

### Terms of Reference for Printing and Delivery of IEC Materials

Project Title	'Health Rights Improvement Project' for adolescent girls through Menstrual Hygiene Management in Bajura District, Nepal (2020-2022)
Type of Project	Public Health & Gender Equality
Project Duration	2020.02.13 – 2022.12.31
Types of Demands	Printing and Delivery of IEC Materials
Project Location	Bajura District: 3 Municipalities (Badimalika, Budhiganga and Tribeni) 2 Rural Municipalities (Gaumul and Chhededaha)
Expected date of completion of assignment	15 <sup>th</sup> August, 2021
Deadline for ITB submission	5:00 PM, 12 <sup>th</sup> July 2021

#### 1. General Background

KIRDARC Nepal and PeaceWin Bajura with technical support of GNI with financial support of Korea International Cooperation Agency (KOICA) have been implementing '**Health Rights Improvement Project**' for adolescent girls through Menstrual Hygiene Management in Bajura District, Nepal (2020-2022).

#### 2. Objective of the service

The overall objective of the service is to print and deliver flipcharts, brochures, flyers, education manuals and workbooks required for MHM promotional activities in project area.

#### 3. Items, quantity and Specifications of the materials

Items	Unit	Quantity	Specifications
Flipchart (for FCHV, school, health center)	Copies	225	<ul style="list-style-type: none"> <li>• Size: 19-inch x 14.5 inch</li> <li>• Number of Pages: 32 pages</li> <li>• Paper: 300 gsm Artboard</li> <li>• Print: Multicolor</li> <li>• Lamination: Both side</li> <li>• Binding: Wiros (coated) or Metal</li> </ul>
Brochure (for Students (adolescent girls and boys) and community villagers)	Copies	20000	<ul style="list-style-type: none"> <li>• Size: A5 (17.49-inch x 8.26 inch)</li> <li>• Number of Pages: 1 Sheet (Back-to-back)</li> <li>• Paper: 150 gsm Art paper</li> <li>• Print: Multicolor</li> </ul>

			<ul style="list-style-type: none"> <li>• Binding: folding</li> <li>• Type: 3-fold</li> </ul>
Flyer <i>(for students (adolescents girls and boys) and community villagers)</i>	Copies	20000	<ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Number of Pages: 4 pages (page back-to-back printing) 1 Sheet</li> <li>• Paper: 150 gsm, Art paper</li> <li>• Print: Multicolor</li> <li>• Binding: folding</li> <li>• Type: 2-fold</li> </ul>
Education Training Manual <i>(Adolescent girls, FCHV, school's)</i>	Copies	300	<ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Number of Pages: 20 pages (inside 16 pages and cover 4 pages)</li> <li>• Cover Paper: 230 gsm Artboard</li> <li>• Inside Paper: 130 gsm Art paper</li> <li>• Print: Multi color</li> <li>• Cover Lamination: Matt Lamination</li> <li>• Binding: Center Stitching</li> </ul>
Student Handbook <i>(for Teacher, health care personnel distribution version)</i>	Copies	7320	<ul style="list-style-type: none"> <li>• Size: A5</li> <li>• Number of Pages: 16 pages</li> <li>• Inside Paper: 130 gsm Art paper</li> <li>• Print: Multi color</li> <li>• Cover Lamination: Matt Lamination</li> <li>• Binding: Center Stitching</li> </ul>

#### **4. Budget and Mode of Payment**

The payment will be made through account payee cheque or will be directly deposited into bank account of the company/firm after the supply of complete materials as mentioned in purchase order.

#### **6. Acceptance of Materials**

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

#### **7. Documents to be submitted**

The sealed bid in prescribed bid form (given as Annex 1) along with other required documents (copy of company registration certificate with renewal, VAT registration certificate, Tax clearance certificate (latest) and company profile of the firms should reach the address below.

Interested and eligible service providers are requested to submit the bid courier/hand delivery or email to clearly marking the subject with “Bid for Printing and Delivery of IEC materials” till 12<sup>th</sup> July 2021, 17:00 Hrs. (Nepali Time).

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 concern department.

Bid received after the deadline will not be considered and only shortlisted service providers 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.

**GNI Nepal Head office  
Ekantakuna-13, Lalitpur**

**OR**

**KIRDARC Nepal  
Coordination Office: Sanepa, Lalitpur  
Phone No.: +977 01 5548040/5548321**

**Annex #1: Bid form**

<b>SN</b>	<b>Required materials item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Brand</b>	<b>Unit Cost in NRs. (Including VAT)</b>	<b>Total cost in NRs. Including VAT (In figure)</b>	<b>Total cost in words</b>	<b>Remarks</b>
1	Flipchart	set	225					
2	Brochure	Copies	20000					
3	Flyer	Copies	20000					
4	Training Manual	Copies	300					
5	Handbook	Copies	7320					
6	Transportation up to Martadi, Bajura							
	<b>Total</b>							

\*Note: All the design of the printed materials has already been prepared