



Request for Quotation (RFQ)

Issued on **24 November 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

**Field Office Services for RMP Field  
Works at Dang District (Office Rent)**

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

Ref No: **MCA-N/RMP/SH/070**



## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

### Request for Quotations for Field Office Services for RMP Field Works at Dang District (Office Rent)

Ref No: **MCA-N/RMP/SH/070**

**24 November 2023**

1. The United States of America, acting through the Millennium Challenge Corporation (“MCC”) and the Government of Nepal (the “Government” or “GoN”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Nepal (the “Compact”) in the amount of approximately USD 500 million (“MCC Funding”). The Government, acting through Millennium Challenge Account-Nepal Development Board (“MCA Entity” or the “Purchaser”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Request for Quotations (“RFQ”) is issued. Any payments made by the MCA Entity under the proposed contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use and distribution of MCC Funding. No party other than the Government and the MCA Entity shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding. The Compact and its related documents can be found on the MCC website ([www.mcc.gov](http://www.mcc.gov)) and on the website of the MCA Entity at <https://mcanp.org/>.
2. The Millennium Challenge Account Nepal (MCA-Nepal), an organization of the Government of Nepal that manages the Compact Agreement with funding from the Millennium Challenge Corporation has a need for suitable office space to locate its district office in Dang district and intends to lease a suitable office space under the ***“Field Office Services for RMP Field Works at Dang District (Office Rent)”*** procurement as detailed in **Annex 2: Terms of Reference**.
3. This invitation is open to all eligible bidders/owners/landlords. Quotations must be typed or written in indelible ink and shall be signed by your authorized representative.
4. **Scope:** MCA-Nepal is looking for an office space of approximately 3 rooms preferably including one larger room and parking space for at least 1 two-wheel vehicle (required) and the compound of the premises with perimeter wall and standard entry/exit gate.

5. **Duration and Payment Conditions:** MCA-Nepal intends to lease the office space for an initial period of two (2) years, extendable up to completion of the Compact period based on mutual agreement. MCA-Nepal will make rental payments in NPR every six months.
6. **Prices shall be quoted in Nepalese Rupees (NPR) and should be inclusive of all applicable local and national taxes, fees and charges but exclusive of VAT** and should include the costs of water.
7. The quotation shall be valid for **sixty (60)** days from the deadline for submission of quotations.
8. The bidder shall submit with their Quotations copies of the following administrative documents:
  - a. Copy of Property Deed (Lalpurja)
  - b. Copy of the approved drawing of the space to be rented if available or Photos of the property are also acceptable.
  - c. Scanned Nationality card if the property belongs to an individual or registration certificate if the property belongs to an organization.
  - d. Complete and signed Quotation Submission Form (Annex 1).
9. **Quotations collection, Qualification and Evaluation:** Annex-2: Terms of Reference, III. Qualification and Evaluation Requirements outlines the minimum requirements and preferred requirements for different parameters. The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated (above and under Annex: 2, VI), shall be selected subjected to price reasonability as per MCC PPG and physical verification of the property. Representatives from MCA-Nepal may physically verify these requirements through a site visit and can collect the hard copy quotations. The evaluation of submitted quotations will be carried out on a pass/fail basis.

In case that none of the quotations submitted meet all criteria, MCA-Nepal reserves the right to accept the quotation which is deemed most adequate to fulfill the purpose.
10. **Payment Conditions:** MCA-Nepal will make rental payments semi-annually in Nepalese Rupees within 10 working days of each semi-annual period.
11. During evaluation of the quotations, MCA-Nepal will adjust for any arithmetical errors as follows:
  - a. where there is a discrepancy between rates in figures and in words, the rate in words will govern.

- b. where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- c. if a bidder refuses to accept the correction(s), their quotation will be rejected.

**12. Evaluation of Quotation and Award of Lease Agreement:**

The lowest priced quotation will be reviewed to check compliance with the requirements set in the Request for Quotation, if the quotation is compliant substantially, the contract will be awarded to that bidder. If the lowest priced offer is not compliant, the MCA-Entity will review the second lowest/second-best quotation and so on and so forth. MCA-Nepal may, at its own discretion, to evaluate more than one quotation to save time during evaluation.

- 13. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotations, and it will not be considered further. The Employer will evaluate and compare only the quotations determined to be substantially responsive.
- 14. Service Providers/Bidders may challenge the results of a procurement only according to the rules established in the Bid Challenge System developed by the MCA-Nepal and approved by MCC. The rules and provisions of the Bid Challenge System are as published on the MCA-Nepal's website at <https://mcanp.org/procurement>.
- 15. **Clarifications:** Any clarification needed to this Request for Quotation shall be through email to [MCANepalPA@dt-global.com](mailto:MCANepalPA@dt-global.com) by **5:00 PM (Nepali Time) on 5 December 2023**. MCA Nepal may not respond to any clarifications submitted after this date and time.
- 16. Quotations including other required documents (using the **Quotations Submission Form** in **Annex 1**) may be submitted electronically to the email address [MCANepalPA@dt-global.com](mailto:MCANepalPA@dt-global.com) CC to [binita.poudel@dt-global.com](mailto:binita.poudel@dt-global.com) with subject line: **"space for rent at Dang" by 15 December 2023, 15:00 hours local Nepal time (GMT+5.45)**. If needed, quotations may be directly collected from landlords or authorized representatives. No public opening of proposals is required.
- 17. Late Quotations will not be accepted.
- 18. MCA-NEPAL reserves the right to reject any or all applications or offers, waive any defect or informality therein, and accept the offer which it deems most advantageous to the institution.

Yours sincerely,  
**For MCA-Nepal:**  
**Khadga Bahadur Bisht**  
Executive Director

**Annexes:**

1. Quotation Submission Form
2. Terms of Reference
3. Sample Lease Agreement

## Annex 1: Quotation Submission Form

### Form 1

Name of Owner/Landlord: \_\_\_\_\_

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

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

**Note:**

1. The unit rate should be inclusive of all local and national taxes but exclusive of VAT.
2. The unit rate should be inclusive of water usage.
3. Electricity consumption charges will be paid based on actuals.
4. Applicable TDS will be applied.
5. Quotation is valid for 60 days from the date of submission.
6. Payment of the rental fees will be made in every six months within 10 working days of each semi-annual period.
7. Rent will be increased by 10% after each 24 months, if both parties agree to continue with the lease.

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

Name of the Person Authorized to Sign the Quotation: \_\_\_\_\_

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

Signature of the Authorized Person: \_\_\_\_\_

Physical Address of the quoted space: \_\_\_\_\_

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

Phone/Mobile Number: \_\_\_\_\_

**Form 2**

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

Potential Lessor: \_\_\_\_\_  
 Location/Common Address: \_\_\_\_\_  
 Available Square Feet (if multi-floor availability, provide total sq. ft and amount of footage per floor) (approx): \_\_\_\_\_

Category and (score)	Minimum Requirements	Preferred Requirements	Physical Verification of Offered Space by MCA-Nepal Technical Team
a. Office space	Approximately 3 rooms.	Preferably 1 large hall, one storage type room and one office room able to house two workstations.	
b. Parking space	Unrestricted parking for 1 two-wheel vehicles	Unrestricted parking for 1 two-wheel vehicles and one four-wheel vehicle.	
c. Secured perimeter	Suitable access with office rooms that can be locked with closed perimeter	Separate access, walled perimeter/compound wall and standard entry/exit gate.	
b. Nature of access	Shared house or shared floor with unrestricted access	Dedicated floor with unrestricted access.	
d. Floor area	Clean floors that do not need additional work	Tiled and/or carpeted floor area	
e. Walls and ceilings	Ready to move-in	Freshly colored walls and ceiling with internal wiring	
f. Access Road	Easy and uninterrupted road access	Access road capable of two-way traffic.	
g. Electricity and internet	Access to electricity charged in rent, feasible for internet and telephone connections	Dedicated electricity access charged to Rent, internal wiring, expandable options and with power backup support.	

<b>Category and (score)</b>	<b>Minimum Requirements</b>	<b>Preferred Requirements</b>	<b>Physical Verification of Offered Space by MCA-Nepal Technical Team</b>
h. Water	Access to uninterrupted water supply for 2 people	Dedicated water tank adequate for 2 people	
i. Entrance Access	Joint access that is uninterrupted.	Separate access with at least two entry/exit, which can also be utilize during emergencies	
j. Fire alarm	Provision to keep fire alarm system/sprinklers	Functioning fire/earthquake alarm system and safe rally point.	
k. Air conditioning, partition and refurbishments	Authority to install ACs, partial and full partitions for 2 rooms	Functioning AC system and authority to refurbish.	
l. Washrooms/restrooms	At least 1 unrestricted access toilet/washroom	Separate/dedicated toilet and washroom for office.	
m. Noise	Location with less traffic and other noise	Less noisy location with noise cancellation provisions	
n. Traffic at location	Location where traffic movement is generally uninterrupted.	Central location which does not have frequent traffic jams.	
o. Location	Proximity to RMP (Dang-Lamahi) road-segment( e	Secured location close to GoN Law Enforcement/ Security Agency's location with easy access to transport services.	
p. Access	Unrestricted 24/7 access		
q. Windows and Doors	Grilles on the windows to protect from outside intrusion	Door with second hasp to secure the locking bolt in the open position	
r. Additional features		E.g. Staff recreation area, green space.	
s. Uncompromised structural integrity	Aligned pillars and walls with no		



<b>Category and (score)</b>	<b>Minimum Requirements</b>	<b>Preferred Requirements</b>	<b>Physical Verification of Offered Space by MCA-Nepal Technical Team</b>
	visible structural damage		
t. Unique on-site considerations			

## Annex 2: Terms of Reference

### Office Space for MCA-Nepal Field office in Dang District

#### I. OBJECTIVE

The Federal Democratic Republic of Nepal, acting through the Ministry of Finance (MoF) and the United States of America, acting through the Millennium Challenge Corporation (MCC), entered into a Millennium Challenge Compact on 14 September 2017, providing for a grant of up to US \$500,000,000 to advance economic growth and reduce poverty in Nepal, to which the Government of Nepal (GoN) will contribute up to US\$197,000,000. The Compact program aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and the region to help spur investments and accelerate economic growth. The Electricity Transmission Project (ETP), a national pride project, and the Road Maintenance Project (RMP) are two projects under the program.

For the coordination of the Road Maintenance Project activities in the Dang District, where the major implementation tasks of roads construction will take place, MCA-Nepal needs to set an office to host two members of its staff.

#### II. SCOPE OF SERVICES

MCA-Nepal requires:

- a. Office space of around 400 square feet, approximately 3 rooms preferably including one larger room (preferred).
- b. Parking space for at least 1 four-wheel vehicle (preferred) and 1 two-wheel vehicle (required). MCA-Nepal requires integrated services that includes the two categories of services described below. And the compound of the premises with perimeter wall and standard entry/exit gate.

#### III. QUALIFICATION REQUIREMENTS OF THE PROPERTY

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

Category and (score)	Minimum Requirements	Preferred Requirements	Physical Verification of Offered Space by MCA-Nepal Technical Team
a. Office space	Approximately 3 rooms.	Preferably 1 large hall, one storage type room and one office room able to house two workstations.	
b. Parking space	Unrestricted parking for 1 two-wheel vehicles	Unrestricted parking for 1 two-wheel vehicles and one four-wheel vehicle.	

<b>Category and (score)</b>	<b>Minimum Requirements</b>	<b>Preferred Requirements</b>	<b>Physical Verification of Offered Space by MCA-Nepal Technical Team</b>
c. Secured perimeter	Suitable access with office rooms that can be locked with closed perimeter	Separate access, walled perimeter/compound wall and standard entry/exit gate.	
b. Nature of access	Shared house or shared floor with unrestricted access	Dedicated floor with unrestricted access.	
d. Floor area	Clean floors that do not need additional work	Tiled and/or carpeted floor area	
e. Walls and ceilings	Ready to move-in	Freshly colored walls and ceiling with internal wiring	
f. Access Road	Easy and uninterrupted road access	Access road capable of two-way traffic.	
g. Electricity and internet	Access to electricity charged in rent, feasible for internet and telephone connections	Dedicated electricity access charged to Rent, internal wiring, expandable options and with power backup support.	
h. Water	Access to uninterrupted water supply for 2 people	Dedicated water tank adequate for 2 people	
i. Entrance Access	Joint access that is uninterrupted.	Separate access with at least two entry/exit, which can also be utilize during emergencies	
j. Fire alarm	Provision to keep fire alarm system/sprinklers	Functioning fire/earthquake alarm system and safe rally point.	
k. Air conditioning, partition and refurbishments	Authority to install ACs, partial and full partitions for 2 rooms	Functioning AC system and authority to refurbish.	
l. Washrooms/restrooms	At least 1 unrestricted	Separate/dedicated toilet and washroom for office.	

Category and (score)	Minimum Requirements	Preferred Requirements	Physical Verification of Offered Space by MCA-Nepal Technical Team
	access toilet/washroom		
m. Noise	Location with less traffic and other noise	Less noisy location with noise cancellation provisions	
n. Traffic at location	Location where traffic movement is generally uninterrupted.	Central location which does not have frequent traffic jams.	
o. Location	Proximity to RMP (Dang-Lamahi) road-segment	Secured location close to GoN Law Enforcement/ Security Agency's location with easy access to transport services.	
p. Access	Unrestricted 24/7 access		
q. Windows and Doors	Grilles on the windows to protect from outside intrusion	Door with second hasp to secure the locking bolt in the open position	
r. Additional features		E.g. Staff recreation area, green space.	
s. Uncompromised structural integrity	Aligned pillars and walls with no visible structural damage		
t. Unique on-site considerations			

#### IV. DURATION AND PAYMENT CONDITIONS

MCA-Nepal intends to lease the office space for an initial period of two (2) years, extendable up to completion of the Compact period based on mutual agreement with price escalation of 10% after each two years. MCA-Nepal will make rental payments in NPR every six months within 10 working days of each semi-annual period.

#### V. REQUIRED DOCUMENTS FOR CONTRACTING

- a) Copy of Property Deed (Lalpurja).
- b) Copy of the approved drawing of the space to be rented if available or Photos of the property are also acceptable.
- c) Nationality card if property belongs to an individual or registration certificate if property belongs to an organization.

## **VI. EVALUATION CRITERIA**

- a) Evaluation will be done on above mentioned parameters through physical inspection by the MCA-Nepal staff members.
- b) In case that none of the quotations submitted meet all criteria, MCA-Nepal reserves the right to accept the quotation which is deemed most adequate to fulfill the purpose.

## **Annex 3: Sample LEASE Agreement**

## LEASE Agreement

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

### WITNESSTH:

NOW THEREFORE, the parties hereto agree as follows:

1. The Lessor agrees to lease [*no of rooms*] on the [*floor number*] including parking space as Office Space to MCA Nepal situated at [*Enter the address of the building*]. The Lessor agrees to rent office spaces for the sole purpose of office use.
2. The Lessor confirms that they own the property and can be used for renting for office purpose.
3. The lease agreement is valid for two years from [*enter agreement start date XX XX XXXX*] to [*enter contract end date XX XX XXXX*] and the price of NPR XXXX per month including local and national taxes but excluding VAT, which it is extendable up to the completion period based on mutual agreement with price escalation of 10% after each two years. Electricity consumption charges will be paid based on actuals. Rent which will be paid on semi-annual basis.
4. Renewal of Agreement shall be made 30 days prior to the Contract Expiry Date.
5. MCA-Nepal will deduct the applicable taxes to the Government as per the Government of Nepal's tax rules and regulations.
6. The Lessor will make available for use necessary utilities (water, electricity, garbage disposal etc). The rent amount is inclusive of water costs while electricity consumption charges will be paid based on actuals.
7. During the occupancy, the Lessor will maintain office space in good condition, ensuring service has been provided on daily basis on rented space undertaking repairs (electricity, fixtures, screens, windowpanes etc.) when required, The Lessor will be fully responsible for repair of any damage due to structural defects as well as the proper maintenance of the sewage system, water pipeline and electrical wires.
8. The MCA Nepal, with the prior advance written consent of the Lessor, shall be entitled to undertake, at his/her own expenses, further measures such as minor alterations to the existing building.
9. MCA-Nepal at its own discretion may terminate this Agreement notifying the Lessor with 30 days' notice.

Both parties have agreed and signed this Lease Agreement:

On Behalf of MCA-Nepal:

On Behalf of Lessor:

Signature

Signature

Name

Name

Witness:

Witness:

Signature  
Name

Signature  
Name

The following annexes will be the part of Lease Agreement:

Attachment A: Terms of Reference

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

Attachment C: Lessor's Bank Details



## **Attachment A: Terms of Reference**

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

## **Attachment C: Lessor's Bank Details**

Bank Details of Bidder (Will be used only for bidder to whom contract will be awarded):

Name of the Bank:

Branch Address:

Name of the Account:

Account No:

SWIFT Code (if any):

IBAN (if any):