



Request for Quotation (RFQ) – Nepal EGRP II-RFP/RFQ-FY21-P005

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| Commodity/Service Required: | Supply and Delivery of Stationery Items |
| 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 procurement@np-egrp.rti.org Note: Question and answer will be posted on RTI Website |
| Date Proposal Due: | 11:00 AM NST, Thursday, 24 June, 2021 |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | Friday, July 02, 2021 |

Method of Submittal: Hard copy of proposal along with sample of stationery items

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. Also each and every page of the proposal documents needs to be signed and stamped by the authorized person in order to be considered for evaluation.

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-P005". The bidder is also required to submit the sample of stationery items proposed in the cost proposal.

Solicitation Number:

Nepal EGRP II-RFP/RFQ-FY21-P005

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 – Budget template
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> or for commercial items:
<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/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:

EGRP II seeks to procure stationery items to support student learning. The bidder will supply the stationery items of good quality to EGRP II's Regional Office located in Janakpur, Dhanusha as per the specifications and quantities given below:

1. Exercise Book ("2-lines Copy")

Line: Two lines
Paper: 64 GSM
Pages: 60 inner pages (without cover)
Cover: 250 GSM Duplex
Size: 28.5 cm x 20.5 cm
Stitch: Double stitching
Quantity: 148,000 exercise books ("2-lines Copy")

2. Drawing Copy (Plain Copy)

Paper: 70 GSM
Pages: 60 inner pages (without cover)
Cover: 250 GSM Duplex
Size: 28.5 cm x 20.5 cm
Stitch: Double stitching
Quantity: 37,000 drawing copies

3. Pencil

172 MM length and 6.9 mm DIA each
Quantity per packet =10 pcs
Lead with high quality graphite and accurate bonding
Non-toxic CE conforms to EN 71-3 standard (Safe for Children)
Quantity: 148,000 pcs

4. Eraser

Color: White

Material: Rubber
Packaging Type: 20 pcs per box
Shape: Rectangular
Quantity: 74,000 pcs

5. Sharpener

Material: Plastic body with metallic 1 blade and 1 hole
Packaging Type = 20 pcs per box
Quantity: 74,000 pcs

6. Colored Pencils

Material: Wood
Size: 85mm Length X 6.7 mm Diameter each (Triangular)
1 Packet should contain 12 colored pencils
Application/usage: Drawing/coloring
Pack type: Plastic/Hard paper
Quantity: 37,000 packets

Note: For any defective item, the vendor will need to replace the item immediately.

Delivery:

The winning bidder needs to deliver the stationery items to EGRP II's Regional Office located in Janakpur, Dhanusha.

Responsibilities of vendor after purchase

- Vendor will be fully responsible for safety of stationery items until delivery to EGRP II's Regional Office in Janakpur, Dhanusha.

EGRP II staff will verify the quality and quantity of the stationery items.

Product or Service Expectations (both if applicable):

The selected bidder will supply and deliver the stationery items [exercise books (two-lines copy)- 148,000 copies; drawing copies (plain paper) - 37,000 copies; pencils - 148,000 pcs; erasers - 74,000 pcs; sharpeners - 74,000 pcs; and colored pencils - 37,000 packets] to EGRP II's Regional Office in Janakpur, Dhanusha.

Deliverables, Timelines, Special Terms and Conditions:

The expected period of the stationery items procurement will be from July 02 to August 31, 2021. Payments will be made only after acceptance of stationery items 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 financial evaluation.

A. Legal Registration Documents

- Company registration certificate
- VAT registration certificate
- Company tax clearance certificate of the year B.S. 2076/77

B. Experience

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

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 10,000,000).
- Total company turnover should be NPR 5,000,000 in any one year during last 3 years.

D. Other Document: Signed copy of this RFP 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:

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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-P005
 - (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:

- (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

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 – **70 Points**
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule – **15 Points**
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A – **15 Points**

Total weightage – 100 Points

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. 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

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
- 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: Budget Template

Proposed Costs:

| SN | Item | Quantity | Unit cost (in NPR) | Total (in NPR) | Remarks |
|----|--|----------------|-----------------------|-------------------|---------|
| 1 | Exercise Book (Copy) | 148,000 copies | | | |
| 2 | Drawing Copy | 37,000 copies | | | |
| 3 | Pencil | 148,000 pcs | | | |
| 4 | Eraser | 74,000 pcs | | | |
| 5 | Sharpener | 74,000 pcs | | | |
| 6 | Color Pencils | 37,000 packets | | | |
| 7 | Delivery charge to EGRP II Regional Office, Janakpur | Lumsum | | | |
| | Sub-total | | | | |
| | VAT | | | | |
| | Grand Total | | | | |

Authorized Signature: -----

Name:

Name of Bidder:

Contact Number:

Title:

Address:

Date:

Stamp