



**REQUEST FOR QUOTATION (RFQ)
FOR MEDIA SERVICES FOR UNDP AND UNDP ASSISTED PROJECTS IN NEPAL**

NAME & ADDRESS OF FIRM	DATE: January 10, 2020
	REFERENCE: UNDP/RFQ/03/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Media Services for UNDP and UNDP Assisted Projects in Nepal**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

This bidding exercise will result into Long Term Agreement for two years and subject to satisfactory performance of the service provider, it can be extended for additional one year.

Quotations may be submitted on or before **5:00PM, January 24, 2020** in sealed envelope by **courier mail or hand delivery** to the address below:

**United Nations Development Programme
Ref: UNDP/RFQ/03/2020 (Media Services)
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the above-mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: Not Applicable
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Not Applicable

Exact Address/es of Delivery Location/s (identify all, if multiple)	Not applicable
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents (<i>if using freight forwarder</i>)	Not applicable
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Not applicable
Delivery/Work Schedule	<input checked="" type="checkbox"/> As and when required basis
Packing Requirements	
Mode of Transport	<input checked="" type="checkbox"/> Land
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	
Deadline for the Submission of Quotation	5:00PM Nepal time, <u>January 24, 2020</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Minimum 3 (three) contracts of similar nature implemented over the last 3 (three) years; <input checked="" type="checkbox"/> Minimum average annual turnover of USD 60,000 (NPR 6,780,000) for the last 3 years; <input checked="" type="checkbox"/> Client certificates from minimum 2 organizations/firms;

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted [Bidders should submit bid for all under Package A. However partial bids for Package B is permissible]
Payment Terms	<input checked="" type="checkbox"/> 30 days after confirmation of each order
Liquidated Damages	<input checked="" type="checkbox"/> Not applicable
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Long-Term Agreement³ (LTA will be signed initially for two years with an option to extend for additional one year)
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Price Schedule (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ⁴	Procurement Unit UNDP Nepal Email: query.procurement.np@undp.org Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/03/2020 (SPA), on or before 5:00PM, January 20, 2020 . UNDP shall post the compiled inquiries with the responses in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html . Inquiries received after the above date and time shall not be entertained. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

(increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

January 10, 2020

TERMS OF REFERENCE (TOR)

**Long Term Agreement (LTA) for Media Services for UNDP and UNDP Assisted Projects
in Nepal**

BACKGROUND:

UNDP Nepal, UNDP funded Programmes/Project offices and UN Agencies, administered by UNDP Nepal requires services for release of advertisements for Vacancy Announcement (VA), Expression of Interest (EOI), Request for Quotation (RFQ), Invitation to Bid (ITB), Request for Proposal (RFP), Public Auction Notices etc. to be announced in the national and regional newspapers.

OBJECTIVE:

UNDP Nepal intends to outsource for media services to design and release of advertisements including vacancy announcement and procurement notices in the different national daily newspapers and regional publications, as and when required.

ESTIMATED VOLUME OF THE REQUIREMENT:

UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement. Based on the past record, estimated amount of advertisements in different daily newspapers are NPR 5,600,000.00 of which about 90% for National Newspapers and rest for Regional/Local newspapers.

PERSONNEL:

- 1) The Contractor will designate at least a staff member (customer service representative) to handle all UNDP requests for design and release the advertisement and provide their contact details: telephone/mobile number and email address. The designated staff members should have a good communication and client orientation skills; preferably with advertisement designing knowledge. The contractor staff must be physically and mentally sound and should be free from any criminal or legal charges or any other pending court cases according to the prevailing law of the Federal Democratic Republic of Nepal;
- 2) The contractor must fulfill orders for country office distribution as per UNDP instructions.

STATUS:

The Contractor and/ or its staff shall be considered as having legal status of an independent Contractor and shall not be considered in any respect as being a member of the United Nations. The rights and obligations of the Contractor are strictly limited in articles mentioned in Terms of

Reference. Accordingly, the Contractor shall not be entitled to any benefit except as expressly mentioned in Terms of Reference and the agreement.

TERMINATION:

The Contract is automatically terminated if there is breach in the Terms and Conditions of this Contract. The Contract can also be terminated by either party by giving the other party a written notice of one month in advance.

QUALIFICATIONS:

- Non-performance of a contract did not occur as a result of contractor default for the last 3 years.
- No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.
- Minimum 3 (three) years of relevant experience.
- Minimum 3 (three) contracts of similar nature implemented over the last 3 (three) years.

Preliminary Examination Criteria:

Quotations will be examined to determine whether they are complete and submitted in accordance with RFQ requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided as per the "Documents to be Submitted" section of the RFQ
- Bid Validity

Minimum Eligibility and Qualification Criteria:

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Quotation is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

TECHNICAL SPECIFICATIONS

The advertisements will be published in **Black and White (B & W)** inside pages in the following newspapers:

S. No.	Name of Newspapers	Frequencies	Measurement	Black and White print
PACKAGE A:				
1	National Daily newspapers	Daily	Column Centimetre	Inside
PACKAGE B:				
3	<u>Regional Publications:</u> Biratnagar, Janakpur, Makawanpur, Chitwan, Pokhara, Bhairahawa, Nepalgunj, Dhangadi, Mahendranagar, Dadeldhura	Daily	Column Centimetre	Inside

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/03/2020 (Media Services)

TABLE 1 : Offer to Supply Services Compliant with TOR and Requirements

Percentage of discount per Column Centimetres in BLACK and White inside for following daily newspapers:

S. No.	Media	Frequency	Total discount in percentage offered by the agency on Rates charged by the Publication House per Column Centimetre (CC) <i>Notes:</i> 1. Provide breakdown of total discount offered, for example agency discount, corporate discount; cash discount and others. 2. The discount offered should capture all applicable taxes such as VAT. After discounts net amount is the amount payable by respective UN Agency.
PACKAGE A:			
1	National Daily Newspapers	Daily	
PACKAGE B:			
2	<u>Regional Publications:</u> Biratnagar, Janakpur, Makawanpur, Chitwan, Pokhara, Bhairahawa, Nepalgunj, Dhangadi, Mahendrangar, Dadeldhura	Daily	

Based on the past record, estimated amount of advertisements in different daily newspapers are NPR 5,600,000.00 of which about 90% for National Newspapers and rest for Regional/Local newspapers.

TABLE 2 : Estimated Operating Costs (if applicable)

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

List of Item/s	Months	Unit Price	Total Price (NPR)
Not Applicable			

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁷ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others	NA	NA	
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

⁷ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

General Terms and Conditions for Services

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>