

Terms of Reference (TOR) for Supplying Laptops

1. Background

Good Neighbors International (GNI) is an international development and humanitarian organization dedicated to addressing the needs of neglected, vulnerable, and marginalized individuals, especially children, transcending barriers of race, nationality, religion, ideology, and geography. GNI operates in 51 countries worldwide, focusing on needy children.

Since 2002, GNI Nepal has been working in Nepal embracing a child-centered community development model that prioritizes the holistic development of children while enhancing their immediate surroundings. The organization's efforts encompass child protection, education, income generation, health services, water, sanitation, hygiene, disaster risk reduction/climate change adaptation, and advocacy programs.

GNI Nepal is set to implement the Safe and Enabling Environment for Adolescent Girls and Young Women (SAFE-Girls) Project, funded by Korea International Cooperation Agency (KOICA) and executed in partnership with UNFPA, in Rautahat and Sarlahi Districts from 2024 to 2027. The project focuses on combating harmful practices and gender-based violence (GBV) affecting adolescent girls and young women. It aims to create safe spaces, enhance GBV response services, and improve comprehensive sexuality education (CSE). To ensure the efficient operation of project activities, GNI Nepal intends to procure laptops for official use under this initiative.

2. Objective of the service

1. To procure the laptops for official use.
2. To ensure the efficient operation of the project activities.

3. Scope of the Work

The procurement of laptops will be based on the specifications and standards given in Annex I. The firms/company should clearly mention the validity of the quoted price.

4. Expected Deliverables

The deliverables that GNI Nepal expects are the quality equipment listed below.

1. Laptops – 9 pcs.

5. Budget and Mode of Payment

The vendor shall submit a financial proposal with a detailed breakdown including applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made to the account of the firms/service providers.
- b. The payment shall be made through an Account Payee cheque or online bank transfer to the vendor's company account.

6. Acceptance of ITB

All rights to accept or reject a proposal, with or without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, the suppliers/service companies shall be asked for modifications.

7. Management of the Service

The selected firms/service providers shall be accountable for the delivery of the expected quality equipment/goods within the stipulated time and location.

8. General Qualification of the firms/service providers

All the private firms/service providers registered under the authorized agency of the government of Nepal has the experience in the related field is eligible to apply for the project. The firms/service providers with expertise as outlined below:

- a) Company/firm should have PAN, Company registration, VAT registration, Tax clearance certificates, etc.

9. Documents to be Submitted by the firms/service providers

The application shall contain the following documents:

- A. Price quotation with individual items and specification
- B. Details of the company/firm
 - a) A copy of the company/firm registration
 - b) VAT and PAN registration
 - c) A copy of the Tax clearance certificate (080/081)

Interested firms/service providers are requested to submit the bid in a sealed envelope clearly marked with **"Bid for Supplying Laptops"** by 17:00 Hrs (Nepal Time) 11th December 2024 at GNI Nepal Karmachary Sanchaya kosh Bhawan, 5th Floor, Lagankhel, Lalitpur Nepal.

All employees and consultants must adhere to GNI Nepal's code of conduct, specifically the provisions related to child safeguarding, and Protection from Sexual Exploitation and Abuse (PSEA). Any instances of misconduct will be promptly investigated and addressed following our protocols.

GNI Nepal reserves all rights to make the final decision regarding selecting the consultants/firms without any obligations.

Annex-I

Laptop Specification

1. Laptop Type 1: Business Class Laptop (9 PC) or

Processor: 13th Gen Intel Core i5-1335U (12 MB cache, 10 cores, up to 4.60 GHz Turbo)

Operating System: Windows 11 Professional 64 Bit Genuine

Display: 14", FHD 1920x1080, 60Hz, WVA/IPS, Non-Touch Anti-Glare, 250 nit, NTSC 45%, FHD Camera, WLAN

Graphics: Intel Integrated

Security: TPM 2.0 FIPS-140-2 Certified / TCG Certified, Fingerprint Reader

Storage: 512 GB, M.2 2230, PCIe NVMe, SSD, Class 35

Memory: 16 GB, 1 x 16 GB, DDR4, 3200 MT/s

Battery: 3-cell, 54 Wh, ExpressCharge Capable, Long Life Cycle

WiFi & Bluetooth: Intel(R) Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card

Keyboard: English US backlit keyboard, 79-key

Adapter: 65W AC adapter, USB Type-C, TCO Gen9 compliant

Ports:

1x USB Type-C 3.2 Gen2 with Power Delivery &

DisplayPort 1.4

3x USB 3.2 Gen1 (1x with PowerShare)

1x HDMI 1.4

1x RJ-45 Ethernet port

1x Touch Fingerprint Reader in Power Button

1x Universal Audio Jack

Warranty: 3 Years Warranty

Accessories: Laptop backpack

Annex II
Financial Proposal/Bidding Form

S.N	Item	Brand & Spec.	Unit Rate with VAT	Remarks
1	Laptop Type 1: Laptop (9 PC)			

Note: Please also mention the stock status and or delivery timeline from the date of PO received in Remarks field.

Delivery duration after PO confirmation:
 (Expected delivery Dec 20, 2025)

Bid price validity:

Name of Company:

Date:

Contact No:

Company Stamp