



**MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)**

Request for Quotation (RFQ)

Issued on **08 September 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

**Vehicle Driver for Towing a Falling  
Weight Deflectometer**

**\*\*\*\*\***

Ref No: **MCA-N/RMP/SH/066**



## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

### Request for Quotation for Vehicle Driver for Towing a Falling Weight Deflectometer

**Kathmandu, Nepal**  
08 September 2023

**Ref: MCA-N/RMP/SH/066**

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 Quotations (“RFQ”) is issued.
2. 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 a “**Vehicle Driver for Towing a Falling Weight Deflectometer**” as described in **Annex 1**.
3. Any individual with the required qualifications is invited to submit a quotation for the required services as stipulated in the annexes to this Request for Quotations (RFQ). **Prices shall be quoted in Nepalese Rupees (NPR)**. The offered price should include all costs and services in accordance with the Scope of Services and Conditions of Contract/Purchase Order.
4. **Validity of Quotation:** The quotation shall be valid for **sixty (60) days** from the deadline for submission of quotations stated under **clause 17**.
5. **Delivery and Duration of Services:** The contract period will be 2 years. The driver base duty station will be at Kathmandu with frequent mobilization inside Nepal, within the Strategic Road Network (SRN).
6. Individuals (no firm) are required to submit a quotation **for the complete services as mentioned in Annex 1**. One Individual shall submit only one quotation.

7. **Clarifications:** Any clarifications needed shall be submitted in written not later than **15 September 2023 by 17:00 hours Nepal Time**. The MCA Entity may not respond to any clarifications submitted after this date and time.
8. 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. Bidders shall be eligible to be considered for further evaluation.
9. During the evaluation process the Bid Review Panel (BRP) will carry out arithmetic calculation/correction. A comparison of quotations will be carried out excluding VAT. The lowest evaluated quotation will be reviewed to check administrative and qualification compliance with the requirements set in the RFQ. If the quotation is found substantially compliant, the contract will be awarded to that Individual Service Provider. If the lowest evaluated quotation is not compliant with RFQ requirements, MCA-Nepal will review the second lowest 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. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions and requirement of RFQ. A non-responsive quotation shall not be considered for recommendation of award. MCA-Nepal will evaluate and compare only the quotations determined to be substantially responsive.
10. MCA-Nepal may request the Individual Service Provider to submit the additional supporting documents via request for clarifications during the evaluation process, (if required).
11. The individual Service Provider shall meet the minimum qualification criteria which will be evaluated based on the criteria described in paragraph 4 of the Scope of Services (Annex 1).
12. The Individual Service Provider should submit the following documents:
  1. Fully completed and signed **Quotation Submission Form (Annex 2)**.
  2. Fully filled **Curriculum vitae (Annex 3: CV)**
  3. Recommendation Letter from last three previous Employers
  4. Clear Copy (scanned copy) of the Professional **driving license** for car, jeep.
13. In evaluating the quotations, MCA-Nepal will adjust for any arithmetical errors as follows:
  - a. 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

- b. If you refuse to accept the correction, your quotation shall be rejected and shall not be considered for future procurement under MCA-Nepal.
14. A price reasonableness assessment will be conducted. The quotation shall be rejected if the price is found to be unreasonable.
15. Please submit the quotation (using the Quotation Submission Form in Annex 2 along with your CV as per Annex 3) to the email address [MCANepalPA@dt-global.com](mailto:MCANepalPA@dt-global.com); CC to [binita.poudel@dt-global.com](mailto:binita.poudel@dt-global.com); with subject line: "**Quotation for Driver**" or in hard copy to the following address:

**For Hard Copy submission:**

Attention: Procurement Agent

subject line: "**Quotation for Driver**"

Millennium Challenge Account Nepal (MCA-Nepal)

2nd & 3rd Floor, East Wing, Lal Durbar Convention Centre,

Yak & Yeti Complex, Durbar Marg,

Kathmandu, Nepal

16. 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/en/procurement/bid-challenge-system/>.
17. Deadline for submission of quotations is **25 September 2023, at 13:00 hours local time in Kathmandu, Nepal (GMT+5:45)**. Quotations can be submitted by email or hard copy to the following address stated above in point 15
18. MCA-Nepal reserves the right to reject any or all applications or offers without incurring any liability and may waive any defect or informality therein and accept the offer which it deems most advantageous to the institution.

Yours sincerely,

**For MCA-Nepal:**

**Khadga Bahadur Bisht**

Executive Director

**Annexes:**

1. Scope of Services
2. Quotation Submission Form
3. CV Suggested Template
4. Sample Purchase Order

# Annex 1

## Scope of Services

Position:	Vehicle Driver for Towing a Falling Weight Deflectometer*
Division:	Project Delivery
Reports to:	Project Manager - Road Maintenance Project
Band:	Individual Service Provider
Duration of Service	Two years with possibility of extension

### 1. Background & Project Description

In September 2017, the U.S. Government's Millennium Challenge Corporation (MCC) signed a \$500 million compact agreement with the Government of Nepal. The Compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India—helping to spur investments, and accelerate economic growth. The compact agreement is valid for a period of five years, and is currently in implementation stage, prior to Entry-Into-Force (EIF) at which time the five-year time period begins.

Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal (MCA-Nepal) entity.

### 2. Position Objective

The Vehicle Driver, under the operational supervision of RMP Project Manager, is responsible for driving the designated vehicle for towing the Falling Weight Deflectometer and for engineering survey works. The driver will also be in charge of maintaining cleanliness and functionality of the vehicle in order to support the office in its overall functioning.

### 3. Responsibilities:

- Drive an MCA-Nepal designated vehicle for towing the FWD/Equipment for data collection survey works and other associated project activities as required;
- Provide dedicated and secure driving services ensuring proper use along with day-to-day maintenance of the vehicle;
- Maintains the cleanliness and functionality of vehicle, reporting any damage or needs for repair and maintenance and ensures that the vehicles are ready for use;
- Keeps updated record of log vehicle use, gasoline consumption, and mileage to ensure that vehicles – considered organizational resources – are responsibly used and to support monitoring and audit activities;
- Safekeeping of FWD equipment and spare parts including other MCA-Nepal equipment and spare parts that may be required for field survey works.
- Ensure custodianship of the vehicle and accessories during road survey. It is expected that this position is expected to travel at the field for about 200 days a year.

#### **4. Requirements (Education, Experience, Technical Competencies)**

The criteria a to f will be evaluated on pass and fail basis.

- a. Ability to read and write, should have completed minimum of 10<sup>th</sup> grade.
- b. Professional driving license for car, jeep.
- c. Minimum ten years' work experience as a driver, preferably worked previously with donors or donor-funded projects.
- d. General knowledge of minor vehicle repair in case of emergencies (to be assessed during interview)
- e. Recommendation letters from the last three previous employers.
- f. Technical Competencies: Prior experience in driving a four-wheel vehicle.
- g. Interview: MCA-Nepal will select the three lowest evaluated quotations - which have passed the above criteria- for interview. The highest scored candidate in the interview will be awarded the Contract.

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#### **5. Falling Weight Deflectometer equipment that needs to be towed for road survey**



**Annex 2**  
**Quotation Submission Form**  
**Vehicle Driver for Towing a Falling Weight Deflectometer**

S.N.	Description of Services	Unit	Qty	Unit Rate in (NPR) In Figure	Total Amount – In Figure (NPR)
1.	Driving Services as outlined in Annex 1 Scope of Service. (Remuneration/Salary)	Per month	24 Months		
2.	Rate for the Driver who is required outside Kathmandu, for field visits, travel expenses and lodging/accommodation*				
2.1	Per diem	Per day	200		
2.2	Hotel accommodation	Per day	200		
3	Provision Sum				
3.1	Insurances: The Service Provider shall purchase insurances coverage as instructed by MCA-Nepal and the cost of insurances will be reimbursed by MCA-Nepal as per actual basis.	LS	-	-	100,000
				TOTAL	
				VAT (if applicable)	
				Total with VAT	

- I accept all the instructions and terms and conditions mentioned in the Request for Quotation (RFQ and Contract Form). I 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.
- Insurances to be taken by the Driver will be as per Paragraph 7 of the Purchase Order/Contract (Annex 4).
- TDS, if applicable as per Nepalese Income Tax Act, will be deducted at the time of payment.

- My Quotation is valid for **60** days from the last date of Quotation Submission.

**Note: 1. Selected candidates for services may require to be registered in the VAT for the payment purposes.**

2. 200 days of night stay is just an arbitrary quantity for the comparison purpose, this quantity may vary as per the actual night stay.

Signature: \_\_\_\_\_

Name of the Person signing the Quotation: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Email id:** \_\_\_\_\_

Phone/mobile: \_\_\_\_\_



### Annex 3: CV Suggested Template<sup>1</sup>

Name	[ Insert Full Name]		
Date of Birth	[Insert Birth Date]		
Nationality	[Insert Nationality]		
Driving License No: <b>(Please attached a Copy)</b>			
Education	[Insert Education level]		
Employment Record/Work Experience	Organization	From [Month, Year]	To [Month, Year]
Experience of driving a Four-Wheel Vehicle while towing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If Yes, How Long did you drive Four Wheel vehicle:..... ..		
Knowledge of Traffic Rule	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Ability to Read and Write	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have Professional driving license for car, jeep	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
General knowledge of minor vehicle repair in case of emergencies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Prior experience in driving a four-wheel vehicle while towing an additional vehicle accessory unit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
References	<p>In this section, please submit at least 3 references who has knowledge about the past performance of the candidate in similar positions. MCA-Nepal reserves the right to contact the references for information relevant for evaluation purpose.</p> <p><i>Reference 1: Name and Contact Details (email or phone number)</i></p> <p><i>Reference 2: Name and Contact Details (email or phone number)</i></p> <p><i>Reference 3: Name and Contact Details (email or phone number)</i></p>		

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<sup>1</sup> The Bidder may submit the CV in a different template; however, the content shall be substantially similar to the content in the suggested template

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate in the above-mentioned assignment. I further declare that I am able and willing to work for the period foreseen in the above referenced Request for Quotation.

Signature

## Annex 4 Sample Purchase Order/Contract

### ***PURCHASE ORDER /CONTRACT***

Procurement Reference		
Project	RFQ No	Contract/PO No
<b>Program Administration</b>	<b>MCA-N/RMP/SH/066</b>	<b>MCA-N/RMP/SH/066</b>

To: **[Service Provider Name], [Address]**

Your quotation reference quotation dated *[Submission date]* is accepted and you are required to provide the Services as detailed below:

#### **SPECIFIC TERMS OF THIS PURCHASE ORDER:**

1) You are required to provide the Services as detailed below:

<b>PURCHASE ORDER N°:</b>		<b>Date: XX October 2023</b>			
Employer/Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) <b>PAN: 201253803</b>		<b>Vehicle Driver for Towing a Falling Weight Deflectometer</b>			
<b>Service Provider/Service Provider: [Service Provider Name and Address]</b>					
Address: <b>[Service Provider Name and Address]</b> Email Address:		Tel:	Fax:	VAT No:	
Contact Name:		Cell No:			
<b>ORDER</b>					
Item Number	Description	Unit	Quantity	Unit Rate	Total price (NPR)
1	Driving Services for Towing a Falling Weight Deflectometer as outlined in Annex 1: Scope of Work (Remuneration/Salary)	Per month	24		
2	Rate for the Driver who is required outside Kathmandu, for field visits, travel expenses and lodging/accommodation*				
2.1	Per diem	Per day	200		
2.2	Hotel accommodation	Per day	200		
3	Provision Sum				
3.1	Insurances: The Service Provider shall purchase insurances coverage as instructed by MCA-Nepal and the cost of insurances will be reimbursed by MCA-Nepal as per actual basis.	LS	-	-	100,000
Total					
VAT					
<b>TOTAL AMOUNT</b>					

2) **Contract Sum:** XXXXX [*Insert Amount in words and numbers.*]. The offered price should include all costs required for the full provision of the Services to MCA–Nepal as per Terms of Reference and Conditions of Contract.

3) 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 Period:** The contract period will be for 24 months from the date of start. The date of start (commencement date) will be notified via a letter (Notice to Proceed) to the Service Provider within 15 days from the date of dual signature of the contract.

5) **Contract Manager:** For the purpose of management of the contract/purchase order from the purchaser’s side, the Contract Manager is:

Mr./Ms. XXXX

Position,

Millennium Challenge Account Nepal (MCA-Nepal)

Yak and Yeti Hotel Convention Center,

Durbar Marg,

Kathmandu, Nepal.

Email: XXXXX

6) **Payment Conditions:**

Prices mentioned in this purchase order are in Nepalese Rupees (NPR) which includes all costs needed to provide the required services in accordance with the Scope of Services and Conditions of Contract. Payments will be done on a monthly basis; upon acceptance of the required services, MCA-Nepal will then be obligated to pay 100% of the due amount within **30 calendar days** of completion or satisfactory performance of the contract and submission of the following:

- i). Original Receipt.
- ii). An acceptance note evidencing the delivery of the services by the Individual Service Provider and verified by the Contract Manager to confirm that that the services were provided as per the Purchase Order;
- iii). The Service Provider shall comply with any other payment instructions as may be reasonably given by MCA-Nepal;
- iv). TDS, if applicable as per Nepalese Income Tax Act, will be deducted at the time of payment.
- v). Service provider may require to be registered in the VAT for the payment purposes.

Bank Details of Individual Service Provider:

Name of the Bank:

Branch Address:

Name of the Account:

Account No:

7) **Failure to Perform:** The Employer may cancel, at any time, this Contract if the Individual Service Provider fails to provide 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 future bidding processes.

- 8) **Inspection:** The Contract Manager or their representative will monitor the performance of the Individual Service Provider to certify the provision of the services. If the Contract Manager deems any delivery of services as per the scope of services to not be in strict accordance with the above terms and conditions, that non-conformity shall serve as justifiable grounds to cancel this Purchase Order.
- 9) **Termination:** MCA-Nepal may terminate the contract at any time by giving 30 days advance notice, if the service is no longer required or the individual service provider fails to provide the required services.

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

Signature:  
Executive Director  
Date:

Witness:

Signature:  
Name:  
Date:

**For the Individual Service Provider: [Service  
Provider's name and address]**

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

Witness

Signature:  
Name:  
Date:

## **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>