



Junichande Rural Municipality
Municipal Executive Office
Majkot, Jajarkot
Karnali Province, Nepal
Request For Quotation

For
HIRING A FIRM FOR SKILLS DEVELOPMENT TRAINING

Date of First Publication: 11/20/2024 (2081/08/05)

1. The Ministry of Labor, Employment and Social Security (MoLESS), Prime Minister Employment Program (PMEP) has received financing from the International Development Association (IDA) toward the cost of youth Employment Transformation Initiative (YETI) Project. Junichande Rural Municipality, Jajarkot District has received fund on conditional grant through fiscal transfer from the YETI project and intends to apply part of the proceeds toward payments under the contract for Hiring a Firm for Skills Development Training in Junichande Rural Municipality.
2. A firm will be selected through an open competitive process under the procedures "as specified in the Project operations Manual of Yeti Project from request for Quotation (RFQ).
3. Junichande Rural Municipality, Jajarkot District Invites Sealed quotation from the qualified firms. The Brief description of the procurement is as follows.

| SQNo | Description | RFQ Document Fee (non-refundable) | Deadline of RFQ Document Purchase (In Office Time) | RFQ Submission Deadline Date and Time | RFQ-Opening Date and Time |
|--------------------------|--|-----------------------------------|--|---------------------------------------|---------------------------------|
| SQ/NCS/JRM / 01/2081/082 | Hiring a Firm For Skills Development Training in Junichande Rural Municipality | 1000 | 12/04/2024 (2081/08/19) | 12/05/2024 (2081/08/20) 12:00 noon | 12/05/2024 (2081/08/20) 2:00 pm |

4. Bidder should deposit the cost of bidding document in the office revenue account.

Account Holder's Name: Junichande GA.PA. AANTARIK RAJSWA

Account No: Attach Original Vauchar form Rajaswa Shakha

5. The Details of the Service Requirements, eligibility and qualifications required is found in terms of reference (Annex-1).

6. Qualified service providers experience and registered in the same district will get advantage.

7. In case for last date of purchasing, Submission and opening of RFQs falls on a government holiday, the next working day shall be considered the last day. In such a case, the RFQ validity shall be recognized from the original RFQ submission deadline.

8. The Junichande Rural Municipality reserves the right to accept or reject any RFQ and to annual the procurement process and reject all RFQs at any time prior to contract Award, without thereby incurring any liability to Bidders/ Applicants.

9. For Quotation Document and other information please visit www.junichaandemun.gov.np or contact to the Junichande Rural Municipality, Majkot Jajarkot.


Khadak Bahadur Pariyar
Chief Administrative Officer



Junichande Rural Municipality
Municipal Executive Office
Majkot, Jajarkot
Karnali Province, Nepal
Instruction to the Bidders



1. To assist you in the preparation of your price quotation, the necessary technical specifications, Service requirements and price schedule with required quantity are enclosed herewith.
2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered in the following address:
Rural Municipality Address: Majkot, Jajarkot

Rural Municipality Name: Junichande

Telephone: 9848084036/9868296053

Email: junichanderuralmun@gmail.com

3. Your quotation must be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) including names and addresses of firms providing service facilities.
4. 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.
5. 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/Terms of Reference of goods and services is an integral part of the Contract.
 - (i) **PRICES:** The prices should be quoted for goods and *services required* and delivery to the Junichande Rural Municipality Jajarkot District (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs). 1000/-
 - (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications/*Services* will be evaluated by comparison of their technical capabilities and prices as indicated below. 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 Junichande Rural Municipality will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Junichande Rural Municipality 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 Service Provider refuses to accept the correction, his quotation will be rejected.


Khadka Babur Pariyar
Chief Administrative Officer

In addition, the quoted price shall include Value Added Tax (VAT).

The selection of service provider will be based on the Project Operations Manual accepted by The World Bank and Ministry of Labour, Employment and Social Security. The brief process is described below.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be evaluated applying the following *rated and weighted evaluation criteria*.

| | | |
|---|--|-----|
| 1 | Number of years of experience of Firm in any vocational skills training | 10 |
| 2 | Experience in relevant trades | 25 |
| 3 | Experience and Registration in the same district if yes gets full marks, if no gets no marks | 5 |
| 4 | Approach, Methodology, work plan and responding to Terms of Reference | 20 |
| 5 | Cost of the Proposal/Financial Proposal | 40 |
| | Total | 100 |

At least 3 qualified firms are required for competitive proposal. If three qualified quotations are not received in the first call, LL shall re-advertise second time. A single quotation shall be accepted if it meets eligibility and qualification criteria after second call of quotation. LL can approach to the market directly in the absence of single qualified proposal or no proposal after second call.

6. Rural Municipality Address: Majkot, Jajarkot
7. Rural Municipality Name: Junichande
8. Telephone: 9848084036/9868296053
9. Email: junichanderuralmun@gmail.com

10. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Junichande Rural Municipality, Jajarkot District.


11. Bidders should submit their quotations with the following documents.

- I. A completed Form of Quotations (Attached) with details of cost.
- II. Approach, Methodology, work plan and response to terms of reference.
- III. Information of experience; General and specific of the firm in vocational and skills development training with supporting documents-Annex-2
- IV. Best 3 years turnover of the firm over the period of the last 7 years- Annex-3(C)
- V. Information of trainers/co-trainers (with name and Brief CVs-Maximum 2 pages) with the years of experiences, education and qualifications - Annex-3(D)
- VI. Registration certificate of firm in any government entities such as company registrar or Cottage and Small Industry Office or in Local Level.
- VII. PAN and VAT Registration with Latest Tax Clearance of FY 2079/80 or Date extension for tax clearance if it is under clearance process.
- VIII. Documents showing affiliated and renewed with CTEVT as a short-term training provider.

12. Under the World Bank's Anticorruption Policy, bidders shall observe the highest standard of ethics


Khadak Bajajur Pariyar
Chief Administrative Officer

during the procurement and execution of such contracts. Municipality/Rural Municipality will reject a proposal for award, and will recommend to 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.


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Khadak Bahadur Parlyar
Chief Administrative Officer
Unichande Rural Municipality, Majkot, Jajarkot

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Chief Administrative Officer