

Terms of Reference (ToR)

FOR SUPPLY OF MDICAL EQUIPMENT

Project Title	Menstrual Hygiene Management (MHM) Project
Type of Service	Supply of Medical Equipment
Location	Martadi, Bajura District
Name of the company/firm	External company/firm/supplier
Deadline of Bid submission	July 16, 2020
Anticipated completion of project	July 30, 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 Menstrual Hygiene Management (MHM) project in Bajura District under the funding of KOICA. The major aim of this project is advancing right to health of adolescent girls through improved MHM environment from 2020 to 2022.

2. Activity Description and Rationale

This TOR has been designed in order:

- a. To select appropriate suppliers for supply of medical equipment.
- b. To maintain the quality and timeline of procurement medical equipment.

3. Number of supply items

The required medical equipment with specification is given in **Annex I**.

4. Expected Deliverables

Followings deliverables are the expected from the supplier;

- Supply of quality 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.)

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 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 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 supplier/firm 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 equipment at respective district office and be accountable for the timely delivery of the expected quality and quantity of equipment.

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 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 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 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 supplier/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 July 16, 2020, 17:00 Hrs. (Nepali Time). Please, enclose the proposal in an envelope, seal and mark it with **“Bid for Supply of Medical Equipment”** 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: eoinepal.org

**Annex I:
List of equipment with specification and quantity:**

S.N.	Items	Specification	Brand Name	Unit	Required Qty.
1	UV Water Purifier	Purification capacity: upto 60 ltr. per hour - Purification technology: UV - Operating voltage: 160V-270V		Nos	56
2	Water Tank	1000 ltr. (NS Certified)		Nos	56
3	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	192
4	KN95 Mask	5 layer with Filter ISO/CE/En-149 FFP2		Piece	182
5	Surgical mask	16 cm length with nose clip CE/EN, FDA Marked		Pkt	198
6	Surgical Gloves	Nitrile (disposable) Per packet 50 pairs CE/EN, FDA Marked		Pkt	198
7	Infra-Red Thermometer	ISO/CE Marked		Pcs	104