

Request for Quotation (RFQ)

Date: November 26, 2020
 To: Potential Bidders
 From: Helen Keller International Nepal/Suaahara II Good Nutrition Program
 Subject: Request for Quotation (RFQ) for Seeds, Procurement No. PF-NP-CO-2020-10-20

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 Intl with all other offerors.

Thank you,
 Procurement Unit

Good Specifications

Item #	Description/Specifications	Unit Type	Illustrative Quantity
1	<p>Seed Specifications: Eighteen (18) varieties of seeds to be packed and deliver to Helen Keller International (see below for specific delivery requirements) on a seasonal basis (seasons: dry, rainy, winter) – over an approximate 18-month period - and at three elevation location types (High Altitude: 900-1800 masl; Low Altitude: 300-900 masl; Terai: 60-300 masl).</p> <p>Detailed specifications, vendor quote templates, vendor details template and additional information for this procurement can be found in the following annexes:</p> <ul style="list-style-type: none"> • Annex 1: Seed Quote Template • Annex 2: Packaging Quote Template • Annex 3: Vendor Details Template • Annex 4: Illustrative Seed Sets per Season and Altitude • Annex 5: Illustrative Seed Set Quantities • Annex 6: Sample packaging requirements (Photo) <p>Vendors must provide quotation in the templates provided in the Annex 1 and 2 and vendor details in Annex 3 which must be signed, dated and official stamp.</p> <p>Seed Packaging Requirements: Seeds will be grouped per “set”. A set consists of the following:</p> <p>1. Foil Bag: One set is equivalent to one foil bag. The Foil Bag will contain 8 to 11 smaller sachets of different seeds. The Foil Bag is one large (9.5 inches X 5 inches) sealable aluminum foil bag. Each Foil Bag must include an adhesive sticker (label) (6 inches x 4 inches). The template of sticker will be provided by Helen</p>	Gram	See attached Annexes

	<p>Keller International, that includes the following information, but vendor must print it and put in each foil bag:</p> <ul style="list-style-type: none"> ○ USAID and Suaahara II logo ○ List of seed varieties included (in individual Sachets) in the Foil Bag, including: <ul style="list-style-type: none"> - Seed crop names and Varieties, - Total quantity (grams) per seed type, and - Picture of the crop at maturation. <p>The Foil Bag must include:</p> <p>a. Planting Instructions: A two-page document (double-sided) vegetable planting time information sheet. One copy of it will be provided by Helen Keller International. It must be printed by vendor and included in each Foil Bag.</p> <p>b. Clear Plastic Sachets: Each Foil Bag will include several clear plastic sachets. Each sachet will contain a single variety of seed. The Sachet is clear, plastic and sealed. Each Sachet must include a label that includes the following information and it must be printed by vendor and included in each sachet.</p> <ul style="list-style-type: none"> • Name of Crop and Variety • Germination Percentage • Purity Percentage • Year of Production • Expiration Date of Seed • Weight of Seed • Lot Number of Seed <p>Delivery: The selected vendor will deliver seeds to Helen Keller International office in Lalitpur or to other location as specified by Helen Keller International at the time of issuing a Work Order. Transportation costs will not be a factor for evaluation in this RFQ but will be established at the time of Work Order.</p>		
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Quote Validity Requirements

<p>Vendor Eligibility Requirements</p>	<p>This RFQ is open to commercial and non-governmental businesses, public or private limited companies, registered in Nepal and with a minimum of 5 years' operating experience, capable of providing and delivering the products, and with a solid record of integrity and business ethics.</p> <p>Preference is given to vendors with consistent and historical seed varietal availability, such as producer, importer and wholesaler. Vendors working in all three fields are encouraged to submit quotes.</p> <p>Preference is given to vendors equipped with own laboratory facilities.</p> <p>Preference is given to vendors whose yearly transactions is minimum NPR 5,000,000</p> <p>Note: Helen Keller Intl 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>
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<p>Contractual Mechanism and Payment Terms:</p>	<p>As a result of this RFQ, Helen Keller International anticipates issuing a Blanket Purchase Agreement (BPA) to establish fixed unit pricing levels and parameters for ordering the seeds for an estimated 18-month period. This will allow the Helen Keller International to issue specific Work Orders, on an as-needed basis, for the purchase of specific quantities and types of seeds. The Vendor shall furnish the seeds described in any Work Order documents issued by Helen Keller Intl under this BPA and at the fixed unit rates (per seed) as established in the selected vendors' quote. Helen Keller Intl is only obligated to pay for items ordered through Work Order documents issued under the BPA and delivered by the Vendor in accordance with the terms/conditions of the BPA. Unit prices of seeds will be fixed in the BPA.</p> <p>Following Helen Keller Intl's acceptance of the goods or services, the payment will be made within 30 days of the receipt of an invoice.</p> <p>Payment will only be issued to the Vendor identified in the Work Order; payment will not be issued to a third party or an individual.</p>
<p>Delivery Instructions:</p>	<p>Seeds will be packed and delivered to Helen Keller International Nepal at Chakupat, Lalitpur or to other location as specified by Helen Keller International and included in the Work Order. Specific delivery instructions will be included in each Work Order. The vendor will be fully responsible for the safe delivery of all items.</p> <p>Helen Keller Intl Nepal shall not be responsible for threats or third-party claims causes to others during period of service for Helen Keller Intl, Nepal. The vendor must deliver during office hours i.e. 9:00 a.m. to 5:00 p.m. in working days i.e. Monday - Friday.</p>
<p>USAID Geographic Code</p>	<p>All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 restrictions for source and nationality, in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. Code 937 is defined as the United States, the cooperating country (Nepal), and developing countries other than advanced developing countries, and excluding prohibited sources. Please see ADS 310 for further information: [https://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf]. Source means the country from which good will be shipped. Nationality of the supplier means the place of legal organization of the supplier.</p>
<p>Quote must include the following:</p>	<p>Vendors must complete and submit Annex 1, 2 and 3 (as detailed above) as part of the quote. These annexes must be signed and dated by Vendor authorized official and stamped with Vendor company seal.</p> <p><u>Quote Details:</u></p> <ul style="list-style-type: none"> • Quote shall be marked with PF# above; • Detailed description of the quoted items; • Information on delivery cost, method, date; • Detailed information on any insurance and/or warranties offered by the vendor; • Quotation in NPR exclusive of tax, excise and other duties or taxes; <p><u>Company Details:</u></p> <ul style="list-style-type: none"> • Copy of valid Company Trade license, Tax certificate (PAN/VAT Registration) and Latest Tax Clearance Certificate. • Copy of SQCC registration (seed production license) • Past performance information, including at least 3 professional references with contact information. Helen Keller Intl reserves the right to contact the references directly. • Copy of Laboratory Facility Certificate • Copy of Latest Audit Report

Evaluation Criteria:	Quotes will be evaluated based on meeting specifications, past performance references, price, delivery time and related criteria. Helen Keller Intl will select the offer featuring the Lowest Priced Meeting Specifications. Helen Keller Intl may determine that a site visit to vendors' seed storage warehouse is necessary to verify vendor quotes. In such cases, Helen Keller Intl will notify the vendors to arrange a time and date for the visit.
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Submission of Quotes

Submission Deadline:	The quote must be submitted to Helen Keller Intl no later than December 10, 2020 by 5:00 p.m. NST
Submission Method:	Quote must be submitted electronically on company letterhead duly signed, stamped and scanned by an authorized individual and send the quote as an attachment in PDF format to Suaahara.Procurement@hki.org with subject line "Quotation for Seeds (Ref. PF-NP-CO-2020-10-20) Note: Vendors must provide quotation in the templates provided in the Annex 1 and 2 and vendor details in Annex 3. The Annex 1, 2 and 3 must be submitted in both excel format and pdf format. And, all other required documents mentioned in RFQ must be submitted through email in PDF format.
Duration of Quote:	All quotes submitted must be valid for 120 days from the Submission Deadline specified below. 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 Intl without further negotiation.

Attachments

- Annex 1: Seed Quote Template
- Annex 2: Packaging Quote Template
- Annex 3: Vendor Details Template
- Annex 4: Illustrative Seed Sets per Season and Altitude
- Annex 5: Illustrative Seed Set Quantities
- Annex 6: Sample packaging requirements (Photo)

Terms and Conditions

1. Issuance of this RFQ does not constitute an award commitment on the part of the Helen Keller Intl, nor does it commit Helen Keller Intl 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 Intl 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 Intl having to re-evaluate selection of a potential Bidder.
6. Right to Select/Reject: Helen Keller Intl 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 Intl also reserves the right to reject any or all quotes received without explanation.
7. Reserved Rights: RFQ responses become the property of Helen Keller Intl. Helen Keller Intl 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 Intl'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 Intl's Code of Conduct and Ethics Policy requires full and open disclosure when dealing with procurement. Helen Keller Intl 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 Intl employee, nor any person associated with any Helen Keller Intl 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 Intl 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:	