### Request for Quotation (RFQ) – Nepal EGRP II-RFP/RFQ-FY22-P002

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Supply and Delivery of Whiteboards with Duster and Board Markers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>One Time Purchase Order</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Not to Exceed Ceiling Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>Six (6) Weeks</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>72036720CA00001</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID’s Early Grade Reading Program II (EGRP II)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>The Selection Committee</td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>Monday, November 08, 2021</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>Thursday, November 11, 2021, 11:00 AM Nepal Standard Time at <a href="mailto:procurement@np-egrp.rti.org">procurement@np-egrp.rti.org</a></td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>11:00 AM NST, Monday, November 22, 2021</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>Friday, November 26, 2021</td>
</tr>
</tbody>
</table>

**Method of Submittal:** Hard copy of proposal along with a sample of whiteboard and board markers
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 EGRPII-RFP/RFQ-FY22-P002”.

The bidder is required to provide a sample of the proposed whiteboard and board markers with the proposal. The sample will be returned to bidders upon request.

The Bidder/Seller 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 RFP/RFQ.

Solicitation Number: Nepal EGRP II-RFP/RFQ-FY22-P002

Attachments to RFP:
1. Attachment “A” – Commodity Specifications  
2. Attachment “B” – Instructions to Bidders/Sellers  
3. Attachment “C” – Steps to obtain DUNS number  
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

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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.
Attachment A
Commodity Specifications or Statement of Work

Statement of Work

Description of Activity/Service:

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

**Whiteboard**

**Specification:** Whiteboard magnetic with aluminium frame with magnetic duster  
**Size:** 2 x 3 ft  
**Quantity:** 1,459 units

**Board Marker**  
White board markers in black, blue, red and green colors.  
1 packet should contain 12 pcs of board markers (black – 3 pcs, blue – 3 pcs, red - 3 pcs and green – 3 pcs)  
**Quantity:** 487 packets

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

**Delivery:**

The winning bidder needs to safely deliver the whiteboards and board markers to EGRP II’s Regional Office located in Janakpur, Dhanusha.

**Responsibilities of vendor after purchase**

- Vendor will be fully responsible for safety of whiteboards and board markers until delivery to EGRP II’s Regional Office in Janakpur, Dhanusha.

EGRP II staff will verify the quality and quantity of the whiteboards and board markers.

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

The selected bidder will supply and deliver 1,459 units of whiteboards with dusters and 487 packets of board markers to EGRP II’s Regional Office in Janakpur, Dhanusha.
Deliverables, Timelines, Special Terms and Conditions:

The expected period of the whiteboards and board markers procurement will be for six (6) weeks from the date of purchase order issued.

Payments will be made only after acceptance and delivery of whiteboards and board markers to EGRP II’s regional Office in Janakpur. 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. 2077/78

Note: if the tax clearance for B.S. 2077/78 is in process then kindly submit the updated letter to cover this period from the tax office stating the same and a copy of the tax clearance for 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 office supplies or similar items.
   - Company profile (with list of clients with contact numbers who had purchased office supplies or similar 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 (2075/76, 2076/77 and 2077/78), including profit & loss and balance sheet
   - Total company turnover should be NPR 5,000,000 in any one year during last 3 years.

Note: if the audit is in process for B.S. 2077/78 then kindly submit a letter from the audit firm stating the same and submit audited financial statements for 2074/75, 2075/76 and 2076/77.

D. Other Document: Signed copy of this RFP document
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.

<table>
<thead>
<tr>
<th>Signature:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
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-FY22-P002
   (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

The cut-off date for questions is:

Thursday, November 11, 2021, 11:00 AM 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 on 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.)


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

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](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: Budget Template

Proposed Costs:

<table>
<thead>
<tr>
<th>SN</th>
<th>Item</th>
<th>Quantity</th>
<th>Unit cost (in NPR)</th>
<th>Total (in NPR)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whiteboards with duster (magnetic with aluminium frame, 2 x 3 ft)</td>
<td>1,459 units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Board markers</td>
<td>487 packets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Delivery charge to EGRP II Regional Office, Janakpur</td>
<td>Lumsum</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Sub-total

VAT

Grand Total

Authorized Signature: --------------
Name:       Tile:                Stamp
Name of Bidder:   Address:       Date:
Contact Number:   Date: