

SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQG)

Project Title: **Grant 0252-NEP: Capital Market and Infrastructure Capacity Support Project**
Source of Funding: **ADB**

Contract Ref: **MOF-CM&ICSP-RFQG-05/075-76**

Date of Issue of Request: **14th June, 2019**

To: _____

Sir/Madam:

1. The Ministry of Finance hereby requests you to submit price quotation(s) for the supply of the following items:

- a) **Eviews**
- b) **Laptop for data processing**
- c) **Digital Display**

Note: The details Specification are in Annex I.

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

- 2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
- 3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address : Ministry of Finance, Singha Durbar Kathmandu
Telephone : 01-4211361, 01-4211301
Fax : 01-421164
Email: : procurement@mof.gov.np

- 4. Your quotation in duplicate and written in **English** language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information in **English** language for each item quoted, including names and addresses of firms providing after-sales service facilities in **any country**.
- 5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is:
23rd June, 2019 (10 days within issue of request) Time: 12:00 PM
- 6. You shall submit only **one set of quotations** for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
- 7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - (i) **PRICES:** The prices should be quoted for supply and delivery to **Ministry of Finance, Singha Durbar Kathmandu**. Prices shall be quoted in the currency of the Purchaser.



(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include all necessary Taxes i.e. Custom, Excise & Value Added Tax (VAT) in Nepal.

(iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of **thirty (30)** days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

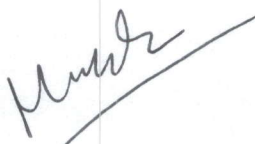
8. Further information can be obtained from:

Procurement Unit, Ministry of Finance
Ministry of Finance, Singha Durbar Kathmandu
Telephone: 01-4211361, 014211301
Fax: 01-4211164
E-mail: procurement@mof.gov.np

- 9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within **15** days from the date of submission of quotation.
- 10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
- 11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.
- 12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

Procurement Unit
Ministry of Finance



FORM OF QUOTATION (To be filled by Bidder)

To: _____ (Purchaser's Name)
 _____ (Purchaser's Address)

We offer to execute the _____ (name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) _____ (name of currency). We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

S.N	Item ID	Description	Units	Quantity	Unit Price	Unit Total Price(Quantity * Unit Price)
1	Eviews	Eviews (Latest Version) Additional license	Set	15 users		
2	Laptop	Laptop for Data processing, Forecasting and Data Analysis	Set	6		
3	Digital Display	Digital Display	Set	1		
					Sub total	
					VAT 13%	
					Grand Total	
In Words						

Note: In addition, the quoted price from the bidders should contains all necessary Taxes i.e. Custom, Excise & Value Added Tax (VAT) in Nepal.

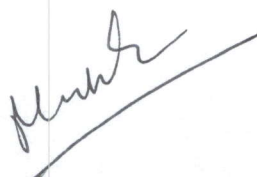
This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.





Authorized Signature: _____

Name and Title of Signatory _____

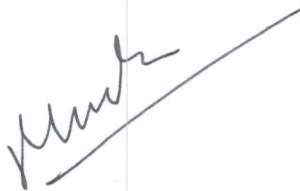
Name of Supplier: _____

Address : _____

Phone Number : _____

Fax Number, if any _____

Email address (optional) _____



FORM OF CONTRACT

(AT TIME OF CONTRACT)

THIS AGREEMENT number **MOF-CM&ICSP-RFQG-05/075-76** made on 2019, between Capital Market and Infrastructure Capacity Support Project (hereinafter called "the Purchaser") on the one part (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for (description of goods) to be supplied by Supplier, viz. Contract **MOF-CM&ICSP-RFQG-05/075-76**, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of (.....) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

13. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - d) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - e) Addendum (if applicable);
14. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
15. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

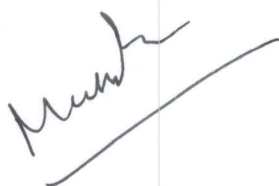
IN WITNESS whereof the parties hereto have executed the Contract under the laws of Government of Nepal (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative



TERMS AND CONDITIONS OF SUPPLY

Project Name: **Grant 0252-NEP: Capital Market and Infrastructure Capacity Support Project**
Purchaser: **Ministry of Finance**

3. Schedules for Supply

S.N	Item ID	Description	Units	Quantity	Delivery Time
1	EvIEWS	EvIEWS (Latest version) Additional license	Set	15 users	10 days
2	Laptop	Laptop for Data processing, Forecasting and Data Analysis	Set	6	
3	Digital Display	Digital Display	Set	1	

2. **Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. **Delivery Schedule:** The delivery should be completed as per above schedule but not exceeding **10 days** from the date of signing of contract.
4. **Insurance:** The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of rules of the Purchaser's country.
7. **Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:
- (vii) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (viii) manufacturer's or supplier's warranty certificate; and
 - (ix) certificate of origin.
- If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.
8. **Payment:** Payment of the contract price shall be made in the following manner:
- a) 100% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract and



upon acceptance of the delivered goods by the Purchaser.

9. **Warranty:** Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

10. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility _____

Address _____

11. **Force Majeure:** The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. **Required Technical Specifications:**

- (iii) Specific details and technical standards

Note: For the details Specification refer to Annex I.

Supplier confirms compliance with above specifications.

13. **Failure to Perform:** The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature : _____

Place: _____

Date : _____

Annex I

1. Technical Specifications for Eviews, Laptop and Digital Display

Background

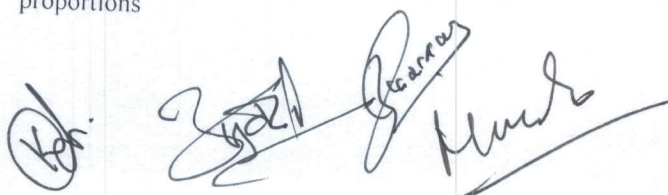
E-Views offers a extensive array of powerful features for data handling, statistics and econometric analysis, forecasting and simulation, data presentation, and programming.

Objectives

To deploy E-views10 license for the computer devices within MOF.

Features

- Numeric, alphanumeric (string), and date series; value labels.
- Extensive library of operators and statistical, mathematical, date and string functions.
- Support for complex data structures including regular dated data, irregular dated data, cross-section data with observation identifiers, dated, and undated panel data.
- Convert data between Eviews and various spreadsheet, statistical, and database formats, including (but not limited to): Microsoft Access® and Excel® files (including .XSLX and .XLSM), Gauss Dataset files, SAS® Transport files, SPSS native and portable files, Stata files, Tableau®, raw formatted ASCII text or binary files, HTML, or ODBC databases and queries (ODBC support is provided only in the Enterprise Edition).
- Easy-to-use automatic frequency conversion when copying or linking data between pages of different frequency.
- Support for cloud drive access, allowing you to open and save file directly to Dropbox, OneDrive, Google Drive and Box accounts.
- Tools for resampling and random number generation for simulation. Random number generation for 18 different distribution functions using three different random number generators
- Frequency conversion and match merging support dynamic updating whenever underlying data change.
- Integrated support for handling dates and time series data (both regular and irregular).
- Frequency conversion: various high-to-low and low-to-high methods.
- Basic data summaries; by-group summaries.
- Factor analysis allowing computation of measures of association (including covariance and correlation), uniqueness estimates, factor loading estimates and factor scores, as well as performing estimation diagnostics and factor rotation using one of over 30 different orthogonal and oblique methods.
- Autocorrelation, partial autocorrelation, cross-correlation, Q-statistics.
- Granger causality tests, including panel Granger causality.
- By-group and by-period statistics and testing
- Panel within series covariance's and principal components.
- Forecast graphs and in-sample forecast evaluation: RMSE, MAE, MAPE, Theil Inequality Coefficient and proportions



- Generate covariance, variance, or correlation in various tabular and graphical formats from estimated ARCH models.
- Robust standard error calculations include seven types of robust White and Panel-corrected standard errors (PCSE).

Training

Upon completion of installation and configuration, the firm should provide administration training upto two days as per required by the IT staffs.

Warranty & Support

Consultant must provide warranty and support for license period of 1 year.

Implementation timeline

The overall implementation timeline will be maximum 45 working days from the date of contract award.


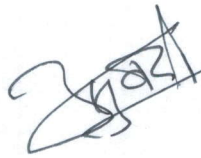
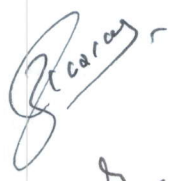
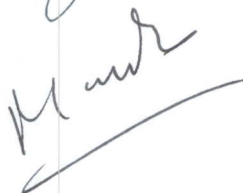
Reporting Arrangements

The firm must provide Completion Report within 10 working Days from the date of commencement of the assignment.

Three handwritten signatures in black ink are present. The first signature on the left is a stylized 'Ud'. The middle signature is more complex, possibly reading 'SST'. The third signature on the right is 'Rum' written above a long horizontal line, with 'Munh' written below it.

Technical pecification of Branded Laptop

SN	Description of Items	Required Specification	Bidders Offered
1	Brand/Model	Should be specified by Bidder	
2	Country of Origin	Should be specified by Bidder	
3	Processor	Intel core i7 processor, 7 th Generation or higher (2.5 GHz, 3MB Cache) or better	
4	Memory	8 GB DDR4 RAM Memory or higher	
5	Hard Disk	512 GB SSD or more	
6	Graphics	Intel UHD 620 Graphics or Equivalent	
7	Display	12.3" Pixel Sense TM Display Display or Equivalent	
8	Battery	At least 10 hours backup or more	
9	Camera, video and audio	Windows Hello face authentication with 720p Skype HD video ,720p full HD video, Dual microphones 1.6W stereo speakers with Dolby audio TM Premium	
10	I/O Ports	USB 3.0, headphone jack, Mini display port. Type C connector, micro SDXC card reader	
11	Wireless	Wi-Fi: IEEE 802.11 a/b/g/n/ac compatible blue tooth wireless 4.1 technology or Equivalent	
12	Operating System	Genuine Factory Installed Windows 10 or Above Professional 64 bit. (The OEM license must be certified by the Manufacturer or Authorized Distributor)	
13	Weight	Less than 2 Kg	
14	Accessories	Necessary accessories like AC Adapter, Power cord	
15	Certification	ISO Certification	
16	Warranty	3 years OEM warranty (Warranty must be certified by Manufacturer or Authorized Distributor)	
20	Authorization	Manufacturer or Authorized distributor's Letter clearly addressing Ministry of Finance	

Technical Specification of Digital Display

S.N.	Description of Items	Required Specification	Bidders Offered
1	Features	Built in Stereo Speaker, Digital Noise Reduction, Eye Safe T Matrix, Smart Power Saving, Smart Power Saving Technology, Stereo Sound Effect System	
2	Display Features	UHD feature	
3	Model Year	Latest year	
4	Warranty	3 years parts and service Warranty	
5	Display	LED/OLED	
6	Screen Size	64 inches or more	
7	Resolution	1920 X 1080 pixels or more	
8	Number of Speakers	2 or more	
9	Audio Output	20 Watt or Equivalent	
10	Color	Black or any others	
11	Sound	Stereo Sound	
12	Audio Features Details	Noise Reduction	
13	Internet Features and ports	HDMI-2, VGA-1, USB-2, Headphone Jack, RF Connectivity Input	
14	Power Consumption	160W or Equivalent	
15	Package Contents	TV Unit, Remote Control, TV Stand	
16	Connectivity	HDMI, USB	





