

HKI Procurement

Request for Quotation (RFQ)

Request for Quotation (RFQ)

Date: September 18, 2020

To: Potential Bidders

From: Helen Keller International Nepal/ Suaahara II "Good Nutrition" Program

Subject: Request for Quotation (RFQ) for Broadcasting of Sesame Workshop PSAs through National Television Broadcasters, Procurement No. PF-NP-CO-2020-9-8

Dear Vendor:

Helen Keller International (HKI) is seeking eligible, qualified advertising agencies or national television broadcasters to provide their best price quote for the item(s) below. Helen Keller International is the prime recipient leading the implementation of the USAID-funded Suaahara II Good Nutrition Program in Nepal. As the COVID-19 pandemic has a potential to jeopardize the nutritional gains Nepal has made in the recent decades, Suaahara II is implementing various activities to help communities prevent the spread of the COVID-19 and cope with the crisis.

Suaahara II intends to broadcast the visual Public Service Announcements (PSA) on national television. The PSAs are produced by Sesame Workshop and target younger children and their parents to help them adopt ideal behaviors to stop the spread of the coronavirus. The selected bidder is expected to broadcast these PSAs by national television broadcasters to reach the specific audience.

- 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 HKI with all other offerors.

Thank you,
Procurement Unit

HKI Procurement
Request for Quotation (RFQ)

Good Specifications

Item #	Description/Specifications	Unit Type	Quantity																																																									
1	Broadcast 17 PSAs on national television, every day for 60 days, as per the schedule below:	Job	18 minutes 39 seconds per day per channel for 60 days																																																									
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Time Slot</th> <th>PSA Duration</th> </tr> </thead> <tbody> <tr><td>1.</td><td>7:00 – 7:30</td><td>0:30'</td></tr> <tr><td>2.</td><td>7:30-8:00</td><td>0:30'</td></tr> <tr><td>3.</td><td>8:00-8:30</td><td>0:30'</td></tr> <tr><td>4.</td><td>8:30-9:00</td><td>1:17'</td></tr> <tr><td>5.</td><td>9:00-9:30</td><td>0:41'</td></tr> <tr><td>6.</td><td>9:30-10:00</td><td>1:34</td></tr> <tr><td>7.</td><td>10:00-12:00</td><td>1:21'</td></tr> <tr><td>8.</td><td>12:00-15:00</td><td>0:30'</td></tr> <tr><td>9.</td><td>15:00-15:30</td><td>1:34</td></tr> <tr><td>10.</td><td>15:30-16:00</td><td>1:21'</td></tr> <tr><td>11.</td><td>16:00-17:00</td><td>3:10</td></tr> <tr><td>12.</td><td>17:00-18:00</td><td>3:00</td></tr> <tr><td>13.</td><td>18:00-19:00</td><td>0:41</td></tr> <tr><td>14.</td><td>19:00-19:30</td><td>0:30'</td></tr> <tr><td>15.</td><td>19:30-20:00</td><td>0:30'</td></tr> <tr><td>16.</td><td>20:00-20:30</td><td>0:30'</td></tr> <tr><td>17.</td><td>20:30-21:00</td><td>0:30'</td></tr> <tr><td></td><td>Total</td><td>18:39'</td></tr> </tbody> </table>			S. No.	Time Slot	PSA Duration	1.	7:00 – 7:30	0:30'	2.	7:30-8:00	0:30'	3.	8:00-8:30	0:30'	4.	8:30-9:00	1:17'	5.	9:00-9:30	0:41'	6.	9:30-10:00	1:34	7.	10:00-12:00	1:21'	8.	12:00-15:00	0:30'	9.	15:00-15:30	1:34	10.	15:30-16:00	1:21'	11.	16:00-17:00	3:10	12.	17:00-18:00	3:00	13.	18:00-19:00	0:41	14.	19:00-19:30	0:30'	15.	19:30-20:00	0:30'	16.	20:00-20:30	0:30'	17.	20:30-21:00	0:30'		Total	18:39'
	S. No.			Time Slot	PSA Duration																																																							
	1.			7:00 – 7:30	0:30'																																																							
	2.			7:30-8:00	0:30'																																																							
	3.			8:00-8:30	0:30'																																																							
	4.			8:30-9:00	1:17'																																																							
	5.			9:00-9:30	0:41'																																																							
	6.			9:30-10:00	1:34																																																							
	7.			10:00-12:00	1:21'																																																							
	8.			12:00-15:00	0:30'																																																							
	9.			15:00-15:30	1:34																																																							
	10.			15:30-16:00	1:21'																																																							
	11.			16:00-17:00	3:10																																																							
	12.			17:00-18:00	3:00																																																							
	13.			18:00-19:00	0:41																																																							
	14.			19:00-19:30	0:30'																																																							
	15.			19:30-20:00	0:30'																																																							
16.	20:00-20:30	0:30'																																																										
17.	20:30-21:00	0:30'																																																										
	Total	18:39'																																																										
Bidders must include the following in submitted quotes:																																																												
<ol style="list-style-type: none"> List of HD national television channels available to the vendor for broadcasting of the PSA. Proposed channel/s should be available in more than one television distribution platforms. Channels must include at least two of the three types of programming as below: <ul style="list-style-type: none"> News bulletins, Family entertainment programs (family soaps, comic serials, movies and reality shows) Children's programs 																																																												
The PSAs are produced by Sesame Workshop and will be provided to the selected vendor by Helen Keller International.																																																												

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>Bidders must be willing to sign and comply with the USAID Contract Provisions incorporated herein as Attachment B.</p>
---------------------------------	---

HKI Procurement

Request for Quotation (RFQ)

	<p>Note: HKI 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> <p>Any award resulting from this RFQ will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFQ and any resulting contract is Code 937. A description of this code is available in USAID's Automated Directives System, ADS 310 (http://www.usaid.gov/policy/ads/300/310.pdf). All commodities and services supplied under any award resulting from this RFQ must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), 22 CFR 228.</p>
<p>Contractual Mechanism and Payment Terms:</p>	<p>HKI will issue a Purchase Order to the vendor.</p> <p>The vendor will submit an invoice:</p> <ul style="list-style-type: none"> • 50% of total amount after completing 30 days broadcasting of PSA satisfactory and • 50% of total amount after completing remaining 30 days broadcasting of PSA satisfactory. <p>Following HKI'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 Purchase Order; payment will not be issued to a third party or an individual.</p> <p>The PSAs placed up to 10 minutes before or after the specified time (as per the schedule included in the Specifications of this RFQ) will be considered compliant with the requirements. However, HKI reserves the right to not pay for PSAs that are broadcasted outside the specified slots and outside of the 10-minutes grace period, as noted.</p> <p>Note: HKI may select to award multiple bidders to broadcast through multiple television broadcasters as deemed necessary and at HKI's sole discretion.</p>
<p>Delivery Instructions:</p>	<p>Broadcasting of Sesame Workshop PSAs through National Television Channels as per schedule included in the Specifications of this RFQ</p>
<p>Quote must include the following:</p>	<p><u>Quote Details:</u></p> <ul style="list-style-type: none"> • Quote must be submitted in the format provided in Attachment A – Template for Quotation • Quote shall be marked with Procurement Number 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 which, if included, must be itemized separately; • Copy of certificate of HD broadcast • The bidder should submit the proof/certification of the availability in platforms like Dish Home, Mero TV, Sim TV, Max TV, Net TV, etc. • Weekly program schedule of the channel/s

HKI Procurement

Request for Quotation (RFQ)

	<p><u>Company Details:</u></p> <ul style="list-style-type: none"> • Copy of valid Company Trade license, Tax certificate (VAT Registration), Latest Tax Clearance Certificate • Past performance information, including at least 3 professional references with contact information. <p>HKI reserves the right to contact the references directly.</p>
Evaluation Criteria:	Quotes will be evaluated based on meeting specifications, price and related criteria. HKI will select the offer featuring the lowest price meeting specifications.

Submission of Quotes

Submission Deadline:	The quote must be submitted to HKI no later than October 1, 2020 by 5:00 p.m. NST.
Submission Method:	Quote must be submitted in electronic copy on company letterhead duly signed by an authorized individual, stamped, scanned and email the quote as an attachment in PDF format to Suaahara.procurement@hki.org
Duration of Quote:	All quotes submitted must be valid for 90 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 HKI without further negotiation.

Terms and Conditions

1. Issuance of this RFQ does not constitute an award commitment on the part of the HKI, nor does it commit HKI 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. HKI 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 HKI having to re-evaluate selection of a potential Bidder.
6. Right to Select/Reject: HKI 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. HKI also reserves the right to reject any or all quotes received without explanation.
7. Reserved Rights: RFQ responses become the property of HKI. HKI 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 HKI'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.

HKI Procurement

Request for Quotation (RFQ)

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

HKI's Code of Conduct and Ethics Policy requires full and open disclosure when dealing with procurement. HKI 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 HKI employee, nor any person associated with any HKI 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 HKI 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:	

Attachments:

- Attachment A: Template for Quotation
- Attachment B: USAID Contract Provisions

HKI Procurement
Request for Quotation (RFQ)

Attachment A: Template for Quotation

List of Proposed HD National Television Channels	List of Television Distribution Platforms in which Proposed Channel is Available	Type of Programming (e.g. News Bulletin, Family Entertainment, Children Programs). Please include Program Names.	Remarks

Cost Information

Description	Amount in NPR	Remarks
Package air-time cost per day (18 minutes 39 seconds per day per channel)		
Other cost (if applicable)		
Total Cost for 60 days		
Discount		
Total Amount after Discount		
VAT (13%)		
Total Amount including VAT		

Note:

- If submitting bid for multiple channels, submit separate budget for each channel.
- The bidder must **confirm** that PSAs will be broadcast as per the schedule provided in this RFQ
- The bidder can add rows if required.

HKI Procurement

Request for Quotation (RFQ)

Attachment B: USAID Contract Provisions**Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

By signing below, the Bidder agrees to comply with these requirements, as applicable, in the event an award is made by HKI.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

HKI Procurement

Request for Quotation (RFQ)

-
- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

HKI Procurement
Request for Quotation (RFQ)

(J) §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

By signing below, the Bidder agrees to comply with these requirements, as applicable, in the event an award is made by HKI.

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	