



Request for Quotation (RFQ)

Issued on: **30 August 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

**Practical Microsoft Project 2016
Training**

Ref No: **MCA-N/ETP/SH/069**



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Request for Quotation for Practical Microsoft Project 2016 Training

Kathmandu, Nepal

30 August 2023

Ref: MCA-N/ETP/SH/069

Dear Sir/Madam:

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\$197,000,000 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 approximately 300 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 130 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. 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, intends to procure the services of "**Practical Microsoft Project 2016 Training**" for MCA-Nepal staff as detailed in **Annex 1: Terms of Reference**.
4. You are required to submit a quotation for the services as stipulated in the annexes to this RFQ. **Prices shall be quoted in United States Dollars (USD).**

5. The quotation shall be valid for **sixty (60)** days from the deadline for submission of quotations.
6. The Service Provider shall submit with their Quotation copies of the following administrative documents:
 - a. VAT Registration certificate (Applicable to firms registered in Nepal)
 - b. Tax clearance certificate up to FY (78/79) (Applicable to firms registered in Nepal)
 - c. Complete and signed Annex-2 Quotation Submission Form.
7. The Qualification and Evaluation Criteria are described in Paragraph 6 Qualification and Evaluation Criteria “Terms of Reference (ToR)”.
8. Evaluation of Quotations and Award of the Purchase Order: The Service Providers are required to quote for all the services. Failure to quote for all items will render your quotation incomplete and thus non-responsive to the requirements. The evaluation will be undertaken as follows:
 - a. The submitted Quotation will be verified for administrative and eligibility compliance with the requirements of this Request for Quotations.
 - b. The Qualification/Experience evaluation will be assessed on a “pass and fail” basis.
 - c. 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 Service Provider. 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.
9. The procurement process will be carried out in accordance with the provisions of the shopping method under the MCC Procurement Guidelines which can be downloaded at: <https://www.mcc.gov/resources/doc/program-procurement-guidelines>.
10. Any clarification needed shall be submitted in written to MCANepalPA@dt-global.com not later than 05 September 2023 by 12:00 hours Nepal Time. MCA-Nepal may not respond to any clarifications submitted after this date and time. All requests for clarifications shall be official and in writing.
11. The Quotations shall be submitted through the File request link (Dropbox link) below: <https://www.dropbox.com/request/TpxCTbh1mlMFr9qFI29h>

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.

12. Please note that the provided **Dropbox link** will expire on the **deadline for submission** indicated in *13 below*, consequently no late quotations will be received.
13. Deadline for submission of quotations is **13 September 2023, at 15:00 hours local time in Kathmandu, Nepal (GMT+5:45)**.
14. MCA-Nepal reserves the right to reject any or all applications or offers without incurring any liability and may waive any defect or informality therein and accept the offer if it deems advantageous to the institution.

Yours sincerely,
For MCA-Nepal:
Executive Director

Annexes:

1. Terms of Reference
2. Quotation Submission Form
3. Quotation Submission Checklist
4. Sample Contract Purchase Order

Annex 1: TERMS OF REFERENCE

1. Background:

MCA-Nepal needs to make intensive use of tools/software to support its efforts toward timely execution, identification of critical paths, potential delays and be able to make management decisions based on solid information/data. To this end, MCA-Nepal has decided to provide a practice-based training to the MCA-Nepal licensed MS Project users on **Microsoft Project 2016**.

2. Scope of Services:

The objective of this procurement is to make available to MCA-Nepal specialized training services to provide 40 hours onsite training to approximately 24 MCA-Nepal employees.

The Service Provider will be responsible for developing and delivering a practical training on Microsoft Project 2016.

The requirements of the training as are follows:

1. Training Requirement:

Training Content	<u>Training modules:</u> <u>Modules are presented in Paragraph 7 of this ToR.</u>
Training Duration	Total 40 hours spread across mutually acceptable number of days.
Training Modality	In-person
Training Language	English
Training Venue	At MCA-Nepal office with address at Lal Durbar Convention Center, Yak and Yeti Complex, Durbar Marg, Kathmandu Nepal.
Trainer	One

3. Facilities to be provided by Service Provider:

The Service Provider shall be responsible for providing the following:

- a. Proposed qualified trainer (qualification of trainer is mentioned in Paragraph 6);
- b. A detailed training curriculum outlining the content of each module;
- c. Practical exercises and examples to reinforce the learning process;
- d. Provide Certificate of Completion at the end of the training;
- e. A short report including the training materials will be considered the final report for payment;

4. Number of Trainees:

The training shall be provided to a group of estimated 24 participants from MCA Nepal staff.

5. Facilities to be provided by MCA-Nepal:

- Venue with seating arrangement and projector/big screens for presentation.
- Lunch and snacks.
- Necessary stationery for participants in the training.
- MS project software for participants in the training.

6. Qualification and Evaluation Criteria

a. Experience of the Service Provider:

- i. 2 similar training provided to government or private institutions in the last 10 years.

b. Qualification of the trainer:

- ii. Experience in providing at least 5 similar training on Microsoft Project 2016;
- iii. Basic understanding of project management concepts and methodologies;
- iv. Excellent communication and presentation skills;
- v. Proven track record in delivering effective and engaging training programs;
- vi. Ability to tailor training content to meet the needs of diverse participants.

7. Modules

The training should typically cover practical sessions with following contents:

Module 1: Introduction to Microsoft Project

- Provide an overview of Microsoft Project's purpose and relevance to project management;
- Explain key project management concepts that will be addressed throughout the training;
- Familiarize participants with the main components of the Microsoft Project interface.

Module 2: Creating a New Project

- Guide participants through the process of starting a new project within the software;
- Instruct participants on how to set project information and properties accurately;
- Demonstrate the method for establishing project start and finish dates.

Module 3: Task Entry and Management

- In-depth instruction on creating tasks and subtasks in Microsoft Project;
- Detail the process of defining task durations, start dates, and finish dates;
- Teach participants how to establish task dependencies and relationships.

Module 4: Resource Management

- Instruct participants on adding and managing resources, including personnel and equipment;
- Provide guidance on assigning resources to tasks efficiently;
- Demonstrate techniques for adjusting work hours and resource availability.

Module 5: Scheduling and Timing

- Explain the different task scheduling modes available (manual vs. automatic);
- Illustrate the utilization of the Gantt Chart view to visualize project schedules;
- Teach participants how to adjust task constraints and set deadlines.

Module 6: Tracking Progress

- Guide participants through the process of updating task completion status;
- Instruct on entering actual work and cost data for accurate progress tracking;
- Train participants on analyzing variances and making necessary adjustments.

Module 7: Managing Project Costs

- Detail the setup and allocation of cost resources within Microsoft Project;
- Provide guidance on tracking and analyzing project costs effectively;
- Instruct participants on generating cost reports and summaries.

Module 8: Advanced Task and Resource Management

- Introduce advanced techniques such as creating recurring tasks and managing split tasks;
- Provide strategies for handling over allocated resources and optimizing resource utilization.

Module 9: Customizing Views and Reports

- Instruct participants on creating customized views to display project information;
- Demonstrate the process of generating various project reports (e.g., Task Usage, Resource Allocation);
- Guide participants in modifying existing reports and templates to meet specific project needs.

Module 10: Sharing and Collaboration

- Train participants on saving, sharing, and collaborating on project files;
- Provide insight into effective team collaboration using Microsoft Project features;
- Explain the integration capabilities of Microsoft Project with other Microsoft Office applications.

Module 11: Advanced Features and Integration

- Introduce advanced functionalities, including working with multiple projects;
- Demonstrate the creation of master projects and subprojects within Microsoft Project;
- Instruct participants on integrating Microsoft Project with other relevant software.

Module 12: Project Closure and Finalizing

- Guide participants through the process of finalizing project schedules and tasks;

- Provide best practices for closing completed projects within Microsoft Project;
- Instruct on archiving and storing project data for future reference.

Module 13: Best Practices and Tips

- Share project management best practices relevant to Microsoft Project;
- Provide time-saving shortcuts and techniques for efficient use of the software;
- Offer guidance on troubleshooting common issues that participants may encounter.

Annex 2: Quotation Submission Form

Practical Microsoft Project 2016 Training

Name of Bidder/Service Provider: _____

Date: _____

NO (i)	Item Description (ii)	Unit (iii)	Quantity (iv)	Rate (in USD) Per Training (v)	Amount in Figure (in United States Dollar, USD) <i>vi = (iv x v)</i>
1	Practical Microsoft Project 2016 Training as detailed in Annex 1: Terms of Reference	Per Training	1		
	VAT (if applicable)				
	Total price including VAT				

Note:

1. The quoted price includes all the costs associated and applicable with conducting the training, which includes the training fees, travel costs & logistics requirements including per-diem and accommodation for the trainer, training materials to be distributed to trainees, costs related to certificates for trainees and other costs as deemed necessary towards the delivery of the assignment.
2. Our Quotation is valid for **60 days** from the date of deadline of submission mentioned in this RFQ.

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: _____

Phone/Mobile Number: _____

ANNEX 3: Quotation Submission Checklist

Check List for Submission of the Quotation (as per Clause 7 of RFQ)

1. Completely filled and signed Quotation Submission Form (Completed and signed Annex 2)
2. Experience of the Service Provider: Document presenting the requirement under qualification evaluation criteria under 6(a) of the terms of reference.
3. CV of the Proposed Trainer (Please list the general and specific experience and all the trainings delivered by the proposed trainer) (for the evaluation as per the qualification and evaluation criteria under 6(b) of the terms of reference)
4. VAT Registration certificate (Applicable to firms registered in Nepal)
5. Tax clearance certificate up to FY (78/79) (Applicable to firms registered in Nepal)
6. Banking Details:
 - Name of the Bank:
 - Branch Address:
 - Name of the Account:
 - Account No:
 - SWIFT Code:
 - IBAN: (if applicable)

Annex 4: Sample Contract/Purchase order

General Terms and Conditions of this Contract/Purchase Order.

- 1) **Detail of Service:** You are required to provide all the services as per the terms and conditions and as detailed below:

MCA-N/ETP/SH/069		Date:			
Employer: Millennium Challenge Account Nepal (MCA-Nepal)		Microsoft Project 2016 Training			
Name of Service Provider:					
Address:		Tel:		Fax:	VAT No:
Email Address:		Cell No:			
Contact Name:					
ORDER					
#	Item Description	Unit	Quantity	Rate (In USD)	Amount (in USD) or in NPR
1	Microsoft Project 2016 Training as detailed in Annex 1: Terms of Reference	Per Training	1		
VAT (if applicable)					
Total price including VAT					

The price includes all the costs associated and applicable with conducting the training, which includes the training fees, travel costs & logistics requirement including per-diem and accommodation for the trainer, training materials, costs related to certificates for trainees and other costs as deemed necessary towards the delivery of the assignment.

- 2) **Contract Sum:** The total contract amount is -USD XXXX [*Contract Amount in Figure*] or NPR XXXX **exclusive of VAT** (Note: If the Services Provider is a Nepali firm, the contract amount may be included in Nepalese Rupees (NPR) with the exchange rate of Nepal Rastra Bank buying rate at the date of contract signature.)

- 3) **Tax:** Except as may be exempt pursuant to the Compact, MCA-Nepal and all Providers, Covered Providers, Project Partners, contractors (prime contractors and subcontractors), consultants, and other entities and individuals that receive MCC funding directly or indirectly in furtherance of the Compact are exempt from Taxes or will be refunded equal amount of Taxes paid in respect of the MCC funding in accordance with Section 2.8 of the Compact available at: <https://assets.mcc.gov/content/uploads/compact-nepal.pdf>.

4) **Contract Duration and Effective Date:** The effective date will be the last date of signing of the Contract by both parties. The Contract duration is 60 days after the completion of the training.

5) **Training Schedule and Venue:** Training dates shall be mutually agreed to by both parties within the Contract duration. Training will be conducted at the MCA-Nepal office with address at 2nd and 3rd Floor, East Wing, Lal Durbar Convention Center, Yak and Yeti Complex, Durbar Marg, Kathmandu Nepal or any other venue as may be determined by MCA-Nepal.

6) **Contract Manager:** For the purpose of management of the Contract/Purchase Order from the Employer's side, the Contract Manager is:

[Name and Position Contract Manager]

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 Contractor, and may cancel any delegation after notifying the Contractor. 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 Contract, the Service Provider shall have all communications related to contract implementation through the Contract Manager.

Contact person of Service Provider:

Name:

Designation:

Email:

Contact (mobile):

Phone:

7) **Payment Conditions:** Upon completion and acceptance of the services by MCA-Nepal, MCA-Nepal 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 services. The following documentation must be supplied for payments to be made:

- i). Original valid Invoice;
- ii). An acceptance note evidencing that the services have been accepted by MCA-Nepal;
- iii). The Service Provider shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.
- iv). The Service Provider 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 (Applicable to the service provider registered in Nepal)

- v). Applicable withholding tax (TDS) will be deducted at the time of payment.
(Applicable to the service provider registered in Nepal)

8) Bank Details of the Service Provider:

Name of the Bank:
Branch Address:
Name of the Account:
Account No:
SWIFT Code:
IBAN: (if applicable)

- 9) Failure to Perform:** MCA Nepal may cancel, at any time, this Purchase Order if the Service Provider fails to deliver the Services in strict accordance with the above terms and conditions. Failure to perform in this contract may be the reason for rejection of the quotation/bids in the future bidding process.
- 10) Dispute Resolution:** The parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of this Contract. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract/Purchase Order or its interpretation. Applicable arbitration law of Nepal will apply for any dispute between the Parties arising under or related to this Contract that cannot be settled amicably.
- 11) Termination for Convenience:** MCA-Nepal, by notice sent to the Service Provider, may terminate this Contract, in whole or in part, at any time in its sole discretion for its convenience. The notice of termination shall specify that termination is for the Employer's convenience, the extent to which performance of the Service Provider under this Contract is terminated, and the date upon which such termination becomes effective. All services satisfactorily rendered as of the termination date will be paid at the rates in this contract.
- 12) Force Majeure:** Force Majeure: Neither party shall be held liable or responsible for any delay or failure in performance of any part of this agreement to the extent such delay or failure is caused by an event of Force Majeure. An event of Force Majeure means any event or condition beyond the reasonable control of a party, which could not have been prevented, remedied, or cured by such party's reasonable diligence, and which makes performance of this agreement impossible or impractical. The party affected by such an event shall promptly notify the other party of the occurrence of the event and its impact on performance as soon as practicable (no later than five (5) days after the occurrence) about the occurrence of an event giving rise to a claim of Force Majeure. The parties will use reasonable efforts to minimize the impact of the event and resume performance as soon as practicable. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. No party shall be responsible for any cost to the other party due to force majeure.

For Millennium Challenge Account Nepal: For the Service Provider:

Signature:
Name:
Executive Director
Date:

Signature:
Name:
Position:.....
Date:

Witness

Signature:
Name:
Date:

Witness

Signature:
Name:
Date:

Annex to the Contract/Purchase Order:

Annex 1: Terms of Reference

Annex 2: Curriculum Vitae of the Proposed Instructor/Trainer

Annex 3: MCC's Policy – Corrupt and Fraudulent Practices

Annex 4: MCC's Policy – Annex of General Provisions

Annex 1: Terms of Reference

Annex 2: Curriculum Vitae of the Proposed Instructor/Trainer(s)

Annex 3: 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>

Annex 4: 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>