

## Request for Quotation (RFQ)

Date: November 29, 2020  
 To: Potential Bidders  
 From: Helen Keller International Nepal/Suaahara II Good Nutrition Program  
 Subject: Request for Quotation (RFQ) for Printing & Delivery, Procurement No. PF-NP-CO-2020-11-15

Dear Vendor:

Helen Keller International is seeking eligible, qualified suppliers to provide their best price quote for the item(s) below.

- If interested, the quotation must be submitted on company letterhead and signed by an authorized individual.
- Please refer to the Terms and Conditions below in preparing your quote.
- Please acknowledge receipt of this request by signing the vendor conflict of interest certification below and indicate intention to quote.
- No telephone calls will be accepted and any questions regarding this RFQ must be submitted in writing prior to the deadline. Questions and answers considered to be material to this quotation may be shared by Helen Keller International with all other offerors.

Thank you,  
 Procurement Unit

### Good Specifications

Item #	Description/Specifications	Quantity	Unit
1.	Printing of Letter to my father Description: Print: Multi Color pages (offset printing) Size: first page 328.9mm height / 297mmwidth, Second page 420mm height / 297mm width (A3 size paper need to be cut for first page) Paper Quality: 250 GSM Art board paper Printing Quality: single side Binding: Top metal riming with hanger loops (Thread) no hole on second page Pages: 2 (1 set) Note: no lamination and no need to flip page.	164,000	number
2.	Deliver to Suaahara II sub office of 40 districts and KTM office as per attachment (Remarks: Nawalparasi East and West to Nawalparasi West and Rukum East and West to Rukum West)	164,000	number

### Quote Validity Requirements

Vendor Eligibility Requirements	<p>This RFQ is open to commercial and non-governmental businesses, registered in Nepal, capable of providing and delivering the products, and with a solid record of integrity and business ethics.</p> <p>Note: Helen Keller International will not award a contract to any firm that is debarred, suspended, or proposed for debarment, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.</p>
---------------------------------	--

Contractual Mechanism and Payment Terms:	Helen Keller International will issue a Purchase Order to the selected vendor. Following Helen Keller International's acceptance of the goods or services, the payment will be made within 30 days of the receipt of an invoice. Payment will only be issued to the Vendor identified in the Purchase Order; payment will not be issued to a third party or an individual.
Delivery Instructions:	<ul style="list-style-type: none"> <li>The vendor shall take full responsibility of items transported and must reach to mention districts safely without any risk or threats.</li> <li>Helen Keller International Nepal shall not be responsible for threats or third-party claims causes to the others during period of service for Helen Keller International Nepal.</li> <li>The vendor shall bear the cost of packing, loading and unloading.</li> </ul>
Quote must include the following:	<p><b>Quote Details:</b></p> <ul style="list-style-type: none"> <li>Quote shall be marked with PF-NP-CO-2020-11-15;</li> <li>Detailed description of the quoted items;</li> <li>Information on delivery cost, method, date;</li> <li>Quotation in NPR exclusive of tax, excise and other duties or taxes;</li> <li>Vendor Details as per the format in <b>Annex 1</b> must be completed and submitted along with Quotation.</li> <li><b>Quotation must be submitted in the format provided in Annex 2 and Annex 3 which must be printed in company letterhead, sign and date by authorized individual and company stamp.</b></li> </ul> <p><b>Company Details:</b></p> <ul style="list-style-type: none"> <li>Copy of valid Company Trade License, Tax Certificate (PAN and VAT Registration) and Latest Tax Clearance Certificate.</li> <li>Past performance information, including at least 3 professional references with contact information. HKI reserves the right to contact the references directly.</li> </ul> <p><b>Note:</b> If asked by Helen Keller International, dummy copy of printing item having specification mentioned in this RFQ shall be submitted by selected vendor at no additional cost to Helen Keller International.</p>
Evaluation Criteria:	Quotes will be evaluated based on meeting specifications, price, delivery time and related criteria. Helen Keller International will select the offer featuring the Lowest Priced Meeting Specification.

### Submission of Quotes

Submission Deadline:	The sealed quote must be submitted to Helen Keller International no later than December 10, 2020 by 5:00 p.m. NST
Submission Method:	Quote must be submitted <b>electronically</b> on company letterhead duly signed, stamped and scanned by an authorized individual and send the quote as an attachment in PDF format to <a href="mailto:Suaahara.Procurement@hki.org">Suaahara.Procurement@hki.org</a> <b>Note: All submitted documents through email should be in PDF format.</b>
Duration of Quote:	All quotes submitted must be valid for 60 days from the Submission Deadline specified above. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is selected, all information in the RFQ and negotiation process is contractually binding and may be accepted by Helen Keller International without further negotiation.

## Terms and Conditions

1. Issuance of this RFQ does not constitute an award commitment on the part of the Helen Keller International, nor does it commit Helen Keller International to pay for costs incurred in the preparation and submission of a bid.
2. Attachments to this RFQ are considered integral to all requirements.
3. Helen Keller International may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
4. False Statements in the Bid: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller International having to re-evaluate selection of a potential Bidder.
6. Right to Select/Reject: Helen Keller International reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotes and to terminate negotiations without incurring any liability. Helen Keller International also reserves the right to reject any or all quotes received without explanation.
7. Reserved Rights: RFQ responses become the property of Helen Keller International. Helen Keller International reserves the right in its sole discretion:
  - To disqualify any offer based on Bidder's failure to follow solicitation instructions;
  - To waive any deviations by Bidder from the requirements of this solicitation that in Helen Keller International's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
  - To extend the time for submission of all RFQ responses;
  - To terminate or modify the RFQ process at any time and re-issue the RFQ;
  - To issue an award based on the initial evaluation of offers without discussion;
  - To award partial goods/activities; and/or issue multiple awards.

## Vendor Conflict of Interest (COI) Certification & Confirmation of Intent to Bid

Helen Keller International's Code of Conduct and Ethics Policy requires full and open disclosure when dealing with procurement. Helen Keller International employees must avoid any COI or the appearance of a COI, must provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants, and shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor. Vendor agrees to either: 1) disclose any such COIs; or 2) affirm to the best of its knowledge, information and belief, that no Helen Keller International employee, nor any person associated with any Helen Keller International employee, is an employee, director, officer, consultant to/of, or has any financial interest, direct or indirect, in the Vendor's organization, or has received or will receive any financial benefit, directly or indirectly, from the award of a contract through this solicitation. For the purpose of this certification, "associated" persons include but not limited to a spouse, domestic partner, child, parent, or sibling, in-law, nephew, niece, extended family member. A materially false statement made in connection with this certification and/or failure to conduct appropriate due diligence in verifying the information that is the subject matter of this certification may result in rendering the vendor non-responsive for the purpose of this award. Vendor is encouraged to disclose any connection to any Helen Keller International employee that could create an appearance of conflict of interest, regardless of whether it meets the listed definitions above.

By signing below, Vendor confirms no known COIs exist, or Vendor has disclosed any COIs in writing (please attach disclosure separately); and acknowledges receipt of this RFQ, thereby confirming intent to submit a bid in accordance with the RFQ requirements.

**By Vendor:**

Name (print):	
Title:	
Signature:	
Date:	

- Annex 1: Vendor Details
- Annex 2: Template for Quotation for Printing
- Annex 3: Template for Quotation for Delivery of Printing Items

## **Annex 1: Vendor Details**

**Company Full Name**

**Full Office Address**

**PO Box Number**

**Website**

**Office Phone Number**

**Office Mobile Number**

**Fax Number**

**Date of Establishment**

**Office Email**

**Contact Person**

**Contact Person Email**

**VAT/PAN Number**

**Registration/Identification Number**

**Mention what Goods/Services Provided**

**Number of Branch Office**

**Branch Location**

**Payment Terms: Bank Transfer (Type: Yes/No)**

**Account Name:**

**SWIFT Code:**

**Account Number**

**Bank Name:**

**Bank Address:**

**Working Language**

**Number of Staff**

### Annex 2: Template for Quotation for Printing

Item #	Description/Specifications	Quantity	Unit	Price Per Unit	Total Price	Delivery Time	Validity of Quotation	Remarks
1.	Printing of Letter to my father Description: Print: Multi Color pages (offset printing) Size: first page 328.9mm height / 297mmwidth, Second page 420mm height / 297mm width (A3 size paper need to be cut for first page) Paper Quality: 250 GSM Art board paper Printing Quality: single side Binding: Top metal riming with hanger loops (Thread) no hole on second page Pages: 2 (1 set) Note: no lamination and no need to flip page.	164,000	number					
2.	Deliver to Suaahara II sub office of 40 districts and KTM office as per attachment (Remarks: Nawalparasi East and West to Nawalparasi West and Rukum East and West to Rukum West)	164,000	number					
<b>Total Amount</b>								
<b>VAT 13%</b>								
<b>Total Amount including VAT 13%</b>								

### Annex 3: Template for Quotation for Delivery of Printing Items

S.N.	Helen Keller International/SP II Districts	Quantity	Total Price	Delivery Time	Remarks
1	Achham	3675			
2	Arghakhanchi	2825			
3	Baglung	3900			
4	Baitadi	3450			
5	Bajhang	2800			
6	Bajura	1915			
7	Banke	7515			
8	Bardiya	6175			
9	Bhojpur	1945			
10	Dadeldhura	2055			
11	Dailekh	3655			
12	Dang	8505			
13	Darchula	1830			
14	Dhading	4600			
15	Dolakha	2455			

16	Doti	2950			
17	Gorkha	3310			
18	Gulmi	3520			
19	Jajarkot	2390			
20	Kailali	12010			
21	Kanchanpur	6955			
22	Kapilvastu	8185			
23	Lamjung	2290			
24	Myagdi	1460			
25	Nawalparasi West	9525			
26	Nuwakot	3640			
27	Palpa	3375			
28	Panchthar	2555			
29	Pyuthan	3365			
30	Rasuwa	565			
31	Rolpa	3185			
32	Rukum West	3025			
33	Rupandehi	13405			
34	Salyan	3515			



35	Sankhuwasabha	1980			
36	Sindhupalchok	3710			
37	Solukhumbu	1260			
38	Surkhet	5260			
39	Syangja	3410			
40	Taplejung	1670			
41	Kathmandu Office	188			
<b>Total Amount in NPR</b>					
<b>VAT 13%</b>					
<b>Total Amount in NPR including VAT 13%</b>					