

Request for Proposal

Consultancy Services for management and facilitation of exposure visits to various agriculture warehouses and markets in India.

1. Request for Proposal (RfP)

The Nepal Agricultural Market Development Programme (NAMDP) Phase II, also known as Sahaj, operates under a bilateral agreement between the Government of Nepal and the Government of Switzerland. Sahaj is a Swiss Agency for Development and Cooperation (SDC) project, implemented by a consortium of Swisscontact (as the lead agency) and the Centre for Environmental and Agricultural Policy Research, Extension and Development (CEAPRED) from Dec 2020 to Nov 2024. Sahaj provides financial and technical support towards improved access to services and innovation for agri-businesses in Province 1. This will increase demand for smallholders' produce, including them in value-added supply chains, and building resilience in rural communities through higher employment and income.

Sahaj invites proposals from suitable private firms/companies/travel agencies with knowledge and experience related to logistics arrangements and travel management for "Management and facilitation of exposure visits to various agriculture warehouses and markets in India" as per the detailed Terms of Reference (Annex 1).

The potential and interested firms/companies/travel agencies must submit documents showing their keen interest to manage and facilitate logistics and travel management as mentioned in the ToR. The following documents are expected to be received within the mentioned time in section 7.

- a. Separate signed cover letter expressing interest with a list of documents included.
- b. Separate pdf file with all necessary documents as mentioned in Eligibility Criteria List
- c. Technical proposal including a detailed travel management plan and example of relevant previous works (Separate sealed envelope or one PDF file without mentioning budget)
- d. Financial proposal (Separate sealed envelope or PDF file) in a given format in section 4

2. Eligibility Criteria List

The following documents need to be submitted along with the proposal to indicate interested firms comply with the eligibility criteria set by Sahaj.

- Organizational profile /brochure
- Registration certificate of the organization along with latest renewal certificate
- VAT registration certificate
- Latest tax clearance certificates

3. Structure of Technical Proposal

Structure of Technical Proposal (written in the English language)

- Detailed Travel Itinerary of exposure visit as required in various visiting places in India.
- Detailed list of accommodation and local travel arrangement details.

4. Structure of Financial Proposal

The financial proposal shall specify service fees, travel expenses and accommodation. A financial Proposal must be submitted as per the budget template below.

Financial Proposal

Budget consultancy services for management and facilitation of exposure visits to various agriculture warehouses and markets in India.					
SN	Cost Head	# of Person or Unit	Cost Per Person or Unit	Total Cost (NPR)	Explanation and required supporting document
A	Travel				
A1	Flight Costs (as mentioned destinations in ToR)	15			
A2	Local Travel Cost (by road)	15			
A3	Local Travel within Nepal	15			
	Sub Total Accommodation				
B	Accommodation				
B1	Accommodation (as mentioned in ToR)	15			
B2	Field Expenses (if any)	6			
	Sub Total				
C	Fees for Services				
C1	Service costs (6 days)	7			

C1	Contingencies Costs	I/s			
	Subtotal				
	Total (NPR)				
	Total Taxable Amount (NPR)				
	VAT (13%)				
	Total Amount with VAT (NPR)				

5. Eligibility and Scoring Criteria

The eligibility criteria will be assessed first.

For Technical Proposal:

Section	Full marks	Instructions
A	35	Relevant work experiences of consulting firm
B	35	Structure and Planning of the proposed Itinerary/Travel Management plan
Total	70	

NAMDP will evaluate the technical proposals first. Financial proposals will be evaluated only when the corresponding technical proposal gets at least 50% of the total technical score (35 out of 70).

For Financial Proposal:

Criteria	Full Marks	Instruction
Realistic budget with consistency to the technical proposal	30	Current market rates, cost of service, and less overhead costs will be evaluated.

The full marks in technical and financial proposals can be subdivided during evaluation and accordingly the score will be provided. The proposal must be prepared in English language.

6. Selection Process and Negotiation

After completing the evaluation of proposals as per the conditions mentioned above, NAMDP will contact and further discuss with the highest ranked firms/companies/travel agencies. Before awarding and signing the contract with the selected organization, NAMDP may undertake an assessment of the organization's financial and management capacity and the relevant practices, and have cost negotiation, through one or more meetings and visits.

NAMDP can cancel an award without written approval from the firm if the proposed team is drastically changed by the firm during the negotiation period and/or right after signing the contract.

NAMDP reserves the right to cancel the whole tender process anytime at a notice.

7. Deadline for Submitting the Proposal

A sealed technical and financial proposals (with the name of the assignment mentioned on the envelope) along with other details must be submitted to either Swisscontact Nepal office, Oasis Complex, 4th Floor, 211 Madan Marg, Patan Dhoka, Lalitpur or NAMDP Phase II Birtanagar office, Shahi Marg, Aqua Park, Tintoliya, Biratnagar 10, Province 1, or in PDF format (separate technical and separate financial proposal) and separate zipped file for eligibility criteria documents addressed to email np.info@swisscontact.org by 11:59 PM of 16th October 2022.