

REQUEST FOR Quotation (RFQ)

ASTHA Nepal in partnership with WVI Nepal kindly requests you to submit Proposals for a consultancy assignment for:

Proposal title: Community Portion of GN [CPGN] for your APs

Acceptance, acknowledgment, authorized signing, and submission of this RFQ document is mandatory for this process. Please be guided by the form attached here as Annex I, in preparing your Quotation.

Registered companies in GoN and Suppliers Firm are eligible to apply for this assignment. Interested suppliers firms/companies are welcome to enclose your own additional details, if necessary. However, failure to complete the details as requested will result in invalidation.

Technical proposal and Financial proposal should be sent to:

asthanepal.procurement@gmail.com

ASTHA Nepal Achham

097-620320

The RFPs reference number must be shown on the envelope containing the offer or above email address. The Offers must be received by the latest **17:00 Pm. on August 29, 2023**. Offers received after the deadline will be invalidated.

IMPORTANT NOTICE:

- a. Your Proposal must be expressed in **English**, and valid for a minimum period of **365 days**
- b. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by ASTHA Nepal after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.
- c. Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of ASTHA Nepal requirements.
- d. Any discrepancy between the unit price and the total price shall be re-computed by ASTHA Nepal, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on ASTHA re-computation and correction of errors, its Proposal will be rejected.
- e. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by ASTHA after it has received the Proposal. At the time of Award of Contract or Purchase Order, ASTHA reserves the right to vary (increase or decrease) the quantity of services and/or goods, without any change in the unit price or other terms and conditions.
- f. Please be advised that ASTHA is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.
- g. ASTHA encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to ASTHA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.
- h. ASTHA implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against ASTHA, as well as third parties involved activities. ASTHA expects its Service Providers to adhere to the ASTHA child safe guarding policy. All ASTHA Nepal vendors, contractors and consultants are required to acknowledge receipt and understanding of World Vision Behaviour Protocols, which are rules of appropriate and proper behavior; herein attached as Annex 4.

Thank you and we look forward to receiving your Proposal.

Send by

Supply Chain department
ASTHA Nepal, Achham

Date: 23 August, 2023

Accept by (Service Provider)

Signature: _____

Name & address:

Stamp

Date

Annex I

Description of Requirements

Work Unit	<i>Admin/finance and program team</i>
No of equipment for this assignment	Annex 5
Frequency of Delivery equipment	<i>After One week contract</i>
Location of delivery	Mangalsen -5 Achham
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable taxes like Service tax 1.5% <input type="checkbox"/> must be exclusive of VAT and other applicable taxes
Validity Period of Proposals (Counting from the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input checked="" type="checkbox"/> 365 days <p>In exceptional circumstances, ASTAH Nepal may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Admin cum finance Section of ASTHA Nepal</i>
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract for Services <input type="checkbox"/> Contract for Works <input checked="" type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Types of Contract

Contents of Financial Proposal	<p>Suppliers are expected to submit a quotation to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:</p> <ol style="list-style-type: none">1. The suppliers should claim for payment with an invoice as required for the release of the amount.2. Submission of Quotation with the above subject line should be sent above-mentioned address via email within the deadline.3. Rates should include applicable taxes/vat as per GoN's existing rules.4. Quotation should be signed & acknowledged by the proposer and can be submitted as per Annex 5. <p>Terms & Conditions apply to the above:</p> <ol style="list-style-type: none">1. Service tax of 15% will be deducted from the invoice of PAN-registered firms and individuals.2. Service tax of 1.5 % will be a deduction in the invoice VAT registration.3. Payment will be made after received the equipment and invoice						
Error in Proposals	Bidders are expected to examine carefully all Annexes and all Instructions pertaining to the RFP. Failure to do so will be at Supplier own risk. In case of errors in the extension price, the unit price shall govern.						
Payment Terms (Please indicate your desired disbursements of payment that are acceptable to you)	<table><tr><th>Installment</th><th>Percentage</th><th>Outputs/Deliverable</th></tr><tr><td>Milestone</td><td>100%</td><td>After delivery equipment</td></tr></table> <div></div>	Installment	Percentage	Outputs/Deliverable	Milestone	100%	After delivery equipment
Installment	Percentage	Outputs/Deliverable					
Milestone	100%	After delivery equipment					
Annexes to this RFP	<p>A. Suppliers Registration Form (Annex 2) – mandatory for new applicants, & if not submitted previously</p> <p>B. World Vision Behavior Protocols (Annex 3)</p> <p>C. WVIN Supplier Code of Conduct - (Annex 4)</p> <p>D. Quotation (Annex 6)</p> <p>E. Child Safeguarding Policy (Annex-7)</p>						
Contact address for Inquiries	<p style="text-align: center;">asthanepal.achham@gmail.com Mangalsen Achham</p> <p style="text-align: center;">Contact No 097-620320</p>						

Annex 2

Suppliers Registration Form -

(The Suppliers Registration Form-Suppliers should be mandatorily submitted)



Supplier Registration
Form_ ASTHA Nepal.pdf

Annex 3

WVIN Behavior Protocols

(This document should be mandatorily signed and submitted)



Behaviourprotocols
.pdf

Annex 4

Supplier Code of Conduct- Annex 18

(This document should be mandatorily signed and submitted)



Suppliers code of
conduct

Annex 5

Quotation Form

(This document should be mandatorily signed and submitted in a sealed envelope)



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Annex 6

Child Safeguarding Policy



Child safeguarding
policy