

TERMS OF REFERENCE

SUPPLYING COVID-19 SUPPORT MATERIALS

1. General Background

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 19 districts.

2. Activity Description and Rationale

This TOR has been designed in order:

- A. To select appropriate suppliers for supply of hygiene materials, protective gear support and medical equipment.
- B. To maintain the quality and timeline of procurement the required materials.

a) Number of supply items

The required hygiene materials, protective gears and medical equipment with specification is given in **Annex I**.

3. Expected Deliverables

Followings deliverables are the expected from the suppliers;

- Supply of quality hygiene materials, protective gears and medical equipment.
- Conduct quality check and physical verification of each and every equipment with a GNI Nepal personnel before dispatching.
- Transportation and delivery of equipment in excellent condition at the targeted District Office.
- Provide a brief user manual or oral instructions on using the commodities (if needed) to GNI Nepal District Office
- Replace the equipment in case of found any damage (during transportation, handling or delivery, and malfunctioning within one month of delivery date.)

4. Duration

- After the signing of the agreement, delivery of the equipment to district office should be completed within maximum 15 days from receiving the official purchase order.
- Delivery of commodities to District Office should be completed within the agreed time.
- District wise quantity details will be issued along with purchase order.

5. Budget and Payment procedure

The budget and payment procedure will be as follows:

- The supplier/firm should submit a complete budget with detailed breakdown including applicable taxes at the time of submission sealed Bid. No extra cost is entertained beyond quoted unit price.
- The supplier/firm shall bear all the tariffs, duties and applicable taxes or charges levied at any stage during the execution of the work. Any loss and/or damage of supplied commodity during packaging, transportation, and installation will be the responsibility of supplier/firm, no compensation will be provided by GNI regarding this loss/damage.

6. Acceptance of Proposal

All rights to accept or reject the proposal without giving any notice and reason shall be reserved with GNI Nepal. If deemed necessary, the supplier/firm shall be asked for modification and presentation of the proposal before approval.

7. Management of the supply

The selected supplier/firm will be responsible to supply the equipment at respective district office and be accountable for the timely delivery of the expected quality and quantity of equipment.

8. Responsibilities of the Supplier/ Firm

The supplier/firm will be responsible to accomplish the task outlined in this ToR and ensure the delivery of equipment stated above within the agreed budget and timeline.

9. Responsibilities of GNI Nepal

GNI Nepal guided by its policies and practices, will assist the supplier/firm to achieve the objective of this ToR.

10. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the supplier/firm shall not disclose to any person or otherwise make use of any confidential information which the supplier/firm has obtained or may obtain in the course of the work relating to partner organization/GNI Nepal, the respondents or otherwise.

11. Documents to be submitted

The application shall contain following documents:

- A. **Detailed financial proposal:** The proposal should include the price of equipment including tax, transportation cost and any other applicable costs at unit price or separately whichever is feasible. Prices of equipment can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

A complete list of proposed equipment with their clear photographs (colored) should be included with the financial proposal. The Financial proposal can be submitted as per the table attached on **Annex II** along with specification of supply equipment.

- B. **Details of the supplier/firm:** The proposal should also include the following details of the firm:

- a) Copy of company/firm registration
- b) A copy of Tax clearance certificate (2076/077)
- c) PAN/VAT registration
- d) Any other relevant documents

12. Procedures for the submission of bid:

Interested and eligible firms/suppliers are requested to submit the bid courier/hand delivery to Good Neighbors International Nepal Office Address or email to procurement@gninepal.org clearly marking the subject with **"Bid for Supply of COVID-19 Support materials"** till **19th May 2021, 17:00 hrs** (Nepali Time). Though, the bid submission deadline is 19th May 2021, however; the evaluation can be started right after minimum bids is collected on first come basis. So, it is requested to bid immediately after the publication of the notice. **For Electronic (email) submission, Financial proposal shall be submitted in PDF format protected with a password. The password shall be sent via email only upon request from procurement dept.**

A details Terms of Reference (TOR) and bidding form including the specification can be downloaded at <http://gnnepal.org/who-we-are/notice/>.

Bid received after the deadline will not be considered and only shortlisted firms/suppliers will be called for further process. Canvassing at any stage of process shall lead to automatic disqualification. The organization reserves all rights to qualify/disqualify application with or without providing any reasons whatsoever. All bids will be treated with the highest confidentiality.

Annex-I **Detail list of required equipment**

S.N.	Name of equipment	Specification	Unit	Required Quantity
1	Oxygen Concentrator	WHO standard	pcs	250
2	Oxygen gas with cylinder	WHO standard	pcs	200
3	High Flow Nasal cannulas	CE approved	set	500
4	Oxygen flow meter	1 x Oxygen Regulator With Humidifier Bottle & Pipe, ISO/CE certified	set	200
5	Oxygen mask	pediatric/adult	pcs	400
6	Venturi Faces Masks	WHO standard	pcs	500
7	Reservoir bag masks	WHO standard	pcs	500
8	Personal protective equipment (PPE set)	Complete set with washable hood, eye goggles, mask, bouffant cap, shoe cover, gumboot, gloves	set	2,000
9	RT-PCR kit	WHO standard	test	10,000
10	RNA Extraction kit	WHO standard	test	10,000
11	VTM Swab Collection kit	WHO standard	test	10,000
12	Antigen Kit	WHO standard	test	5,000
13	Pulse oximeter	WHO standard	pcs	300
14	Sodium hydrochloride solution (Disinfectant)	5 liter per bottle	bottle	500

Annex-II
Financial Proposal

S.N.	Name of equipment	Specification	Unit	Required Quantity	Unit Rate with VAT	Total Amount In NRs.
1	Oxygen Concentrator	WHO standard	pcs	250		
2	Oxygen gas with cylinder	WHO standard	pcs	200		
3	High Flow Nasal cannulas	CE approved	set	500		
4	Oxygen flow meter	1 x Oxygen Regulator With Humidifier Bottle & Pipe, ISO/CE certified	set	200		
5	Oxygen mask	pediatric/adult	pcs	400		
6	Venturi Faces Masks	WHO standard	pcs	500		
7	Reservoir bag masks	WHO standard	pcs	500		
8	Personal protective equipment (PPE set)	Complete set with washable hood, eye goggles, mask, bouffant cap, shoe cover, gumboot, gloves	set	2,000		
9	RT-PCR kit	WHO standard	test	10,000		
10	RNA Extraction kit	WHO standard	test	10,000		
11	VTM Swab Collection kit	WHO standard	test	10,000		
12	Antigen Kit	WHO standard	test	5,000		
13	Pulse oximeter	WHO standard	pcs	300		
14	Sodium hydrochloride solution (Disinfectant)	5 liter per bottle	bottle	400		
	Total					