

Terms of Reference (ToR) FOR SUPPLYING COMMODITIES

Project Title	Sponsorship Service
Type of Service	Supplying Commodities
Location	12 districts: Darchula, Bajura, Doti, Kailali, Bardiya, Mugu, Humla, Kaski, Parbat, Myagdi, Gorkha and Kathmandu Valley
Deadline of Bid Submission	June 13, 2019
Anticipated Completion of Project	July 15, 2019

1. General Background

Good Neighbors International (GNI) is an international development and humanitarian organization that responds to the call of the most neglected and vulnerable beyond the barriers of race, nationality, religion, ideology and geographical distance.

GNI empowers people in 35 countries across the world through social development activities and places particular emphasis on economic development in order to break the vicious cycle of poverty that people in developing countries suffer from. Established in 1991 in Seoul, South Korea, GNI has fundraising offices in the USA, Canada, South Korea, Japan, Australia, and an International Cooperation Office in Geneva, Switzerland.

GNI has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through sponsorship service, child protection, education, income generation, health services, disaster risk reduction, advocacy, and governance programs. Currently, GNI Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts.

2. Activity Description and Rationale

GNI Nepal started sponsorship service, its flagship program, in 2009. This program particularly focuses on students that belong to disadvantaged, indigenous, and marginalized communities. Our one-to-one sponsorship service mechanism links poorest of the poor children to a sponsor so that they can receive support for fulfilling their basic needs, enhancing their overall quality of life as well as development of the community they live in.

Poor students are identified and enrolled in the sponsorship program so that they receive a quality education and better health/WASH services and their parents receive income generation/livelihood

support. The program focuses on the education, psycho-emotional and spiritual well-being, and protection from abuse/violence/exploitation of the children along with enabling their families and communities to improve their health status and secure sustainable livelihoods.

Currently, we sponsor more than 23,000 children in 13 districts across Nepal and GNI Nepal wants to provide these children with one water bottle or a pencil bag or a small towel.

3. Number and Specification of Supply Items

The number and specification of the required commodity is given below;

S.N	District	Quantity	Commodity
1	Mugu	2,522	Water bottle or pencil bag or small towel (one item for each district)
2	Humla	2,931	Water bottle or pencil bag or small towel (one item for each district)
3	Myagdi	1,448	Water bottle or pencil bag or small towel (one item for each district)
4	Parbat	1,144	Water bottle or pencil bag or small towel (one item for each district)
5	Bajura	1,962	Water bottle or pencil bag or small towel (one item for each district)
6	Darchula	1,450	Water bottle or pencil bag or small towel (one item for each district)
7	Gorkha	1,664	Water bottle or pencil bag or small towel (one item for each district)
8	Kaski	9,69	Water bottle or pencil bag or small towel (one item for each district)
9	Lalitpur	1,680	Water bottle or pencil bag or small towel (one item for each district)
10	Kailali	3,617	Water bottle or pencil bag or small towel (one item for each district)
11	Bardiya	1,682	Water bottle or pencil bag or small towel (one item for each district)
12	Doti	1,799	Water bottle or pencil bag or small towel (one item for each district)
Total Quantity		22,868	

Note: The above mentioned data is tentative and the number may decrease by 5 to 10% and refer to Annex I for detailed specifications.

4. Expected Deliverables

Followings deliverables are the expected from the supplier;

- Supply of specified commodities meeting quality standards.
- Conduct quality check and physical verification of commodities with GNI Nepal personnel before dispatching.

- Transportation, and delivery of commodities in excellent condition at targeted district offices.
- The supplier should replace the commodities if in case of damage during transportation, handling or delivery within one month of delivery date.

5. Duration

After the signing of the agreement, delivery of commodities to district office(s) should be delivered within 20 days from the date of purchase order issued. Delivery of commodities to all targeted district office should be completed within the agreed time.

6. Budget and Payment Procedure

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 commodities during packaging, transportation, and before handover will be the responsibility of supplier/firm, no compensation will be provided by GNI regarding this loss/damage.

GNI Nepal will make the payment through Account Payee cheque and the tax Deducted at Source (TDS) will be deducted according to the prevailing law of government and deposited in the name of company/firm after the successful delivery of the goods at respective district offices.

7. 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 firm/supplier shall be asked for modification and presentation of the proposal before approval.

8. Management of the Supply

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

9. Responsibilities of the Supplier/ Firm

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

10. Responsibilities of GNI Nepal

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

11. 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.

12. Documents to be Submitted

The application shall contain following documents:

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

A complete list of proposed commodities with their clear photographs (colored) or sample should be included with the financial proposal. The Financial proposal can be submitted as per the table attached on **Annex I**.

- B. Details of the supplier/firm
- a) Profile of firm with relevant experiences
 - b) Copy of company/firm registration
 - c) A copy of Tax clearance certificate (Latest/Renewed)
 - d) PAN/VAT registration
 - e) Latest Audit report

The Bid document should reach the address below via hand delivery or through postal service by 17:00, 13 June, 2019. Please, enclose the proposal in an envelope, seal and mark it with **"ITB for Supplying Commodities"** and send it to:

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur
GPO Box 8975, EPC 1605
Kathmandu, Nepal

Annex I: Technical Specification and Bidding Form

S.N.	Item Name	Specification	Brand	Per Unit Rate (NRs.) including VAT & Transportation in District Office	Remarks
1.	Water Bottle	Capacity 700 ml to 1000 ml (Plastic)			
2.	Small Towel	Full Cotton (60 cmx 30 cm)			
3.	Pencil Bag	School Stationery Zipper Pencil Bag			