SHOPPING FOR GOODS

REQUEST FOR QUOTATION (RFQG)

Project Title: Grant 0252-NEP: Capital Mar Source of Funding: ADB Contract Ref: MOF-IPFMRP-S-02/075-76	rket and Infrastructure Capacity Support Project Date of Issue of Request: 3 rd April 2019
To:	
Sir/Madam:	
1.The Ministry of Finance hereby requests you items:	to submit price quotation(s) for the supply of the following
a) Desktop Computerb) Laptop Computerc) Photocopy Machine	

d) Laser Printer

e) Projector

f) Router

g) Switch

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: 17th April 2019 (15 days within issue of request) Time: 12:00 PM

SHOPPING FOR GOODS

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5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: 17th April 2019 (15 days within issue of request) Time: 12:00 PM

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- 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) <u>EVALUATION OF QUOTATIONS</u>: 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 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) <u>VALIDITY OF THE OFFER:</u> 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:

Under Secretary, Administration Division, 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)

То:	(Purchaser's Name)
	(Purchaser's Address)
(amour	(name and number of s of Contract accompanying this Quotation for the Contract Price nt in words and numbers) () (name of complete the delivery of Goods described in the Contract within of Signing of the Contract.

Prices and Schedules for Supply

S.N	Item ID	Description	Units	Quantity	Unit Price	Total Price	Delivery Time
1	Desktop Computer	Core i5 Branded Desktop	Set	11			Two Weeks
2	Laptop Computer	Core i7 Laptop Computer	Set	16			Two Weeks
3	Photocopy Machine	Photocopy Machine	Set	1			Two Weeks
4	Laser Printer	Laser Printer	Set	1			Two Weeks
5	Projector	Projector	Set	1			Two Weeks
6	Router	Router	Set	1			One Weeks
7	Switch	Switch	Set	1			One Weeks

Note: In addition to the quoted price, the evaluated price shall include 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)

	made on, 201_, between after called "the Purchaser") on the one part and (hereinafter called "the Supplier") on the other part.
by the Supplier for the supply of g	quotation for (description of goods) to be ereinafter called "Contract") and has accepted the Quotation goods under Contract at the sum of er called "the Contract Price".
NOW THIS AGREEMENT WITNESSETH AS	FOLLOWS:
The following documents shall be deemed viz:	to form and be read and construed as part of this agreement,
a) Form of Quotation; Terms and Conditi	ons of Supply, Technical Specifications;
b) Addendum (if applicable);	
the Supplier nereby concludes an Agreem	by the Purchaser to the Supplier as hereinafter mentioned, nent with the Purchaser to execute and complete the supply any defects therein in conformity with the provisions of the
 The Purchaser hereby covenants to pay, delivery of the goods and remedying of def Conditions prescribed by the Contract. 	in consideration of the acceptance of Contract, supply and fects therein, the Contract Price in accordance with Payment
IN WITNESS whereof the parties hereto have (country of Purchaser) on the date indicated at	ve executed the Contract under the laws of
Signature and seal of the Purchaser: For and on behalf of	Signature and seal of the Suppler: 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

Schedules for Supply

S.N	Item ID	Description	Units	Quantity	Delivery Time
1	Desktop Computer	Core i5 Branded Desktop	Set	11	Two Weeks
2	Laptop Computer	Core i7 Laptop Computer	Set	16	Two Weeks
3	Photocopy Machine	Photocopy Machine	Set	1	Two Weeks
4	Laser Printer	Laser Printer	Set	1	Two Weeks
5	Projector	Projector	Set	1	Two Weeks
6	Router	Router	Set	1	One Weeks
7	Switch	Switch	Set	1	One Weeks

- 2. <u>Fixed Price:</u> The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
- 3. <u>Delivery Schedule:</u> The delivery should be completed as per above schedule.
- 4. <u>Insurance:</u> 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. <u>Applicable Law:</u> 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. <u>Delivery and Documents:</u> Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount:
 - (ii) manufacturer's or supplier's warranty certificate; and
 - (iii) 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) 90% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and
 - b) 10% upon acceptance of the delivered goods by the Purchaser.
- 9. <u>Warranty</u>: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.
- 10. <u>Defects:</u> 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 _____

11. <u>Force Majeure:</u> 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:

Address

(i) Specific details and technical standards

Note: For the details Specification refer to Annex I.

Supplier confirms compliance with above specifications.

13. <u>Failure to Perform</u>: 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 :	

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1. Specification of Branded Desktop Computer

SN	Description of Items	Required Specification	
1	Brand/Model	Enterprise or professional series (To be mentioned by the	
2	Country of Origin	To be mentioned by the bidder)	
3	Form Factor	Small Form Factor	
4	Processor	8th Gen Intel Core i5 or Higher (min 3.0Ghz, 9MB cache) or Better	
5	Memory	4GB DDR4 2666MHz or Higher	
6	Chipset	Intel Chipset or Equivalent	
7	Hard Disk	500GB 7200rpm SATA or Higher	
8	Optical Drive	DVD-RW	
9	Graphics	Integrated graphics or Equivalent	
10	Monitor	21.5" Full HD with VGA and DVI ports or Higher	
11	Expansion Ports	2 PCIe slots or Higher	
12	Network	Integrated Gigabit ethernet (10/100/1000 Mbps)	
13	Audio -	Integrated Sound with stereo Quality Output with Speaker	
14	Mouse	USB Optical Mouse	
15	Keyboard	USB Keyboard - English	
16	Operating System	Genuine Factory Installed Windows 10 or above Professional 64 bit	
17	Warranty	3 Years Parts and Service Warranty	

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2. Specification of	Lanton
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SN	Description of Items	Required Specification		
1	Brand/Model	(To be mentioned by the bidder)		
2	Country of Origi	(Headalt.		
3	Processor	Intel Core i7- 8000 series 8th Generation Processor or Higher, (up to 3.4 Ghz, 6MB Smart Cache) or Better		
4	Memory	8GB DDR4 2400 Mhz or Higher		
5	Chipset	Intel SoC (System on Chip) platform or Equivalent		
6	Hard Disk	500 GB 7200 RPM SATA or Higher		
7	Graphics	Intel Integrated UHD 620 Graphics or Higher		
8	Display	14.0" HD Anti-Glare, LED Backlight, 220nits Display or Higher		
9	Battery	Integrated Li-ion 3 Cell Battery or Higher		
10	Camera	720p HD webcam or Higher		
11	Audio	HD Audio with Stereo Speakers or Equivalent		
12	Pointing Device	Track Point and Touchpad or Equivalent		
13	Keyboard	Spill Resistant Multimedia keyboard or Equivalent		
14	Network	Gigabit ethernet, and Wireless-AC, Bluetooth		
15	I/O Ports	2 * USB 3.1, 2 * USB 3.1 Type-C, HDMI, Gigabit RJ-45, microSD card reader, Docking connector or Equivalent		
16	Carrying Case	Same Brand Backpack		
17	Operating System	Factory pre-installed Genuine MS Windows 10 Pro 64bit License OS or Above		
18	Weight	Less than 2 Kg or Equivalent		
19	Accessories	Necessary accessories like AC Adapter, Power cord		
20	Warranty	Years Parts and Service Warranty		

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3. Specification of Photocopy Machine

SN	Description of Items	Required Specification
1		(To be mentioned by the bidder)
2	Country of Origin	(To be mentioned by the bidder)
3	Туре	Monochrome Photocopy Device or Equivalent
4	Copy /Print speed	A4: 20ppm, A3: 10ppm or Higher
5	Copy and Print Resolution	600 x 600 dpi (Copy) or Higher
6	Memory	256 MB or Above
7	Paper handling	200 sheets + 100 Bypass tray or Higher
8	Multiple Copies	999 copies or Above
9	Reduction Enlargement	25% to 400 % in 1% increments/decrements or Equivalent
0	Automatic 2 sided Copy /print	Required
1	Scan Speed	20 Sheets per minutes (A4) or Higher
2	Scanning Resolution	300 x 300 dpi or Higher
3	Network Interface	Ethernet 100Base-Tx / 10Base-T or Higher
4	Other Interface	USB 2.0 X1 or Higher
5	Operation system Compatible	Windows® Vista/7/8/8.1/10, Windows® Server 2008/2008R2/2012/2012R2 and Mac Macintosh OS X v10.7 or Higher
7	Warranty	1 Years Parts and Service Warranty

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4. Specification of Laser Printer

SN	Description of Item	Required Specification	
1	Brand/Model	(To be mentioned by the bidder)	
2	Country of Origin	(To be mentioned by the bidder)	
3	Type	Monochrome Multifunctional Device	
4	Technology	Laser Technology with Separate Toner and Drum system	
5	Functions	Print,Copy,Scan,Fax	
6	Processor	600MHZ or Higher	
7	Memory	256 MB or Higher	
8	Print speed	30ppm A4 or Higher	
9	Print Resolution	2400 X 600 dpi or Higher	
10	Document Feeder	Required	
11	Duplex Printing	Required	
12	Zoom	25% to 400% or Higher	
13	Monthly Duty Cycle	15000 pages or Above	
14	Multiple copying	Up to 99 copies or Above	
15	Paper input capacity	250 sheet or Above	
16	Mobile capability	Air Print	
17	Interface	Ethernet 10Base-T/100Base-Tx,IEEE 802.11 b/g/n, USB 2.0	
18	Operation system Compatible	Windows® Vista/7/8/8.1/10, Windows® Server 2008/2008R2/2012/2012R2 and Mac Macintosh OS X v10.7 or or Higher	
19	Scan Resolution	1200 X 1200 dpi or Higher	
20	Scan function	Scan to folder, Twin scanning	
21	Warranty	1 Years Parts and Service Warranty	

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5. Specification of Projector

SN	Description of Items	Required Specification	
1	Brand/Model	(To be mentioned by the bidder)	
2	Country of Origin	Fo he mentioned by the hidden	
3	Туре	Laser LED Hybrid, Light Source Projector or Equivalent	
4	Brightness	3500 Lumens or Higher	
5	Resolution	WXGA Resolution (1280 x 800) pixel or Higher	
6	Contrast Ration	20000:1 or Higher	
7	Light Life	20,000 Hours or Higher	
8	Speaker	Inbuilt	
9	Internal Storage	2GB or Higher	
0 1	Interface	Quick Power On and OFF Interface	
1 I	I/O Ports	HDMI Type A x 2 /LAN /USB and RS232C or Higher	
2	Warranty	1 Years Parts and Service Warranty	

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6. Specification of Router/Firewall:

Items	Description मन्त्रात्य	
Brand/ Model	10 4014 4014	Quantity
	To be mentioned by bidder	
Physical Specification	Rack mountable 1RU	
	6 GbE or Higher and 2 SFP or Higher	
Total Routed GE ports	Expansion Slot for 8 port GE copper ,8 port GE SFP, 2 port 10 GE SFP+, 4 port 10 GE SFP+.	
Features	Automated WAN Failover/Load Balance/Fall Back	
	Device should support external 3G data card	
Local Storage	120GB or Higher	
Console Ports	1 or Higher	
Firewall Throughput	14 Gbps or Higher	
Concurrent Sessions	80,00,000 or Higher	
New Sessions/sec	135,000 or Higher	
VPN Tunnels	1300 or Higher	
VPN Throughput	1 Gbps or Higher	
IPS Throughput	2.5 Gbps or Higher	
Antivirus Throughput	2 Gbps or Higher	
	WAN connection type: Static, DHCP,PPPOE	
	All interface should support VLAN Tagging (IEEE 802.1q)	
Networking features:	All interface should support Link Aggregation (IEEE802.3ad)	
in the second se	WAN connection type: Static, DHCP,PPPOE	
	All interface should support VLAN Tagging (IEEE 802.1q)	
	All interface should support Link Aggregation (IEEE802.3ad)	
Dynamic Routing	IPSec, L2TP, PPTP, SSLVPN, HTML5 VPN	
eatures and VPN	Encryption: AES,3DES,DES	
oncar os and vill	Hash Algorithms: MD5, SHA-1	
	Authentication: Preshared Keys,	020



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	Digital Certificates	
	IPSec NAT Traversal, IKEv2	
	Dead peer detection (DPD)	
	OSPF, BGP and Multicast	
	Routing(PIM-SIM)	
IPS and firewall features	ATP, IPS/IDS, Web-Filtering, Email Protection (POP/SMTP Proxy), WAF along with SLB, Application control and Wireless Protection. 2 or Higher antivirus engines. DoS, Flexible IPS policy deployment as part of any network or user policy with full customization, next-gen IPS deep packet inspection engine with selective IPS patterns for maximum performance and protection. Portscan detection, SYN Flood Detection, UDP Flood Detection and ICMP Flood Detection	
Authentication	Authentication method via local, RADIUS, TACACS+, LDAP, Pre-Shared Key (PSK / Password), One-Time-Passwords	
High Availability	High Availability (HA) support clustering two devices in active-active or active-passive mode.	
Reporting	Proposed device should give on box reporting	
Proposed device should be	ICSA Lab Certified and must be listed on "Leaders" quadrant in latest Gartner's Magic Quadrant report for Enterprise Firewall/UTM.	
Warranty	3 year Parts and service warranty	

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7. Specification of Switch:

Items	Description	Quantity
Brand/ Model	To be mentioned by bidder	
General Features	Should support L3 features	
	Should be 19" rack mountable	
Interfaces	Should have at least 24 x 10/100/1000, 2 x 10GE combo and 2 x 10GE SFP+.	
Routing support	Should support Static IPv4 /IPv6 routing protocols.	
Memory	512 MB DRAM 256 MB Flash	
	Must have switching capacity of 128 Gbps or Higher.	
Performance	Must have Forwarding capacity of 95 Mpps or Higher	
	Must have support for 4000 Vlans or Higher	
	Must have support for 16000 MAC addresses	
	Must have support for Jumbo Frame or similar technology	
	Should support IEEE 802.3, IEEE 802.3u, IEEE 802.3z, IEEE 802.1D, IEEE 802.1Q, IEEE 802.3ab.	

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Switch Features	Should support Stacking, flow control, Layer 2 switching, Layer 3 switching, VLAN support, IPv6 support, Spanning Tree Protocol (STP) support, Rapid Spanning Tree Protocol (RSTP) support, Multiple Spanning Tree Protocol (MSTP) support, access control list (ACL) support, quality of service (QoS), LACP support, dynamic VLAN support (GVRP), advanced threat protection, IPv6 first-hop security, static routing, sFlow, RSPAN, Supports RADIUS and TACACS authentication	
Remote management protocol	SNMP1, RMON1, RMON2, RMON3, RMON9, Telnet, SNMPv3, SNMPv2, HTTP, HTTPS, SSH, CLI	
Storm control	Broadcast, multicast, and unknown unicast.	
DoS prevention	Denial-of-service (DoS) attack prevention.	
Warranty	3 year Parts and service warranty	



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