



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

**Request for Quotation (RFQ) for Blanket Purchase Agreement (BPA)**

Issued on: **31 January 2024**

**Millennium Challenge Account Nepal**  
on behalf of  
**The Government of Nepal**  
funded by  
**The United States of America**  
through  
**The Millennium Challenge Corporation**

For

**Supply of Consumable Items for MCA-Nepal  
for any future required service**

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

Ref No: **MCA-N/PM/SH/073**



## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

### Request for Quotations for “Supply of Consumable Items for MCA-Nepal for any future required service”

Kathmandu, Nepal

31 January 2024

**Ref: MCA-N/PM/SH/073**

1. The Federal Democratic Republic of Nepal, acting through the Ministry of Finance (the “Government”) and the United States of America, acting through the Millennium Challenge Corporation (“MCC”), entered into a Millennium Challenge Compact on September 14, 2017, providing for a grant of up to FIVE HUNDRED MILLION United States Dollars (US \$500,000,000) to advance economic growth and reduce poverty in Nepal (the “Compact”), to which the Government will contribute up to US\$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. 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 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. 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 sign an agreement with a Supplier under Blanket Purchase Agreements (BPAs) to procure consumable items for MCA-Nepal for any future required goods under the procurement for “Supply of Consumable Items for MCA-Nepal for any future required service” as described in the attached **Annex 1-Scope of Services**. A BPA is not a contract but an agreement to contract. The contract occurs when an order is placed. Thus, there are no binding terms on either party. The MCA-

Nepal does not make an exclusive commitment to buy any of its needs nor a binding commitment to a minimum value of purchases. Similarly, the supplier is not required to supply any order requested and is not bound by the price. Rather, this BPA will be made with a qualified supplier and includes a price list and terms for ordering and invoicing. Supplier will invoice the MCA-Nepal timely for the orders fulfilled under a Task Order (the contracts). The price list indicates prices at the time of the BPA, but the price that will be paid is the supplier's market price, published at the time the order is placed.

4. Offerors are invited to submit quotations for the goods that they can supply to create a Blank purchase agreement with MCA-Nepal as stipulated in the annexes to this RFQ. If the Bidder does not supply particular items, they may leave it blank. **Prices shall be quoted in Nepalese Rupees (NPR)**. The offered price should include all the costs of delivering the goods to the following delivery point:

➤ Delivery Point: Office of MCA-Nepal, 2<sup>nd</sup> and 3<sup>rd</sup> Floor, East Wing, Lal Durbar Convention Center, Yak and Yeti Complex, Durbar Marg, Kathmandu.

However, please note that the goods will be supplied only under a Task Order to be issued by the MCA-Nepal as per MCA-Nepal requirements. While issuing the Task Order(s) rates of each item will be based on the standard published rates of the supplier. At MCA-Nepal discretion and its best interest, it may be decided to award on Task Order to one or more Offerors.

5. The quotation for BPA shall be valid for **sixty (60)** days from the deadline for submission of quotations. In exceptional circumstances, MCA-Nepal may request the Bidders to extend the validity of the Quotations beyond the date that has been initially indicated in this RFQ. If the Bidder(s) agrees to the request for extension, the Bidder shall then confirm the extension in writing, without any modification whatsoever to the Quotation.
6. MCA-Nepal requires a large number of items to be supplied. **Partially quoted Annex-2 Quotation Submission Form-OFFER** is also acceptable. However, bidders who quotes the maximum numbers of items will have the BPA with MCA-Nepal. The evaluation team may visit the Offeror store to validate the items if necessary.
7. **Clarifications:** Any clarifications needed shall be submitted in written to [MCANepalPA@dt-global.com](mailto:MCANepalPA@dt-global.com) not later than **02 February 2024** by **17:00 hours Nepal Time**. MCA-Nepal will consolidate all submitted requests for clarifications and will provide responses. The bidders are requested to check MCA-Nepal website for the clarifications provided.
8. Bidders shall submit only one quotation. The submitted quotation must be typed or written in indelible ink and shall be signed by an authorized representative.
9. **Agreement Duration:** BPA will be valid for 2 years as base period with an option to extend the BPA for three more years as option periods. At MCA-Nepal discretion and with the agreement of the Supplier, the three-year option period can be exercised at

once or in individual periods. Exercising the option periods is at the sole discretion of MCA-Nepal, subject to funds availability, performance of the Suppliers.

10. **Rates:** The suppliers are requested to submit a quotation for the supply of consumable items as per the existing published price under Annex 2.
11. **Task Orders:** The quantities for supply will be indicated in the Task Order which will be issued as per MCA-Nepal requirements based on the items quoted by the supplier in Annex 2. MCA-Nepal will issue a Task Order based on its requirements on an as-needed basis. The Task Order will be issued to the Supplier for the list of the items and complying with the delivery time (Sample Task Order - Annex 4). Instructions to provide these goods shall be made via Task Order issued by MCA-Nepal through its Agreement/Contract Manager. 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 can be any duration and if the supplier has the right items available, MCA-Nepal will receive the items.
12. **Delivery Time of Each Task Order:** The Supplier shall deliver the Goods within three (3) days of the date on which a Task Order is issued by MCA-Nepal or **within the duration stated in an individual Task Order.**
13. **Payment for Goods:** Payments will be made within thirty (30) days after the delivery and acceptance of the goods and receipt of a valid Supplier's invoice.
14. Bidders are requested to submit with their Quotations the copies of the following documents:
  - a. Firm/ Company Registration certificate (in Similar field).
  - b. PAN VAT/TAX Registration certificate.
  - c. Tax Clearance Certificate up to the last Fiscal Year FY 2079-80.
15. Quotations will be evaluated under Procurement of Commodities similar to Shopping procurement method, such as to have multiple **Blanket Purchase Agreements** in accordance with the procedures set out in the MCC Accountable Entity Procurement Policy & Guidelines which are provided on the MCC website <https://www.mcc.gov/resources/doc/010124-ae-program-procurement-policy-guidelines/>. The selection process, as described, will also include eligibility checks at the beginning of evaluation to be considered for further evaluation.
16. **Evaluation of Quotation and Award of Purchase Order/BPA:** MCA-Nepal will carry out the administrative and technical compliance check in line with the requirements set out in this RFQ. During the evaluation process the Bid Review Panel (BRP) will carry out arithmetic calculation/correction and will be reviewed to check compliance with the requirements set in the RFQ, if the quotations are found substantially compliant, the BPA will be awarded to that Offeror. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, quality, and

requirements of RFQ. A non-responsive quotation shall not be considered for recommendation of award.

If none of the received quotations is found to be responsive in its entirety, MCA-Nepal may, at its own discretion, and in its best interest, award the BPA with the Supplier/s for only the list of items meeting the technical specifications in the manner that provides the most beneficial results to MCA-Nepal after rectifying the material deviation through clarification or during clarification meeting before signing the BPA.

During the evaluation process, MCA-Nepal may request the bidders to submit additional supporting documents via requests for clarifications and can visit the store of the Offeror.

17. A price reasonableness assessment, item-wise, will be conducted as per MCC Program Procurement Guidelines requirements. If the price of item/s quoted by the bidder(s) is/are found to be unreasonable, the submitted item/s by the particular bidder may be rejected.
18. In evaluating the quotations, MCA-Nepal will adjust for any arithmetical error if found with the quotation. If bidder refuses to accept the correction, bidder's quotation shall be rejected and shall not be considered for future procurement under MCA-Nepal.
19. Submission of Quotations both via email and hardcopy is permitted. If needed, quotations may be directly collected from suppliers. No public opening of proposals is required. Vendors who wish to submit the quotation through email can do so (using the Quotation Submission Form in Annex 2 along with your other required documents listed in Annex 5: Checklist for Submission) 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 Consumable Items**" and in hard copy to the following address:  
  
**For Hard Copy submission:**  
Attention: Procurement Agent  
Name of the Bidder:  
Subject line: "**Quotation for Consumable Items**"  
Millennium Challenge Account Nepal (MCA-Nepal)  
2nd & 3rd Floor, East Wing, Lal Durbar Convention Centre, Yak & Yeti Complex, Durbar Marg, Kathmandu, Nepal
20. Deadline for submission of quotations is **08 February 2024, at 15:00 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 19.**
21. 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/>.

22. MCA-Nepal reserves the right to reject any or all quotations without incurring any liability and may waive any defect or informality therein and accept the offer which deems most advantageous to the institution.

Yours sincerely,

**For MCA-Nepal:**  
**Khadga Bahadur Bisht**  
Executive Director

**Annexes:**

1. Scope of Services
2. Quotation Submission Form-OFFER
3. Sample Blanket Purchase Agreement and Conditions
4. Sample Task Order
5. Check List for Submission of the Quotation

## **Annex 1: Scope of Services**

### **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 MCA-Nepal in Kathmandu. Through this procurement, MCA-Nepal intends to establish a roster of potential Suppliers to deliver the required office supplies to MCA-Nepal office.

### **2. Duration of Services:**

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.

### **3. Rate**

MCA-Nepal requires a large number of items to be supplied. Rates for each item will be based on the standard published rates by the supplier. However, for the purpose of evaluation, Bidders are requested to quote (based on the existing published price) for as many items as they can supply.

### **4. Schedule of Payments**

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 after deduction of applicable taxes of the Task Order within thirty (30) calendar days. The following documentation must be supplied for payments to be made:

I. Original VAT Invoice.

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.

### **5. Task Orders**

After signing the BPA Agreement, MCA-Nepal will issue a Task Order(s) to the Supplier(s) based on the need and requirement of MCA-Nepal. While issuing a Task Order(s) Rates for each item will be based on the standard published rates by the supplier. At MCA-Nepal discretion and in its best interest, 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.

## Annex 2: Quotation Submission Form – OFFER

### Supply of Consumable Items for MCA-Nepal for any future required service

Name of the Bidder: \_\_\_\_\_

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

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
1	Steel water bottle (0.75 L) Baltra or equivalent	PCS				
2	Baygon Spray or equivalent (600 ml)	PCS				
3	Bowl (microwaveable)	PCS				
4	Bucket 15 Ltr. (made from unbreakable plastic)	PCS	Rhino or equivalent			
5	Toilet Brush (medium size)	PCS				



S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
6	Collin Spray or equivalent (500 ml)	PCS	Colin or equivalent			
7	Dettol Hand Wash or equivalent (200 ml)	PCS	Dettol or equivalent			
8	Dettol Hand wash or equivalent (900 ml)	PCS	Dettol or equivalent			
9	Dettol Hand wash or equivalent (1.5 Ltr) refill pack	PCS	Dettol or equivalent			
10	Dettol Soap bar or equivalent (125 gm)	PCS	Dettol or equivalent			
11	Drinking water Jar (20 L)	NOS				
12	Dustpan (plastic)	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
13	Yellow Cotton Duster cloth	PCS				
14	Floor cleaning white duster cloth(rug)	PCS				
15	Coffee filter (+5 size)	PKT				
16	Rakura Green Tea bag (Packet of 100 tea bags)	PKT				
17	Hand Sanitizer (500 ml)	PCS	Lifebuoy or equivalent			
18	Harpic Bathroom cleaner or equivalent (500 ml)	PCS	Harpic or equivalent			
19	Harpic Bathroom Cleaner or equivalent (900 ml)	PCS	Harpic or equivalent			

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
20	Disposable rubber gloves	PKT				
21	Glass Jug (1.5 l)	PCS				
22	Green Scrub	PCS				
23	Himalayan Sanitizer or equivalent (500 ml)	PCS				
24	Himalayan Sanitizer or equivalent (100 ml)	PCS				
25	Kathmandu Coffee or equivalent (1 kg)	PKT				
26	Knife (stainless steel, medium size)	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
27	Lizol or equivalent (2 Liter)	PCS				
28	Lizol or equivalent (975 ml)	PCS				
29	Milk Powder (800 gm) Everyday or equivalent	PKT				
30	Mop (rectangular & large sized)	PCS	made in Thailand			
31	Mortein Spray or equivalent (425 ML)	PCS	Mortein or equivalent			
32	Nescafe Coffee or equivalent (100 gm)	PKT	Nescafe or equivalent			
33	Nescafe Coffee or equivalent (400 gm)	PKT	Nescafe or equivalent			

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
34	Odonil air freshener or equivalent for bathroom (last up to 45 days)	PKT	Odonil or equivalent			
35	Paper Towel (150 sheets/pkt)	PKT	Paseo or equivalent			
36	Plastic Bag for Dustbin/Garbage 5 pcs/pkt (large & black)	PKT				
37	Plastic Broom	PCS				
38	Plastic Jug	PCS				
39	Plastic water bottle (0.75 ml)	PCS				
40	Prill or equivalent (750 ml)	PCS	Prill or equivalent			

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
41	Room Spray (200 gm)	PCS				
42	Medium sized glass plate	PCS				
43	Steel Scrub (big)	PCS				
44	Sugar (1 kg)	PKT				
45	Sugar (2 kg)	PKT				
46	White duster(cotton)	PCS				
47	Tissue Paper (200 pulls 2 ply)	PCS	Paseo or equivalent			

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
48	Toilet Cleaner brush (Large)	PCS				
49	Toilet Paper (soft, 12 rolls in a packet)	PKT				
50	Tokla Tea Bag or equivalent (packet of 100 teabags)	PKT	Tokla or equivalent			
51	Unibic Cookies or equivalent (150 gm)	PKT				
52	Vim powder or equivalent (1 kg)	PKT	Beepol or equivalent			
53	Vim soap or equivalent (500 gm)	PCS	Prill or equivalent			
54	Waxy leather & Vinyl Polish Spray	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
55	Wheel surf or equivalent (1 K.G.)	PCS				
56	Wheel surf or equivalent (half K.G.)	PCS				
57	Floor wiper (large size)	PCS				
58	Tablet Soap for Dishwasher	Box				
59	Mineral water (1 ltr, bottle pack)	Ltr				
60	Noodles (per box 30 pcs)	Box				
61	Kitchen Towel (48X24")	PCS				



S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
62	Garbage bag (5 pcs per pkt)	PCS				
63	Wiper for Glass Cleaning	PCS				
64	Rubber Door Mat (38X20")	PCS				
65	Rubber Door Mat (30X17")	PCS				
66	Surgical Mask with nose pin and melt blown fabric (50 pcs per box)	Box				
67	Face Shield (with glass)	PCS				
68	Face Shield (without glass)	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
69	Mosquito Repellent	pcs				
70	Dilmah Green Tea bag (Packet of 100 tea bags)	Pkt				
71	Kathmandu Coffee (grind/fresh coffee)	Pkt				
72	Dettol Hand Sanitizer or equivalent 200 ml	pcs				
73	Paper Cup (Regular Size)	bundle				
74	Polythene Bag (White) 5 kg	Pkt				
75	Dustbin Paddle (25 ltr)	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
76	Dustbin Paddle (15 ltr)	PCS				
77	Floor wiping cloth	PCS				
78	Airtight Food Glass Jar 1.8 ltr	PCS				
79	Airtight Food Glass Jar 1.2 ltr square/round	PCS				
80	Airtight Food Glass Jar 750 ml square/round	PCS				
81	Glass plain 6 pcs set 4.5 inc 200 ml	PCS				Set containing 6 glasses
82	Water Glass 6 pcs set 5.5 inc 300 ml	PCS				Set containing 6 glasses

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
83	Glass Jug 1.6 ltr.	PCS				
84	Water Bottle 750 ml	PCS				
85	Water Bottle BPA free 1 ltr.	PCS				
86	Bowl Oval Shape-Glass 10 cm	PCS				
87	Bowl Oval Shape-Ceramic 10 cm	PCS				
88	Bowl Oval Shape-Melamine 10 cm	PCS				
89	Bowl Round Shape-Size medium 14 cm glass	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
90	Bowl Round Shape-Size medium 14 cm ceramic	PCS				
91	Bowl Round Shape-Size medium 14 cm Melamine	PCS				
92	Bowl Round Shape-Size big Glass 18 cm	PCS				
93	Bowl Round Shape-Size big Ceramic 18 cm	PCS				
94	Bowl Ceramic 4.5-inch size small	PCS				
95	Dinner plate Ceramic size regular 26 cm	PCS				
96	Ceramic Plate Size Medium (18cm)	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
97	Melamine Plate size regular big 26 cm	PCS				
98	Melamine Plate size regular small 19 cm	PCS				
99	Steel Spoon Long	PCS				
100	Steel spoon regular (dinner)	PCS				
101	Steel Fork Regular	PCS				
102	Steel Teaspoon Regular	PCS				
103	Teacup Glass	SET				Set of 6 glasses

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
104	Glass Jug 1.2lt	PCS				
105	Dish Stand Steel Rack 18x18, 3 Steps	PCS				
106	Dish Stand Steel Rack 12x12, 2 Steps	PCS				
107	Tray Melamine Size Big, 17x12	PCS				
108	Tray Melamine Size Medium 10x12	PCS				
109	Knife size big 12 x 3	PCS				
110	Knife size medium 11 x 2	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
111	Knife size small 10 x 2	PCS				
112	Chopping board wooden 15 x 12	PCS				
113	Water Boiler (5 ltr)	PCS				
114	Pad Lock and Key 70mm	PCS				
115	Pad Lock and Key 50mm	PCS				
116	Pad Lock and Key 30mm	PCS				
117	Mothball (Kapur) 360 gm	PKT				



S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
118	Broom regular (Amriso)	PCS				
119	Cookies Danish 476gm	PCS				
120	Cookies Danish 480 gm	PCS				
121	Cookies Parle-G	PCS				
122	Cookies Murano	PCS				
123	Wooden Spoon 100 pcs	PACKET				
124	Microwave box with lid, glass size medium, 6 x 6	PCS				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
125	Rat Trapper steel	PCS				
126	Rat Trapper glue	PCS				
127	Coffee Maker 1000w 10 CUPS Coffee Maker	PCS				
128	Metal Tray 50 cm	PCS				
129	Water Dispenser with three taps (hot, cold and normal water)	PCS				
130	Drainage Unblock Pump (Small)	Pcs				
131	Dilmah or equivalent Tea Bag 20pc (All Available Flavor)	Pkt				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
132	Nescafe or equivalent 3 in 1 Coffee Mix 486gm (27 Stick)	Pkt				
133	Nescafe or equivalent Classic 1.1gm X 96 Pkt	Pkt				
134	Sugar Sachet White 1kg (100 pc)	Pkt				
135	Every day or equivalent Dairy Whitener 400g	Pcs/Pkt				
136	Aqua Hundred or equivalent Mineral Water 500ml (20PC CTS)	Pkt/Bundle				
137	Hard Broom (Jhadu)	Pcs				
138	Floor Scrub Brush with Handle	Pcs				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
139	Stainless Steel Cooking/Serving Pot (16 cm, 20 cm, 25 cm)	Pcs				
140	Lemon squeezer	Pcs				
141	Stainless Steel Spoon/Cutlery Holder	Pcs				
142	Vegetable/Fruit peeler	Pcs				
143	Vegetables/Cheese/Ginger Grater	Pcs				
144	Marble Mortar and Pestle (Grinder)	Pcs				
145	Nescafe 3 in 1 coffee (Regular)	Pkt				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
146	Nescafe 3 in 1 Latte Mocha	Pkt				
147	Nescafe 3 in 1 Latte Hazelnut	Pkt				
148	Nescafe 3 in 1 Rich	Pkt				
149	Nescafe 3 in 1 white coffee	Pkt				
150	Nescafe Gold	Pkt				
152	Bru Platina Coffee 2.64 Oz	Bottle				
153	Bottled Toothpick	Bottle				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
154	Rubber pump/Drain Unblocker/ Plunger (Medium)	Pcs				
155	Dishwasher Cover	Pcs				
156	Water Jar Cover	Pcs				
157	Silver Foil 10 m /20 m	Pcs				
158	Plastic Food Wrapping Shrinkwrap, 30 m	Pcs				
159	Plastic Wall hooks	PKT				
160	Garbage Bag (10 pcs per packet)	PKT				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
161	Disposable paper plates (8,9,10, 12 inches)	PKT				
162	Disposable Bowls (5, 6 inches)	PKT				
162	Prill Dish Wash Liquid (2ltr)	Bottle				
163	Tile Cleaning Brush	Pcs				
164	Pitambari Shining Powder (200gm)	PKT				
165	Stc Aayo Noon Salt -1Kg	PKT				
166	Stainless Steel Ladle/Spatula (Dadu)	Pcs				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
167	Wooden Spatula/Serving Spoon	Pcs				
168	Plastic Spatula/Serving Spoon	Pcs				
169	Induction Base Stainless Steel Silver Sauce Pan/Milk PAN/Tea PAN Capacity:- 1, 1.5, 2 Liter	Pcs				
170	Stainless steel tea strainer	Pcs				
171	Tokla Masala Tea Pouch ( 500 gm) or equivalent	PKT				
172	Sai Kripa Gold Masala Tea (500 gm) or equivalent	PKT				
173	Tea Masala (50 gm)	PKT				



S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
174	Stainless Steel Tong/Chimta	Pcs				
175	Medium Whisker (Stainless)	Pcs				
176	DDC Pouch Milk or equivalent (half ltr)	PKT				
177	Caustic Soda/Sodium Hydroxide - 1 Kg	PKT				
178	Pack of 6, Aer Power Pocket - Bathroom Fragrance or equivalent	PKT				
179	Double Sided Glass Cleaner Wiper With Sponge. Adjustable Handle (Preferable)	Pcs				
180	Feather Cleaning Brush	Pcs				

S.N.	Description of Items	Unit	Proposed Brand	Unit Rate in NPR (without VAT)	Warranty period/Expiry Duration	Remarks
181	100% Puff Insulated - 20 Liters Steel Tea/Coffee Container	Pcs				

[Note: MCA-Nepal will issue a Task Order(s) to the Supplier(s) that offers the best conditions (price, availability) based on its requirement]

The offered unit rates include all costs needed to provide the goods as per the requirements in the Request for Quotations, including delivery of the goods within **three (3) days** of the date on which a Task Order will be issued by MCA-Nepal or **within the duration stated in an individual Task Order**. We accept all the terms and conditions mentioned in the Request for Quotations (RFQ).

We confirm that we have no conflict of Interest as per MCC Accountable Entity Procurement Policy & Guidelines which are provided on the MCC website <https://www.mcc.gov/resources/doc/010124-ae-program-procurement-policy-guidelines/>.

We also confirm that we abide by the provisions of MCC Accountable Entity Procurement Policy & Guidelines.

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

Name of the Supplier: \_\_\_\_\_

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

Position of the signatory in Organization: \_\_\_\_\_

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

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

Physical Address and Phone: \_\_\_\_\_

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

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

**Annex 3**  
**Sample Blanket Purchase Agreement and BPA Contract**  
**Conditions**



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

Blanket Purchase Agreement No: **MCA-N/PM/SH/073**

**BPA for**

**Supply of Consumable Items for MCA-Nepal for  
any future required service**

Between

**Millennium Challenge Account Nepal (MCA-Nepal)**

And

**[Name of Supplier]**

Dated: XX XXXX XXXX

# MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

## BLANKET PURCHASE AGREEMENT

Procurement Reference	
Project	BPA No
<b>Program Administration</b>	<b>MCA-N/PM/SH/073</b>

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

Your quotation for Blanket Purchase Agreement (BPA) reference MCA-N/PM/SH/073 submitted under the referenced Request for Quotations dated XXXX is hereby accepted. The agreed rates for different types of goods are provided under **Attachment 2** of this BPA. MCA-Nepal as and when needed, will issue a Task Order(s) for any of the goods to be supplied/delivered at the published rates of the supplier.

### SPECIFIC TERMS OF THIS BPA:

You are required to supply the goods as detailed below:			
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) <b>PAN: 201253803</b>		<b>Supply of Consumable Items for MCA-Nepal for any future required service</b>	
Supplier:			
Address: Email Address: Name of Contact Person:	Tel: Cell No:	Fax:	PAN No:

- 1) Task Order Sum:** The total amount for each Task Order required will be calculated in each Task Order which will be prepared based on the published rates of the supplier at the time of issuance of the Task Order.
- 2) Exemption:** Except as may be exempt pursuant to the Compact, MCA-Nepal and all Providers, Covered Providers, Project Partners, contractors (prime contractors and subcontractors), consultants, and other entities and individuals that receive MCC funding directly or indirectly in furtherance of the Compact are exempt from Taxes or will be refunded equal amount of Taxes paid in respect of the MCC funding in accordance with Section 2.8 of the Compact available at: <https://assets.mcc.gov/content/uploads/compact-nepal.pdf>
- 3) Warranty/Expiry Duration:** All goods to be provided shall have a standard warranty and reasonable expiration duration period as offered by the supplier for individual items.
- 4) Technical Specifications/Scope of Services:** The Supplier ensures that the goods to be supplied and delivered shall meet or exceed the requirement stated under Technical Specifications/Scope of Services stated under this BPA and further requested under an

individual Task Order. The Supplier shall deliver the goods as requested under Task Order; and any change to the terms in the quotation shall require MCA-Nepal prior approval.

- 5) **BPA Duration:** The BPA will be valid for 2 years as base period with an option to extend the BPA for three more years as option periods. At MCA-Nepal discretion and with the agreement of the Supplier, the three-year option period can be exercised at once or in individual periods. Exercising the option periods is at the sole discretion of MCA-Nepal, subject to funds availability, performance of the Suppliers.
- 6) **Task Orders:** The quantities for supply will be indicated in the Task Order which will be issued as per MCA-Nepal requirements based on the items quoted by the supplier. MCA-Nepal will issue a Task Order based on its requirements on an as-needed basis. The Task Order will be issued to the Supplier for the list of the items and complying with the delivery time (Sample Task Order - Annex 4). Instructions to provide these goods shall be made via Task Order issued by MCA-Nepal through its Agreement/Contract Manager. 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 can be any duration and if the supplier has the right items available, MCA-Nepal will receive the items.
- 7) **Delivery time of Each Task Order:** The Supplier shall deliver the Goods within **three (3) days** of the date on which a Task Order is issued by MCA-Nepal or **within the duration stated in an individual Task Order**. The goods are to be delivered to the delivery location mentioned under a Task Order. The Cost of delivery, loading, unloading is deemed to have been included in the Published Price and there shall be no separate reimbursements of delivery costs.
- 8) **Agreement/Contract Manager:** For the purpose of management of the BPA and Task Order to be issued under this BPA, from the MCA-Nepal/Purchaser's side, the Agreement/Contract Manager is:

Name of Agreement/Contract Manager:

Position:

Millennium Challenge Account Nepal (MCA-Nepal)

2<sup>nd</sup> and 3<sup>rd</sup> 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 Agreement/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 BPA, replace the MCA-Nepal Agreement/Contract Manager.

After signing this BPA, the Supplier shall have all communications related to Agreement/Contract implementation through the Agreement/Contract Manager.

Point of contact on Behalf of Supplier will be:

Name:  
Position:  
Firm:  
Email:

**9) Payment Conditions:** Prices mentioned in the Task Order will be all-inclusive in Nepalese Rupees (NPR). The offered published price should include all the costs needed to provide the goods in accordance with the Scope of Services and Conditions of BPA. No additional cost shall be paid apart from the quoted price/rate for goods stated under Task Order. Upon acceptance of the goods in each Task Order by MCA-Nepal, Purchaser will then be obligated to pay 100% of the amount of the Task Order **within thirty (30) calendar days** of completion or satisfactory performance of the requested supply under a particular Task Order. The following documentation must be supplied for payments to be made:

- i). Original Invoice (Submitted invoice should include PAN number of MCA-Nepal)
- ii). A delivery and acceptance note evidencing receipt of the goods; and verified by the Agreement/Contract Manager to confirm that that the goods delivered are as per the signed BPA and issued Task Order.
- iii). The Supplier shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.

Applicable withholding tax (TDS) will be deducted at the time of payment. 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)  
2<sup>nd</sup> and 3<sup>rd</sup> Floor, East Wing, Lal Durbar Convention Center  
Yak and Yeti Complex, Durbar Marg  
Kathmandu, Nepal.  
Attn: Agreement/Contract Manager  
Email:

**10) Supplier's Bank Account Details:**

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

**11) Rectification during Warranty Period:** The Supplier undertakes that during the Guaranty/warranty period, replacement/repair of any defective goods will be completed within **fourteen (14) days** of the date of notification of the defect. Failure to perform this obligation may be the reason for not issuing further Task Order and reason for not inviting in the future bidding/procurement process.

**12) Agreement Termination:** In addition to the BPA clause 7, failure to fulfill the supply and delivery of list of goods as per the Task Order 3 times will be used as grounds to terminate the BPA.



- 13) Dispute Resolution:** This BPA shall be governed by the laws of Nepal in all respects. The parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of this BPA and Task Order under this BPA. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this BPA or its interpretation. Applicable arbitration law of Nepal will apply for any disputes between the Parties arising under or related to this Agreement that cannot be settled amicably.
- 14) Termination for Convenience:** MCA-Nepal (Purchaser), by notice sent to the Supplier, may terminate this BPA, 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 Purchaser's convenience, the extent to which performance of the Supplier under this BPA and resulting Task Order 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 the issued Task Order.
- 15) 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 BPA, 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.
- 16) Inspection:** MCA-Nepal may require the Supplier to submit a sample of the ordered goods before the delivery takes place. After inspection, if the Agreement/Contract Manager deems any delivery of the Goods to not be in strict accordance with the above terms and conditions, that non-conformity shall serve as a justifiable ground to cancel the Task Order issued under this Blanket Purchase Agreement.
- 17) Start Date:** Date of the last signature on the Blanket Purchase Agreement will be the Start Date. The Start Date for an individual Task Order shall be the date of issuance of the Task Order.

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

**For the Supplier:**  
**(Supplier)**

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

**Mr. Khadga Bahadur Bisht**  
Executive Director  
Date:

Witness:

Signature:  
Name:

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

**Name:**  
Position:  
Date:

Witness:

Signature:  
Name:

Attachments to the Blanket Purchase Agreement:

Attachment 1: Scope of Services

Attachment 2: Agreed Rates and Warranty/Expiry duration.

Attachment 3: Sample Task Order

Attachment 4: MCC's Policy – Corrupt and Fraudulent Practices

Attachment 5: MCC's Policy – Annex to General Provisions

# **Attachment 1**

## **Scope of Services**

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

## **Attachment 2**

### **Agreed Rates**

## **Attachment 3**

### **Sample Task Order**

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

## **Attachment 4: 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 5**

### **MCC's Policy – Annex to General Provisions**

The MCC's policy general provisions can be found at the following link:

<https://www.mcc.gov/resources/doc/annex-of-general-provisions>

## Annex 4 Sample Task Order



### MILLENNIUM CHALLENGE ACCOUNT NEPAL DEVELOPMENT BOARD (MCA-NEPAL)

## SAMPLE TASK ORDER No: XXX

Date of Task Order:

<b>Supply of Consumable Items for MCA-Nepal for any future required service</b> (Please provide the name of Supplier here)	<b>BPA Ref:</b> <b>MCA-N/PM/SH/073</b>
---	---

Please proceed with the provision of supply and delivery of various items or item of good/s under "Supply of Consumable Items for MCA-Nepal for any future required service" as detailed in this Task Order and in accordance with the Conditions of the Blanket Purchase Agreement and the instructions given below (use additional pages if needed):

Expected date of completion/delivery:

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



Total Task Order Value:

**Nepalese Rupees  
(NPR)**

Attachment #1:

Attachment #2:

Signatures

For MCA-Nepal:  <b>Agreement Manager/Sector Manager (XXXXXXXX)</b>	For Supplier:  <b>Contact Person ( )</b>

## **Annex 5**

### **Check List for Submission of the Quotation**

1. Completely filled and signed Annex 2-Quotation Submission Form-Schedule of Requirements;
2. Firm/ Company Registration certificate
3. PAN/VAT/TAX Registration certificate;
4. Tax Clearance Certificate up to the last Fiscal Year;