

## Terms of Reference (ToR)

### FOR SUPPLY OF COVID-19 SUPPORT MATERIALS TO HEALTH FACILITIES

Project Title	Community Development Project
Type of service	Supply of COVID-19 Support Materials to Health Facilities
Location	11 districts for Community Development Project
Name of the company/firm	External company/firm/supplier
Deadline of Bid submission	3 <sup>rd</sup> November, 2020
Anticipated completion of project	31 <sup>st</sup> December, 2020

#### 1. General Background

Good Neighbors International (GNI) is an international non-governmental organization working in Nepal since 2002 with the objective of improving the lives of people, especially children through education, income generating, health services, WASH, advocacy, network building, and disaster risk reduction activities. GNI has been implementing Community Development Project in thirteen districts of Nepal.

#### 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 materials for construction of handwashing station
- b. To maintain the quality and timeline of procurement the required materials

#### 3. Number of Supply Items

The required hygiene materials, protective gears and materials required for construction of handwashing station with specification is given in **Annex I**.

#### 4. Expected Deliverables

Followings deliverables are the expected from the suppliers;

- Supply of quality hygiene materials, protective gears and materials required for construction of handwashing station
- 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.)

## **5. Duration**

After the signing of the agreement, delivery of the equipment to district office should be executed within 15 days from receiving the official purchase order.

Delivery of commodities to District Office should be completed within the agreed time.

## **6. Budget and Payment Procedure**

The budget and payment procedure will be as follows:

- The company/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 company/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 Nepal regarding this loss/damage.

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

## 8. Management of the Supply

The selected company/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.

## 9. Responsibilities of the Company/Supplier/Firm

The company/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.

## 10. Responsibilities of GNI Nepal

GNI Nepal guided by its policies and practices, will assist the company/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 company/supplier/firm shall not disclose to any person or otherwise make use of any confidential information which the company/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 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 I** along with specification of supply equipment.

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

- a) Profile of firm with relevant experiences
- b) Copy of company/firm registration
- c) A copy of Tax clearance certificate (2073/074)
- d) PAN/VAT registration
- e) Latest Audit report
- f) Any other relevant documents

The bid document should reach the address below via courier/hand delivery or email by 3<sup>rd</sup> November, 2020, 17:00 Hrs. (Nepali Time). Please, enclose the proposal in an envelope, seal and mark it with **“Bid of Supply of COVID-19 Support Materials to Health Facilities”** for hand/courier delivery or clearly mentioned it in **“Subject”** line if send through email at:

**Good Neighbors International Nepal**

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

**Email:** [eoig@gninepal.org](mailto:eoig@gninepal.org)

## Annex I:

### List of equipment with specification and quantity:

S.N.	Items	Desired Specification	Picture of the product	Unit	Required Qty.	Unit Price	Total Price
<b>Hygiene Materials</b>							
1	Toilet cleaner	Brand: Any reputed brand Pack Size: 0.5 litre/1 litre Form: Liquid Pack Type: Plastic Bottle Purity (%): 99 %		Nos	500		
2	Brush	Brand: No specific brand Size: At least 4.2 cm x 19 cm Material: Plastic		Nos	250		
3	Broom	Grass Soft Broom Size: Standard Material: Grass Usage: Home/ Office		Set	250		
4	Phenyl	Liquid White Phenyl Clean Type: Floor, Toilet, etc Packaging Type: Plastic, Glass, Tin Packaging Size: 2 L Shelf Life 36 Month Form: Liquid		Pcs	500		
5	Bucket with lid	Plastic Bucket 20L capacity Color: Any		Pcs	250		
6	Mug	Plastic Mug for Bathroom Color Red/White/Blue Brand: Not specific Material Plastic Capacity 1500 ml		Pcs	250		
7	Handwashing soap	For Bathing/ Hand washing Packaging Size 125g Form Solid Bar		Pcs	500		
<b>Protective Gears</b>							
8	Complete PPE set	Complete PPE set: -Cover Protection suit with hood (washable, air & water proof with high neck chain) - 1 -Eye shield (Goggles) - 1 -Shoes Cover (pair) -1, -Face mask (KN 95) -1 -Bouffant Cap Disposable - 1 -Nitrile Gloves Medium (pair) -1		Set	150		
9	Infra-Red Thermometer	ISO/CE Marked		Pcs	100		

10	Surgical mask	16 cm length with nose clip CE/EN, FDA Marked		Pkt	50		
11	Surgical Gloves	Nitrile (disposable) Per packet 50 pairs CE/EN, FDA Marked		Pkts	50		
12	Sanitizer	1 litre At least 72% alcohol		Pcs	50		
13	Face Shield	Complete face shield covering eye, nose and mouth)		Nos	350		

**Temporary Handwashing Station**

14	Handwashing Station (Complete Set)	<p><b>Handwashing station</b></p> <ul style="list-style-type: none"> <li>*NS Quality OPC Cement-1 Bag</li> <li>*Steel Truss, mild steel, angle section, 20*20*4 mm (Both flange width 20mm with thickness 4mm)- 20 kg</li> <li>*Steel Truss, mild steel, plain section 20*5mm (Width of 20mm with thickness of 5mm)- 5 Kg</li> <li>*Water Tank, Extra Heavy Weight - 500 Ltrs, PVC Tank- 1 piece</li> <li>*Tap Steel - 15mm (Medium)-1 piece</li> <li>*Wash Basin, Stainless steel sink (24"x18"x10")- 1 piece</li> <li>*Drainage Pipe, PVC - 1 1/2", Flexible Waste Pipe Siphon- 2 running meters</li> <li>*Handwash Spray, any brand approved by Nepal Govt (500 ml)- 1 piece</li> </ul>		Set	50		
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