



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

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

Issued on: **09 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 Packed Lunch Box for MCA-Nepal  
for any future required service**

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

Ref No: **MCA-N/PM/SH/074**



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

### **Request for Quotations for “Supply of Packed Lunch Box for MCA-Nepal for any future required service”**

**Kathmandu, Nepal**  
09 January 2024

**Ref: MCA-N/PM/SH/074**

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 establish a roster of Suppliers under Blanket Purchase Agreements (BPAs) to procure packed lunch box for MCA-Nepal for any future required service under the procurement for “Supply of Packed Lunch Box for MCA-Nepal for any future required service” as described in the attached Annex 1-Terms of Reference. The BPA arrangement can be used only for filling anticipated repetitive needs for supplies, commodities or services. BPAs are not contracts but agreements 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. However, the rate for the supply shall be fixed for the duration of the Base Period. The parties will agree the rate at the time of exercise of the option. This BPA will be made with a qualified supplier and includes a price quoted and terms for ordering and invoicing. Supplier will invoice the MCA-Nepal periodically for the orders fulfilled under a Task Order (the contracts). The price quoted shall be used in the BPA and will be the basis for issuance of Task Order and payment.

4. Offerors are invited to submit quotations for the packed lunch options that they can supply to create a Blank Purchase Agreement with MCA-Nepal as stipulated in the annexes to this RFQ. **Prices shall be quoted in Nepalese Rupees (NPR)**. For the delivery, the Offerors are requested to clearly outline the logistics of the delivery process, including advance notice required, delivery schedules. The offered price should include all the costs of packaging and delivering the lunch boxes 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 packed lunch box 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) rate of the packed lunch box option will be based on the rates provided as per Annex 2 for the base period and for option period upon mutual understanding the price may be revised 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 Suppliers.

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 Offerors 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 many options of packed lunch box. So, the Offerors are requested to provide prices for a variety of options available with them, considering diverse dietary preferences and requirements.
7. **Clarifications:** Any clarifications needed shall be submitted in written to [MCANepalPA@dt-global.com](mailto:MCANepalPA@dt-global.com) not later than **12 January 2024 by 17:00 hours Nepal Time**. MCA-Nepal will consolidate all submitted requests for clarifications and will provide response. The Offerors are requested to check MCA-Nepal website for the clarification provided.

8. Offerors 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 various packed lunch box options under Annex 2. The quoted rate will be fixed during the base period and upon mutual understanding the price may be revised while exercising option period. MCA-Nepal may request justification of rate during evaluation of quotation.
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. Task Order will be issued to the Supplier selected among the BPAs proposing the lowest price for the list of the items, as per MCA-Nepal requirement and complying with the delivery time (Sample Task Order - Annex 4). Instructions to provide these packed lunch box 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 1 working day 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. Task Order can be issued through email also which the supplier has to acknowledge.
12. **Delivery Time of Each Task Order:** The Supplier shall deliver the packed lunch box within the **same day and indicate time** as specified in the Task Order, issued by MCA-Nepal.
13. **Payment for Lunch Box:** Payments will be made within thirty (30) days after the delivery and acceptance of the lunch box and receipt of a valid Supplier's invoice subject to deduction of applicable TDS as per Nepalese tax laws.
14. Offerors are requested to submit with their Quotations the copies of the following documents:
  - a. Firm/Company Registration certificate
  - b. VAT Registration Certificate
  - c. Tax Clearance Certificate up to the last Fiscal Year.
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. MCA-Nepal will conduct a site visit for inspecting hygiene and quality assurance as part of evaluation. Poor hygiene and quality assurance will be the reason for rejection of the quotation.

A substantially responsive quotation is one which is compliant with the terms and conditions of this RFQ and specific terms of the BPA and sample Task Order.

MCA-Nepal will sign BPA with all Offerors submitting a substantially responsive quotation.

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.

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 errors as follows:

- a. If there is a discrepancy between rates in figures and in words, the rate in words shall govern;
- b. 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
- c. 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-](mailto:MCANepalPA@dt-)

[global.com](http://global.com) cc to [binita.poudel@dt-global.com](mailto:binita.poudel@dt-global.com) with subject line: "**Quotation for Lunch Box**" and in hard copy to the following address:

**For Hard Copy submission:**

Attention: Procurement Agent

Name of the Bidder:

Subject line: "**Quotation for Lunch Box**"

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 **17 January 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. Offerors 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. Terms of Reference
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: Terms of Reference:**

### **Objective:**

The objective of this Terms of Reference is to establish a structured process for vendors/providers interested in offering packed lunch options for MCA-Nepal. The TOR aims to ensure transparency, quality, and cost-effectiveness in the provision of packed lunches.

### **Scope:**

This TOR applies to vendors/providers submitting proposals for providing packed lunch options to MCA-Nepal employees. Interested vendors/providers must submit a proposal for the packed lunch service. The proposal should include details of the menu items and respective costs.

### **Menu Requirements:**

The menu should offer a variety of options, considering diverse dietary preferences and requirements.

Clearly specify if the packed lunch options cater to specific dietary needs (e.g., vegetarian, vegan).

### **Cost Breakdown:**

Submit a lumpsum cost per packet for each packed lunch option.

Include all in costs including packaging, delivery and any additional services provided.

### **Portion Sizes:**

The portion size of each item in the packed lunch should be sufficient for a full meal for 1 adult.

### **Delivery Logistics:**

Clearly outline the logistics of the delivery process, including advance notice required, delivery schedules.

### **Customization Options:**

Offer information on whether MCA-Nepal has the flexibility to customize their packed lunches based on preferences or dietary restrictions.

### **Contractual Terms:**

Contract will be valid for 5 years, renewable upon mutual consent. Payment will be made within 30 days after submission of bill.

### **Submission Deadline:**

Vendors/providers must submit their quotation as mentioned in clause 20 of this RFQ.

### **Review and Selection Process:**

Proposals will be evaluated based on menu variety, cost-effectiveness, quality standards, and delivery logistics. MCA-Nepal reserves the right to inspect sample menu with the selected vendor/provider.

## Annex 2: Quotation Submission Form – OFFER

### Supply of Packed Lunch Box for MCA-Nepal for any future required service

S.N.	Description of Packed Lunch Box Option (a)*	Unit Rate Excluding VAT (in NPR) (b)*	Remarks
<b>1.</b>	<b>Veg Packed Lunch Box</b>		
i.	Option 1 as per your standard		
ii.	Option 2 as per your standard		
iii	Option 3 as per your standard		
<b>2.</b>	<b>Non-Veg Packed Lunch Box</b>		
i.	Option 1 as per your standard		
ii.	Option 2 as per your standard		
iii	Option 3 as per your standard		



**Note:**

1. \* Offerors are requested to provide details of food items in to be included in different options with the rate. Use the quotation submission form column **(a) for details of food item and** column **(b) for the rate of respective food items**. Also, the Offerors can provide more options if they have as per their standard.
2. MCA-Nepal will issue a Task Order(s) to the Supplier(s) that offers the best conditions (price, MCA-Requirement and availability) based on its requirement]

The offered unit rates include all costs needed to provide the packed lunch box as per the requirements in the Request for Quotations, including delivery on the **same day or within the indicated time** as specified in the Task Order to be issued by MCA-Nepal. The Offerors shall provide the required lunch box within a duration **of one and half hours** of receiving the request (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 Offeror: \_\_\_\_\_

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/074**

**BPA for**

**Supply of Packed Lunch Box 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/074</b>

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

Your quotation for Blanket Purchase Agreement (BPA) reference MCA-N/PM/SH/074 submitted under the referenced Request for Quotations dated XXXX is hereby accepted. The agreed rates for different options of packed lunch box are provided under **Attachment 2** of this BPA. MCA-Nepal as and when needed, will issue a Task Order(s) for any of the options of packed lunch box to be supplied/delivered at the provided rates of the supplier.

### SPECIFIC TERMS OF THIS BPA:

You are required to supply the packed lunch box as detailed below:			
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) <b>PAN: 201253803</b>		<b>Supply of Packed Lunch Box for MCA-Nepal for any future required service</b>	
<b>Supplier:</b>			
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 agreed rate as per Attachment 2.
- 2)** Except as may be exempt pursuant to the Compact, MCA-Nepal and all Providers, Covered Providers, Project Partners, contractors (prime contractors and subcontractors), consultants, and other entities and individuals that receive MCC funding directly or indirectly in furtherance of the Compact are exempt from Taxes or will be refunded equal amount of Taxes paid in respect of the MCC funding in accordance with Section 2.8 of the Compact available at: <https://assets.mcc.gov/content/uploads/compact-nepal.pdf>
- 3) Quality of Food:** All the supplied food items in the packed lunch box must be fresh and the portion size of each item in the packed lunch box should be sufficient for a full meal for 1 adult.
- 4) Technical Specifications/Terms of Reference:** The Supplier ensures that the lunch box to be supplied and delivered shall meet or exceed the requirement stated under Technical Specifications/terms of Reference stated under this BPA and further requested under an

individual Task Order. The Supplier shall deliver the packed lunch box 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. Upon mutual understanding the price may be revised while exercising option period.
- 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 in Annex 2. MCA-Nepal will issue a Task Order based on its requirements on an as-needed basis. Task Order will be issued to the Supplier selected among the BPAs proposing the lowest price for the list of the items, as per MCA-Nepal requirement and complying with the delivery time (Sample Task Order - Annex 4). Instructions to provide these packed lunch box 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 1 working day 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 packed lunch box within **same day and the indicated time as** specified in the Task Order is issued by MCA-Nepal. The Supplier needs to provide the required lunch box within a duration of **one and half hours** of receiving the request (Task Order). The packed lunch box is 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 agreed 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 agreed price should include all the costs needed to provide the lunch box in accordance with the Scope of Services and Conditions of BPA. No additional cost shall be paid apart from the quoted price/rate for the lunch box option stated under Task Order. Upon acceptance of the lunch box 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 VAT Invoice (Submitted invoice should include PAN number of MCA-Nepal)
- ii). A delivery and acceptance note evidencing receipt of the packed lunch box; and verified by the Agreement/Contract Manager to confirm that that the lunch box 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.
- iv). Applicable withholding tax (TDS) will be deducted at the time of payment.
- v). Supplier should be regular in terms of filing income tax and VAT return, that is, should not appear as Non-Filer at IRD (Inland Revenue Department), at the time of payment from MCA-Nepal.

The Invoice (s) must be submitted to the following address:

Millennium Challenge Account Nepal (MCA-Nepal)  
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:

Currency of account:

VAT registration number:

Branch Address:

Account No:

SWIFT Code:

IBAN (if applicable):

**11) Rectification of the Supplied items:** The Supplier undertakes that the food items in the delivered lunch box should be fresh. If the food is found to be stale or not properly cooked,

then replacement of the lunch box needed will be completed within the same day after the contract manager informs the supplier about the condition. Failure to perform this obligation may be the reason for not issuing further Task Order/s 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 packed lunch box as per the Task Order will be used as grounds to terminate the BPA. MCA-Nepal reserves the right to terminate the contract/BPA anytime given the delivery of low-quality food.

**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 reserves the right to inspect sample menu with the selected supplier before the delivery takes place. After inspection, if the Agreement/Contract Manager deems any delivery of the packed lunch box 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  
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**

## **Terms of Reference**

(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 4 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 Packed Lunch Box 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/074</b>
-------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------

Please proceed with the provision of supply and delivery of various option or option of the packed lunch box under “Supply of Packed Lunch Box 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 Excluding VAT				
VAT				
Total Task Order Value Including VAT				

Total Task Order Value:

**Nepalese Rupees  
(NPR)**

Attachment #1:

Attachment #2:

Signatures

For MCA-Nepal:  <b>Agreement Manager/ Contract 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. VAT Registration certificate;
4. Tax Clearance Certificate up to the last Fiscal Year;