pcs	1	
203	CERAMIC PLATE SIZE MEDIUM (18cm)	Pcs	1	
204	MELAMINE PLATE SIZE REGULAR BIG 26 Cm	Pcs	1	
205	MELAMINE PLATE SIZE REGULAR SMALL 19 Cm	Pcs	1	

S.No	Description of Items	Unit	Quantity	Unit Rate (Without VAT)
206	Steel Spoon Long	Pcs	1	
207	Steel Spoon Regular (Dinner)	Pcs	1	
208	Steel Fork Regular	Pcs	1	
209	Steel tea Spoon Regular	Pcs	1	
210	TEA CUP GLASS (Set of 6 Glasses)	Set	1	
211	GLASS JUG 1.2lt	Pcs	1	
212	DISH STAND STEEL RACK 18x18, 3 STEPS	Pcs	1	
213	DISH STAND STEEL RACK 12x12, 2 STEPS	Pcs	1	
214	TRAY MELAMINE SIZE BIG 17x12	Pcs	1	
215	TRAY MELAMINE SIZE MEDIUM 10x12	Pcs	1	
216	KNIFE SIZE BIG 12 X 3	Pcs	1	
217	KNIFE SIZE MEDIUM 11 X 2	Pcs	1	
218	KNIFE SIZE SMALL 10 X 2	Pcs	1	
219	CHOPPING BOARD WOODEN 15 X 12	Pcs	1	
220	WATER BOILER (5 Ltr)	Pcs	1	
221	PAD LOCK AND KEY 70mm	Pcs	1	
222	PAD LOCK AND KEY 50mm	Pcs	1	
223	PAD LOCK AND KEY 30mm	Pcs	1	
224	MOTH BALLS (KAPUR) 360 Gm	Pcs	1	
225	Broom Regular (Amriso)	Pcs	1	
226	Wooden Spoon 100 Pcs	Pkt	1	
227	MICROWAVE BOX WITH LID GLASS SIZE MEDIUM 6 X 6	Pcs	1	
228	Rat Trapper Steel	Pcs	1	
229	Rat Trapper Glue	Pcs	1	
230	COFFEE MAKER 1000w 10 CUPS COFFEE MAKER	Pcs	1	
231	Drainage Unblock Pump (Small)	Pcs	1	
232	WATER DISPENSER THREE TAP (Hot, Cold and Normal Water)	Pcs	1	

The actual quantity of items to purchase shall be based on the requirements of MCA-Nepal. The above quoted rates are exclusive of VAT. VAT will not be levied on non-VAT applicable items from the list while for other items VAT will be added while calculating the total amount in the Task Order. We agree that MCA-Nepal will calculate the total amount based on the rate and quantity of items required for each requirement in an individual Task Order.

MCA-Nepal withholds applicable tax as per tax laws of Nepal at the time of payment.

Note: Payment shall be only after approval of the deliverables and submission of a valid invoice with approval of the deliverables.

Per unit rates of items of goods quoted under Annex-1 shall be consistent with the list of prices offered to the public.

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 the Submission Deadline.

By signing this quotation submission form, we agree to the requirements of this RFQ and terms and conditions of Blanket Purchase Agreement (BPA) and related Task Order.

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: Scope of Requirements

1. Objective:

MCA-Nepal wishes to identify and establish Blanket Purchase Agreements (BPA) with Suppliers who can supply various categories of office supplies to the eight field offices of MCA-Nepal.

2. Duration of Services

The Blanket Purchase Agreement (BPA) for office supplies will be awarded for a period of 2 years from the starting date (Base Period) with an option to extend the contract for three more years. At MCA-Nepal discretion and with agreement of the Supplier, the three-year option period can be exercised at once or in individual periods. Unit prices of the items to be supplied may be revised every six months or any other period as the Parties may agree. In any case, MCA-Nepal will assess the price reasonableness of the offered items.

3. Schedule of Payments

The payment will be made within **thirty (30) calendar days** after approval of the corresponding deliverable and submission of a valid invoice.

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 10(a) - RFQ)
3. **VAT/PAN Registration certificate** (as per clause 10 (b) - RFQ)
4. **Tax Clearance Certificate** up to the last Fiscal Year (as per clause 10 (c) - RFQ)

Annex 4: Purchase Order/ Contract Form - Blanket Purchase Agreement (BPA)



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

BLANKET PURCHASE AGREEMENT (BPA) CONTRACT

Procurement Reference: MCA-N/PM/SH/063		
Contract: BPA: Office Supplies for MCA-Nepal Field Offices		
Project	RFQ No.	Contract/PO No
Project Management	MCA-N/PM/SH/063	MCA-N/PM/SH/063
Purchaser:	Millennium Challenge Account Nepal (MCA-Nepal) PAN: 201253803	
Name of Supplier and its address and contact details:		
VAT/PAN No of Supplier	XXXXXXXXXXXXXXXXXXXXXXXXXX	

Date: _____

To:
(Supplier),

Your quotation reference **MCA-N/PM/SH/063** submitted under the referenced quotation dated **XXXX** is hereby accepted. The agreed rates for different types of items of goods for office supplies are provided under Annex 1 of this Contract. MCA-Nepal as and when needed, will issue a Task Order(s) for any of the goods to be fulfilled at the rates as detailed in this Contract.

Specific Terms of this BPA Contract/Purchase Order:

- 1) **Contract Sum:** The total amount for the list of items required at any time will be calculated in each Task Order which will be prepared based on the unit rates agreed in this Contract. Unit rates of the items to be supplied may be revised every six months or any other period as the Parties may agree. In any case, MCA-Nepal will assess the price reasonableness of the offered items. The revised rates will be incorporated into the Contract by exchange of letters between the Supplier and MCA-Nepal, without need for amending 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 contract's duration is for 2 years (Base Period) with an option to extend the contract for three more years (Option Period(s)). At MCA-Nepal discretion and with agreement of the Supplier, the three-year option period can be exercised at once or in individual periods. The Option Periods may be exercised by MCA-Nepal by notifying the Supplier 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 performance of the Supplier.
- 4) **Task Orders:** MCA-Nepal will issue a Task Order(s) to the Supplier(s) proposing the lowest price for the list of the items to be purchased at the time of requirement requested through Task Orders. At MCA-Nepal discretion and in its best interest, it may be decided to award one Task Order to one or more Suppliers. The Supplier(s) will provide the requested goods as per the delivery time stated in the Task Order(s).
- 5) MCA-Nepal will try to issue a Task Order for the required service at least 3 working days in advance, however in case of urgency it may be less than 3 working days.
- 6) MCA-Nepal may reject any or all the supplied items if found that the items are of low quality then specified in BPA.
- 7) For the purpose of management of this contract from the Purchaser's (MCA-Nepal) side, the Contract Manager is:

Name: **To be named**

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:

8) Payment Conditions:

Upon acceptance of the good received in each Task Order, MCA-Nepal will then be obligated to pay 100% of the amount of the Task Order within **thirty (30) calendar days**. The following documentation must be supplied for payments to be made:

- (i) Original Invoice (Submitted invoice should include PAN number of MCA-Nepal)
- (ii) Acceptance memo/note of goods 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 Supplier shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.
- (iv) MCA-Nepal withholds applicable tax as per the tax laws of Nepal at the time of payment.
- (v) Supplier 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, Durbar Marg

Kathmandu, Nepal.

Attn: Contract Manager

Email:

9) Bank details of Supplier:

BENEFICIARY NAME & DETAILS:

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

10) 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. Failing to timely provide the requested goods after issuance of a Task Order by three times may also be a reason for termination of this BPA Agreement.

11) Start Date: The 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 Millennium Challenge Account Nepal:

Name: Mr. Khadga Bahadur Bisht

Signature:

Name:

Date:

Witness:

Signature:

Name:

Date:

For Supplier:

Name:

Signature:

Name

Date:

Witness

Signature:

Name:

Date:

Annex 1 of Purchase Order

[This will include the Unit rates quoted in Annex-1 Quotation Submission Form of Request for Quotation]

Annex 2 of Purchase Order

[Sample Task Order]



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

SAMPLE TASK ORDER No: XXX

Date of Task Order:

BPA #	Office Supplies for MCA-Nepal Field Offices	Contract Ref:
	(Please provide the name of Supplier here)	MCA-N/PM/SH/063

Please proceed with the supply of items of goods under office supplies detailed in this Task Order and in accordance with the Conditions of the BPA Contract and the instructions given below (use additional pages if needed):

Expected date of completion:[No of days after issuance of the Task Order]

No	Description and place of delivery	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: Contract Manager/Sector Manager (XXXXXXXX)	For Supplier: 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 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>