

RFQ Number: **72036724Q00005**

To Prospective Offerors:

**Subject: Request for Quotations for the provision of producing branding and outreach materials as described in the attached Statement of Work (SoW)**

**Date Issued: Friday, August 02, 2024**

**Closing Date: Thursday, August 15, 2024, 17:00 Hours, Nepal Time**

USAID/Nepal is seeking quotations from interested and qualified vendors to submit quotation for the provision of producing branding and outreach materials as described in the attached Statement of Work (SOW).

Your quote will be evaluated on its responsiveness to the subject solicitation/RFQ and SOW. If you are interested and feel confident of providing these services, please provide USAID/Nepal Executive Office with **quote along with sample pictures** at your earliest opportunity via email to [prlama@usaid.gov](mailto:prlama@usaid.gov) no later than August 15, 2024, at 17:00 Hours, Nepal Time.

Please note that this correspondence does not constitute an award commitment on the part of USAID/Nepal, nor does it commit USAID/Nepal to pay for the cost incurred in the preparation and submission of requested documents. In addition, the final award cannot be made until the negotiation is finalized and until funds have been fully appropriated, allocated, committed through internal USAID/Nepal procedure. Further, you are not authorized to proceed with any of the work described in the SOW until you have received either a fully executed award or a written authorization from the Executive Officer (EXO)/Contracting Officer (CO).

Please refer any questions you may have regarding this announcement to USAID/Nepal Executive Office, via email at [prlama@usaid.gov](mailto:prlama@usaid.gov) no later than August 08, 2024.

Sincerely,

Phillip M. Cherry  
Supervisory Executive Officer

Encl: SOW

<b>SOLICITATION, OFFER AND AWARD</b>		1. This Contract is a Rated Order under the Defense Priorities and Allocations System (DPAS) - Code of Federal Regulations - at 15 CFR 700.		RATING	PAGE OF PAGES 1   2
2. CONTRACT NUMBER		3. SOLICITATION NUMBER 72036724Q00005	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) INVITATION FOR BID <input type="checkbox"/> NEGOTIATED (RFP) REQUEST FOR PROPOSAL		5. DATE ISSUED 08/02/2024
7. ISSUED BY USAID/Nepal 00000		CODE 720367	8. ADDRESS OFFER TO (If other than Item 7)		
6. REQUISITION/PURCHASE NUMBER REQ-367-24-000047					

**NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".**

**SOLICITATION**

9. Sealed offers in original and \_\_\_\_\_ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in \_\_\_\_\_ until 1700 E2 local time 08/15/2024  
(Hour) (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

<b>10. FOR INFORMATION CALL:</b>	A. NAME Prabina Lama	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS prlama@usaid.gov
		AREA CODE	NUMBER	EXT.	

**11. TABLE OF CONTENTS**

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input type="checkbox"/>	A	SOLICITATION/CONTRACT FORM		<input type="checkbox"/>	I	CONTRACT CLAUSES	
<input type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
<input type="checkbox"/>	C	DESCRIPTION/SPECIFICATIONS/WORK STATEMENT		<input type="checkbox"/>	J	LIST OF ATTACHMENTS	
<input type="checkbox"/>	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input type="checkbox"/>	E	INSPECTION AND ACCEPTANCE		<input type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
<input type="checkbox"/>	F	DELIVERIES OR PERFORMANCE		<input type="checkbox"/>	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	
<input type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA		<input type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	
<input type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS					

**OFFER (Must be fully completed by offeror)**

**NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 0 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
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15B. TELEPHONE NUMBER	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE NUMBER EXTENSION	<input type="checkbox"/>		

**AWARD (To be completed by government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION UNDER THE UNITED STATES CODE AT: <input type="checkbox"/> 10 U.S.C. 3204 (a) ( ) <input type="checkbox"/> 41 U.S.C. 3304 (a) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)		25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print) Phillip Cherry		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.  
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**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
72036724Q00005

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>USAID /Nepal is seeking quotations from interested and qualified vendors to submit quotation for the provision of producing branding and outreach materials as described in the attached Statement of Work (SoW). Delivery: 09/27/2024 Delivery Location Code: USAID/NEPAL USAID/NEPAL G.P.O. Box 295 Bramha Cottage Maharajgunj Katmandu, Nepal</p> <p>Period of Performance: 08/28/2024 to 09/27/2024</p> <p>USAID's outreach activities</p> <p>The deadline for quotation submission is August 15, 2024 at 17:00 hours, Nepal time.</p>				

## STATEMENT OF WORK (SOW) FOR BRANDING AND OUTREACH MATERIALS

### A. Purpose

USAID/Nepal is seeking quotations from interested and qualified vendors to submit quotation for the provision of producing branding and outreach materials as per the specifications provided below.

### B. Background

As part of USAID's outreach activities, the DOC team is responsible for the development and distribution of USAID branded materials to key stakeholders and during USAID funded events. Thus, there is a need for below outreach promotional materials with USAID branding that will help forward USG's visibility in Nepal.

### C. Detail specification of the Items

Please find detail specification of the items:

S.No	Items	Detail Specifications/description	Quantity
1.	USAID branded Threefold Umbrella	<ul style="list-style-type: none"><li>- Inside coating with extra UV protection and external pouch (branded as well)</li><li>- Branding (Digital) on two opposite sides of the umbrella</li><li>- Color: White/Dark Blue/Black</li></ul>	800 pcs
2.	USAID branded Outreach Folders	<ul style="list-style-type: none"><li>- Lokta (Nepali) Paper</li><li>- To fit A4 size paper</li><li>- Single fold with 2 pockets on the inside</li><li>- The folder should hold at least 20-30 sheets (A4 paper)</li></ul>	1000 pcs
3.	USAID branded Coffee Mugs	<ul style="list-style-type: none"><li>- Branded with USAID colored logo</li><li>- Glass (Translucent)</li></ul>	1000 pcs

*\* USAID/Nepal reserves the right to award on an all or none basis.*

### D. Delivery

The final delivery of the items should be made by September 27, 2024.

### E. Contract type and Payment Schedule

This is a fixed price Purchase Order. Payment shall be made in Nepali Rupees upon successful delivery and acceptance of the items by USAID/Nepal.

### F. Quote Submission Instructions

Based on the specification provided, interested vendor/suppliers must submit price quotation along with the sample pictures to [prlama@usaid.gov](mailto:prlama@usaid.gov) no later than **August 15, 2024, at 17:00 hours, Nepal Time**.

Only the vendors/suppliers that can provide the requested items as per the specifications mentioned above will be contacted for physical sample inspection after the RFQ deadline is over. Please note that all expenses associated to the submission of samples should be paid by Supplier itself.