



## Request for Quotation (RFQ) – Nepal EGRP II-RFP/RFQ-FY21-P004

Commodity/Service Required:	Supply and Delivery of 822 units of Tablets with flipping cases and screensavers
Type of Procurement:	One Time Purchase Order
Type of Contract:	Not to Exceed Ceiling Price
Term of Contract:	Two (2) months
Contract Funding:	72036720CA00001
This Procurement supports:	USAID's Early Grade Reading Program II (EGRP II)
Submit Proposal to:	The Selection Committee RTI- USAID Early Grade Reading Program II House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal
Date of Issue of RFP:	Tuesday, June 08, 2021
Date Questions from Supplier Due:	Friday, June 11, 2021, 12:00 Noon 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
Date Proposal Due:	11:00 AM NST, Wednesday, 23 June, 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	Wednesday, June 30, 2021

**Method of Submittal:** Hard Copy of Proposal

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**

Proposal documents should be submitted in a closed envelope with wax seal (laaha chhap) and clearly marked with the solicitation number to the following address:

The Selection Committee  
RTI-USAID Early Grade Reading Program II  
House no. 46/64, Uttar Dhoka, Lazimpat,  
Kathmandu, Nepal

Proposals without wax seal (laaha chhap) will not be accepted during the submission time.

Bidder's Quote must be printed on firm/company's letterhead, signed, stamped, dated and must include all items and/or services.

The bidder will submit cost proposal in response to this RFP/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 II-RFP/RFQ-FY21-P004". The cost 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.

Solicitation Number:

Nepal EGRP II-RFP/RFQ-FY21-P004

#### Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. Attachment "C" – Steps to obtain DUNS number (exceeding \$25,000)
4. Annex 1 - Cost proposal template for Tablets
5. All PO Terms and Conditions are listed on our website at:  
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,  
[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

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

be modified in writing signed by both parties.

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

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## Attachment A Commodity Specifications or Statement of Work

### Statement of Work

Description of Activity/Service:

The bidder will supply and deliver 822 units of branded Tablets with flipping cases and screensavers to EGRP II Central Office in Lazimpat, Kathmandu.

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. (Please refer- The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889).

The specifications are as given below:

**Tablets (822 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	
OS	Android 8.0 or above	
Memory	Minimum 2GB RAM Internal	
Storage	32 GB(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 (durable quality to	

	withstand drops/impacts)	
Screen saver	Shockproof membrane plastic	
Warranty	1 year	
Period of Delivery	To be mentioned by the bidder	

**Note:** For any defective equipment, the vendor will need to replace the item immediately. The vendor needs to place the screen savers on the tablets.

**Delivery:**

The winning bidder needs to deliver the tablets with flipping cases and screensavers to EGRP II Central Office in Lazimpat, Kathmandu.

**Responsibilities of vendor after purchase**

- Vendor will be fully responsible for equipment safety until delivery to EGRP II Central Office in Lazimpat, Kathmandu.
- Vendor will test all the equipment before dispatching to EGRP II Central Office in Lazimpat, Kathmandu.

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

**Product or Service Expectations (both if applicable):**

The selected bidder will supply and deliver 822 units of branded tablets with flipping cases and screensavers to EGRP II Central Office in Lazimpat, Kathmandu.

**Deliverables, Timelines, Special Terms and Conditions:**

The expected period of the tablets with flipping cases and screensavers procurement will be from July 01 to August 31, 2021.

Payments will be made only after acceptance of tablets with flipping cases and screensavers by EGRP II. 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. 2076/77
- 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 (2074/75, 2075/76 and 2076/77), 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 20,000,000).
- Total company turnover should be NPR 30,000,000 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 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/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or 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/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

**RTI- USAID Early Grade Reading Program II**  
**House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal**

who has a purchase requirement in support of a project funded by

**USAID**

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

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP 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 Seller’s proposal shall include the following:
  - (a) The solicitation number: Nepal EGRP II-RFP/RFQ-FY21-P004
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote: 120 days

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
  - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) 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.)
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) 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)
  - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

The Selection Committee  
RTI-USAID EGRP II

at this email address:

[procurement@np-egrp.rti.org](mailto:procurement@np-egrp.rti.org)

The cut-off date for questions is:

Friday, June 11, 2021, 12:00 Noon Nepal Standard Time

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller 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/RFP. The Seller 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 Seller.

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) Packing List
  - (c) 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 <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , <http://www.rti.org/files/PO FAR Clauses.pdf>, or <http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf>. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **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.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, 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 Sellers. Therefore, the Seller's initial offer should contain the Seller's 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.** Seller provides the most advantageous delivery period.
  - (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
12. **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.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.
14. **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.
15. **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.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

**Acceptance:**

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

By: *(Seller 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)*
- 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	
OS	Android 8.0 or above	
Memory	Minimum 2GB RAM Internal	
Storage	32 GB(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 (durable quality to withstand drops/impacts)	
Screen Saver	Shockproof membrane plastic	
Warranty	1 year	
Period of Delivery	To be mentioned by the bidder	

**Proposed Cost:**

SN	Item	Quantity	Unit cost	Total	Remarks
1	Tablet	822			
2	Flipping Case	822			
3	Screen Saver	822			
4	Placement of screen saver	822			
	Sub-total				
	VAT				
	<b>Grand Total</b>				

Authorized Signature: -----

Name:

Name of Bidder:

Contact Number:

Title:

Address:

Date:

Stamp