

## Request for Quotation (RFQ) – Nepal EGRP-RFQ-FY20-P005

Service Required:	Supply and Delivery of 200 units of Tablets
Type of Procurement:	One Time Purchase Order
Type of Contract:	Firm Fixed Price
Term of Contract:	30 days
Contract Funding:	AID-367-TO-15-00002
This Procurement supports:	USAID's Early Grade Reading Program (EGRP)
Submit Proposal to:	The Selection Committee RTI- USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal
Date of Issue of RFQ:	Tuesday, December 24, 2019
Date Questions from Supplier Due:	Friday, December 27 , 2019, 11:00 AM Nepal Standard Time at <a href="mailto:procurement@np-egrp.rti.org">procurement@np-egrp.rti.org</a> Note: Question and answer will be posted on RTI Website
Pre-bid Meeting	Friday, December 27 , 2019, 1:30 PM to 2:30 PM Nepal Standard Time at EGRP conference room, House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu
Date Proposal Due:	11:00 AM NST, Tuesday, January 07, 2020
Approximate Date Purchase Order Issued to Successful Bidder(s):	Monday, January 13, 2020 (however the bid validity should be valid for 120 days)
<b>Method of Submittal:</b>	
Hard copy and soft copy of proposal	
<p>Proposal documents should be submitted in a closed envelope with wax seal (laah chhap) and clearly marked with the solicitation number to the following address:</p> <p>The Selection Committee RTI-USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal</p> <p>Bidder's Quote must be printed on firm/company's letterhead, signed, stamped, dated and must include all items and/or services. Also each and every page of the proposal documents</p>	

needs to be signed and stamped by the authorized person in order to be considered for evaluation.

The bidder will submit cost proposal<sup>1</sup> in response to this RFQ, and a separate envelope containing all necessary documents specified under the "Eligibility Requirements". Each envelope should be clearly marked with 'Cost Proposal' and 'Eligibility Requirements' as per its content and then put together in a larger envelope clearly marked with "Nepal EGRP-RFQ-FY20-P005".

<i>List of inner envelopes for each lot</i>
Envelope 1:- Cost proposal along with the detail specification (include item catalogue and soft copy of proposal).
Envelope 2:- Eligibility Requirements (legal documents, audit report, tax clearance and experiences, as specified in attachment "A" and soft copy of eligibility requirement documents)

The proposal should contain the detailed specification of items along with catalogues. The bidders are requested to submit all the information with documentary evidence so that the evaluation committee can fairly evaluate all the proposals without any missing information. [please see attachment B for selection criteria]

The bidder agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFQ.

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#### Attachments to RFQ:

1. Attachment "A" – Item Specifications
2. Attachment "B" – Instructions to Bidders
3. Attachment "C" – Steps to obtain DUNS number (exceeding \$25,000)
4. Annex 1 - Cost proposal for Tablets
5. All PO Terms and Conditions are listed on our website at forth at:  
<http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

<sup>1</sup> Cost proposal: quantity and rate for the proposed item. The submission template can be found in annex-1

## Attachment A Service Specifications or Statement of Work

### Statement of Work

Description of Activity/Service:

#### Background

Early Grade Reading Program (EGRP) is a five-year project (2015-2020) funded by the United States Agency for International Development (USAID) to assist the Government of Nepal's (GON) education initiatives to improve reading skills of public primary school students in grades one to three. EGRP is being implemented in Saptari, Dhankuta, Parsa, Bhaktapur, Rupandehi, Kaski, Manang, Mustang, Dolpa, Banke, Bardiya, Kailali, Kanchanpur, Dang, Surkhet and Dadeldhura districts.

#### Scope of Work (SOW)

The bidder will supply and deliver 200 units of branded Tablets to EGRP's central office in Lazimpat.

***Note: No products from entities that are currently listed as ineligible, prohibited or restricted under United States Government guidelines, or from any subsidiaries of those entities, should be included in offerors' bids. To identify if an entity or its subsidiary is ineligible, prohibited or restricted, visit [sam.gov](http://sam.gov), click on "SEARCH RECORDS," and enter the entity or subsidiary name as the search term. Any bid that includes ineligible, prohibited or restricted products shall be disqualified.***

The specifications are as given below:

#### Tablets (200 units)

Description of Item	Required Specification	Bidder's Offer (Specification)
Brand	To be mentioned by the bidder	
Model	To be mentioned by the bidder	
Network	GSM/CDMA	
OS	Android 8.0 or above	
Memory	2GB RAM Internal 16GB(Minimum),Memory Micro SD expandable	
Display Type	Touchscreen	
Size	8 inches	
Main Camera	Yes	

Front Camera	Yes	
Sound Loud Speaker	Yes	
Communication	WLAN, Bluetooth, GPS,USB	
Battery	Li-Po 5000 mAH or higher	
Tablet Cover	Flipping case	
Warranty	1 year	
Period of Delivery	To be mentioned by the bidder	

**Warehouse/Storage facility:**

The winning bidder need to have enough space to store the equipment in Kathmandu for at least fifteen (15) days before they are dispatched to EGRP's central office in Lazimpat.

**Note:** For any defective equipment, the vendor will need to replace the item instantly.

**Delivery:**

The winning bidder needs to deliver the "Tablets" to EGRP's central office in Lazimpat.

**Responsibilities of vendor after purchase**

- Vendor will be fully responsible for equipment safety until delivery to EGRP's central office in Lazimpat.
- Vendor will test all the equipment before dispatching to EGRP's central office in Lazimpat.

EGRP staff will also verify the equipment and ensure the organization's compliances.

**Service Expectations:**

The selected bidder will supply and deliver the branded 200 units of Tablets to EGRP's central office in Lazimpat.

**Timeline, and Special Terms and Conditions, Terms of Payment**

The expected period of the Tablets procurement will be from January 13, 2020 to February 12, 2020.

Payments will be made only after acceptance of Tablets by EGRP. No advance payment will be given. Payment schedule will be negotiated with selected bidder.

**Eligibility Requirements:**

**This RFQ is applicable to bidders legally registered in Nepal only.**

The bidders must submit the following documents for minimum eligibility. Only bidders meeting the minimum eligibility will be considered for technical and financial evaluation.

**A. Legal Registration Documents**

- Company registration certificate
- VAT registration certificate
- Company tax clearance certificate of the year B.S. 2075/76
- Authorization certificate and authorization letter from the manufacturer in the name of the purchaser

**B. Experience**

- Letters from at least two (2) previous clients certifying the firm's past work experience in supplying Office equipment of similar items.
- Company profile (with list of clients with contact numbers who had purchased similar equipment in last three years and number of equipment sold to them)

**C. Financial Capacity**

Soundness of the bidder's financial position demonstrated through audited annual financial statements (balance sheet, income statement) of the last 3 years

- Audited financial statements – previous 3 years (2073/74, 2074/75 and 2075/76), including profit & loss and balance sheet
- Evidence of bidder's financial position, e.g. liquid assets, working capital (line-of-credit), to meet any possible cash requirement that may arise during the execution of the contract (the minimum available requirement will be NPR 4,000,000).
- Total company turnover should be NPR 5,000,000 in any one year during last 3 years.

**D. Other Document: Signed copy of this RFQ document (Page 1 to 10)****E. DUNS & Bradstreet Number (a nine character unique number)**

The federal government has adopted the use of DUNS numbers to track how federal money is allocated. DUNS number identifies your organization, which is mandatory for proposal submission.

**Note: - This process can take much longer than two business days. It is advised to apply**



**immediately if bidders are interested in submitting proposals. The detail instructions and steps to obtain DUNS number is given in attachment C.**

By signing this attachment, the bidder confirms s/he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


**Attachment “B”  
Instructions to Bidders**

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase services identified in Attachment A. The Buyer intends to purchase the services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ, supplier understands that services indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase service of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

<b>RTI- USAID Early Grade Reading Program</b> <b>House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal</b>
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Who has a purchase requirement in support of a project funded by

<b>USAID</b>
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RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to bidder by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All bidders will submit a proposal which contains offers for all items and options included in this RFQ. All information presented in the bidder’s proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ may result in bidder’s offer being deemed non-responsive. Bidders are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The bidder’s proposal shall include the following:
  - (a) The solicitation number: Nepal EGRP-RFQ-FY20-P005
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the bidder and authorized signature of same:
  - (d) Validity period of Quote: 120 days.

- (e) A technical description being offered are sufficient detail to evaluate compliance with the requirements in the solicitation.
  - (f) Lead Time Availability of the Service.
  - (g) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
  - (h) Payment address or instructions (if different from mailing address)
  - (i) Acknowledgment of solicitation amendments (if any)
  - (j) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
  - (k) **Special Note:** The bidder, by his response to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.
4. **Forms:** Bidders (potential bidders or suppliers) must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ to be directed to
- The Selection Committee  
RTI-USAID EGRP
- at this email address:
- [procurement@np-egrp.rti.org](mailto:procurement@np-egrp.rti.org)
- The cut-off date for questions is
- Friday, December 27, 2019, 11:00 AM Nepal Standard Time
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ. The Bidder shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Bidder.
7. **Documentation:** The following documents will be required for payment for each item:
- (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) All relevant product/service documentation (manuals, warranty doc, certificate of

analysis, etc.)

8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [www.rti.org/potermis](http://www.rti.org/potermis), <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Bidders may propose alternative payment terms and they will be considered in the evaluation process.
9. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
10. **Evaluation and Award Process:** The RTI will award an agreement contract resulting from this solicitation to the responsible bidder whose offer conforms to the RFQ will be most advantageous to RTI based on the technical and cost proposal. The award will be made to the bidder representing the **best value** to the project and to RTI. For the purpose of this RFQ, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with bidder. Therefore, the bidder’s initial offer should contain the best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price. Use template for cost proposal given in annex-1.
  - (b) **DELIVERY.** Bidder provides the most advantageous delivery period.
  - (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ Attachment A. Bidder should write their proposed specification in annex-1.
  - (d) **PAST PERFORMANCE** - Bidder can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
11. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

12. **Validity of Offer.** This RFQ in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Bidder in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.
13. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
14. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.

**Acceptance:**

Bidder agrees, as evidenced by signature below, that the Bidder's completed and signed solicitation, bidder's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (*Bidder Company Name*)

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

Title:

Date:

## ATTACHMENT C: - STEPS TO OBTAIN DUNS NUMBER (exceeding \$25,000)

### ORGANIZATION INSTRUCTIONS

#### PURPOSE OF THIS STEP:

The federal government has adopted the use of DUNS numbers to track how federal money is allocated. DUNS number identifies your organization.

This process should take no more than 2 business days.

#### WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?

The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.**

Ask your administrator or chief financial officer to provide your organization's DUNS number. If your organization is **based in the U.S.**, a DUNS number can be requested by phone or online.

Webpage for phone number: [http://fedgov.dnb.com/webform/pages/reqDuns\\_phone.jsp](http://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp)

If your organization is located **outside the United States**, you can request and register for a DUNS number through the following web site.

Webpage for registration: <http://fedgov.dnb.com/webform/displayHomePage.do>

**This is the information you will need to have available in order to obtain the DUNS number. (If your organization does not already have one):**

- Legal Name of organization
- Name of the organization CEO
- The primary type of business your company engages in (NCIA/SIC CODE)  
*To obtain this code please go to [www.naics.com/search.htm](http://www.naics.com/search.htm)  
(Also see list attached)*
- Any other name your business might be recognized by, i.e. doing business as (DBA)
- Physical organization address (city, state and zip code)
- Mailing address if separate from headquarters
- Telephone number
- Name of the primary contact person and his or her title
- Number of employees at your location
- Is this a home-based business?

If your organization does not have a DUNS number, use this Dun & Bradstreet (D&B) online registration process to receive one free of charge.

**NOTE:** Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application

### Annex-1: Cost Proposal for Tablets

Description of Item	Required Specification	Bidder's Offer (Specification)
Brand	To be mentioned by the bidder	
Model	To be mentioned by the bidder	
Network	GSM/CDMA	
OS	Android 8.0 or above	
Memory	2GB RAM Internal 16GB(Minimum),Memory Micro SD expandable	
Display Type	Touchscreen	
Size	8 inches	
Main Camera	Yes	
Front Camera	Yes	
Sound Loud Speaker	Yes	
Communication	WLAN, Bluetooth, GPS,USB	
Battery	Li-Po 5000 mAH or higher	
Tablet Cover	Flipping case	
Warranty	1 year	
Period of Delivery	To be mentioned by the bidder	

### Proposed Cost:

SN	Item	Quantity	Unit cost	Total	Remarks
1	Tablet	200			
	Sub-total				
	VAT				
	<b>Grand Total</b>				

Authorized Signature: -----

Name:

Name of Bidder:

Contact Number:

Title:

Address:

Date:

Stamp