Request for Sealed Quotation

Quotation for Domestic Air Ticketing Service

Plan International Nepal, Regional Office West Surkhet invites Sealed Quotation bids from the interested suppliers registered in Government of Nepal or who are eligible for the supply of the goods as mentioned below.

This request for sealed quotation dossier has been issued for the sole purpose of obtaining offers for the supply of goods against the specification contained with this document and Annexes. Plan International Nepal reserves the right not to enter into or award a contract as a result of this invitation to request for sealed quotation. Furthermore, Plan International Nepal reserve the right to vary the quantity of work/materials in the request for sealed quotation Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

Any attempt by the Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing RFQ will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

1. Background Information on Plan International

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. We have been working in Nepal since 1978 to help marginalized girls and boys, their families and communities for accessing their rights to survival, development, protection, and participation. We are implementing programmes through local development partners in 24 districts in cooperation with Nepal government, civil society organizations and schools. Plan International Nepal is fully committed to the gender responsive safeguarding of all children and young people from all forms of violence.

2. Scope of RFQ

Plan International Nepal invites Request for Sealed quotation for the supplies following materials. We invite suppliers to bid for the goods and services specified:

- Supply of Domestic Air Ticketing Service as per details in Annex 1.

3. Language: As determined by Plan International Nepal, the working language of this RFQ is English.

4. Qualifying and Conditions:

The main criteria for admission to the Quotation are as follows:

a) The company/firm should be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law.

b) The company/firm should be registered with Inland Revenue Office (IRO) and renewal of VAT (tax registration) for latest prevailing financial year (77/78) must be submitted.

c) Company profile (not more than 4 pages) including status of firm (e.g. company outlet, authorized dealer, wholesaler, reseller etc).
d) Good record of accomplishment and references from previous clients including documentary evidence in shape of agreements/contract with other international/UN organizations for similar nature of work. (if available) (N/A)

e) Correct bank account in the name of the company/firm to make all payments through cross cheque or through online bank transfers. SWIFT number for bank is mandatory for this RFQ. (N/A)

f) 2.5% bid amount of “A” class commercial bank in form of bank guarantee or Good for Payment cheque valid for 3 months should be submitted with bids. (N/A)

g) Quotation Form must be submitted in the specified format as provided by Plan International Nepal.

h) All RFQ Documents filled by the vendor must be signed and stamped. Signing an attached document i.e. copy of registration, company profile etc. are not mandatory.

5. Request for Sealed Quotation Basis:

• If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.

• Bids shall be made in writing calculated in NPR only and clearly stated on the appropriate forms-provided (see below).

• Plan International Nepal is not liable for any damage to the applicant person or property in the event that something should occur. Plan International Nepal strongly recommends that all applicants take extra precaution when visiting/delivering supplies to a project site.

6. Disqualification of Applicants: Applicants cannot apply if they:

• Are guilty of serious misinterpretation/misrepresentations of facts in supplying information.

• Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in Plan International Nepal).

• Are on any list of sanctioned parties issued by the Nepal Government and Anti terrorism screening.

• Have been reported for/under litigation for child abuse.

7. Bid Opening: 9 September, 2022, at 11:00 AM in the presence of the Procurement Panel and Bidder’s Representative at the address and on the date specified in the RFQ documents. However, in case bidder or their representative do not present physically in the stated time and place to participate bid opening process, Plan international Nepal will open bid without representation of bidder. The applicant’s name, the bid prices, the total amount of the bid, any discounts and such other information that the Plan International Nepal may consider appropriate will be announced and registered in the note.

8. Bid Evaluation: The Procurement Panel will check the sealed quotation to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Panel may, at its discretion, request support/clarification from the Plan International Nepal staff or consultant. Procurement Panel may take into account other criteria, including sample verification, but not limited to record of past performance, integrity, community rapport etc, when assigning companies to the designated short list.

9. Acceptance of Successful Quotation: Taking into consideration selection criteria, Plan International Nepal will make the final decision of the awarded firm/company. Plan International Nepal will then send an email of acceptance to the successful applicant. After submitted documentation from the selected firm
has been verified (if any), the firm will then be obliged to sign the Contract/Purchase Order for the stated amount. Any amendment to the awarded quotation will be documented as an “Annex” to the contract and will be determined by Plan International Nepal.

10. Specific Terms & Conditions:

a. Must reach Plan office by 8 September, 2022, at Birendranagar-8, Avas Chhetra, Surkhet.

Sealed Quotation bid clearly marked “Quotation for “Domestic Air Ticketing Service” to below address:

Procurement Panel
Plan International Nepal,
Regional Office West Surkhet
Birendranagar-8, Avas Chhetra, Surkhet, Nepal
Phone: 083-523007/525721

b. The rates quoted should be inclusive of all applicable Govt. taxes & costs for packing, visibility, transportation, Loading/Un-loading at sites & all other related costs etc. VAT to be charged (if applicable) should be mentioned separately.

c. Service QUOTED other than Plan’s approved requirement will not be accepted and will be treated as cancelled.

d. Cost, quality & time factors will be given due consideration for selection of vendor.

e. Correct bank account in the name of the company/firm to make all payments through cross cheque or through online bank transfers. Payment will be released within 30 days, through cross cheque/ Demand draft/online bank transfer in the name of business (after delivery of goods as per Plan Satisfaction and submission of invoices, complete in all respect).

f. Penalty @1% per month on the value of undelivered quantities will be imposed after agreed due date of job completion. If delay of delivery is requested by Plan in writing prior to the job completion date, no penalty will be levied. (N/A)

g. RFQ documents/quoted prices must be valid for minimum period of 15 months, from the date of opening of RFQ.

h. RFQ will be assessed based on the following criteria

<table>
<thead>
<tr>
<th>Selection criteria</th>
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<tbody>
<tr>
<td>1. Discount percentage offered</td>
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<td>2. Company profile (not more than 4 pages) including current client list.</td>
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<td>3. Immediate response/support for ticketing service</td>
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<td>4. Past Track Record for Similar Services for more than five years (N/A)</td>
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<td>5. Company having ready to offer additional services such as vehicle rental, tour packages etc. (N/A)</td>
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a. Plan International Nepal reserve the right to accept/reject any quotation without assigning any reason, or increase/decrease the quantities as given in RFQ documents.

b. Being a transparent organization, Plan International Nepal welcome suggestions/observations from the bidders. However, any baseless/un-justified complaints will lead to disqualification of business with Plan and Plan decisions in this regard will be final.

c. The vendor will neither engage nor promote child labor.
d. The vendor should follow all the precautionary measures to protect physical, sexual, economical, psychological and emotional abuse of children.

e. Safe Guarding Children and Young People, Anti-Fraud and Anti-Bribery and Corruption policy; at the time of signing the contract/Purchase Order. The supplier must agree adherence to Plan International’s Safe Guarding Children and Young People policy and Anti-Fraud and Anti-Bribery and Corruption policy.

f. The selected vendor must fill Supplier Questionnaire Form within 3 days after receiving the form.

g. The decision of Plan International Nepal will be final and binding on all.

Note:

- This procurement is subjected to donor approval.
- RFQ publication does not constitute any commitment on part of Plan International Nepal unless a written agreement is signed by both parties.
- Procurement Panel reserves the right to cancel/reject any or all offers without assigning any reason.
- Exact quantities may vary slightly from estimated numbers
- Agreement can be extended for the maximum period of three years upon satisfactory performance and mutual understanding between both the parties.

Any information or clarity relating this bid can be obtained from Procurement Department of Plan International Nepal. (Phone no. 083-523007/525721)

Read, Understood and Signed By:
Name of Authorized Person: ............................................ Signature: .................

Name of Firm/Company: ........................................................................................................

Address: ................................................................. Contact# .........................

E-mail ID: .............................................................................................................................

Company Seal:
Annex – 1

Please find the competitive price quote for **Domestic Air Ticketing Services**, as mentioned below as per your request:

<table>
<thead>
<tr>
<th>Domestic Air tickets</th>
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<tbody>
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<td>S# Flight Sectors</td>
<td>Buddha Air NPR</td>
<td>Buddha Air USD</td>
<td>Yeti Air NPR</td>
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<td>1. SKH-Jumla-SKH</td>
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<td>2. KEP-Jumla-KEP</td>
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<td>3. KEP-Dolpa-KEP</td>
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<td>4. KTM-BIR-KTM</td>
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<td>5. KTM-KEP-KTM</td>
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<td>6. KTM-BWA-KTM</td>
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<td>13. KTM-Dolpa-KTM</td>
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<td>14. KTM-SKH-KTM</td>
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Above rate is valid for **15 months** starting from **1st October, 2022**. Further extension can be made upon mutual understanding between both the parties.

- a. Quoted rates (discount%) are inclusive of all government taxes. Other Taxes/VAT is mentioned separately.
- b. Required services will be provided on a need basis.
- c. We agree all the terms and conditions attached herewith.
- d. Others conditions (if any):

  **Signature of Authorized Person:**

  **Name of Authorized Person:** ……………………………………………………Cell #……………………………

  **Name of Firm/Company:** ………………………………………………………………………………………

  **Address:** ……………………………………………………………………. Contact #: ………………………

  **E-mail ID:** ………………………………………………………………………………………… Company Seal/Stamp

  *All offers, inclusive of any annexes or supporting documents, must be submitted in one envelope.*