

Terms of Reference (ToR) FOR SUPPLY OF TARPAULIN	
Organization	Good Neighbors International Nepal
Type of service	Supply of Tarpaulin for Emergency Response
Location	GNI Nepal, Head Office or as required within Kathmandu
Name of the company/firm	External company/firm/supplier
Deadline of Bid Submission	Dec 4, 2020
Anticipated Completion of project	Dec 31, 2020

1. General Background

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 35 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 200 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building.

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 19 districts.

GNI Nepal integrates disaster mitigation, preparedness, response and recovery in its project design and implementation process to reduce the vulnerability and loss of life and property. It awares communities on DRR and mitigation tools and techniques. At the same time, it also strengthens the disaster risk management system in schools and communities, promotes sanitation and hygiene practice, creates a safe learning facilities in school to minimize the possible risk of disaster. During emergency, it supplies food and non-food Items to crisis zone for affected populations and communities. GNI Nepal is planning to purchase and stock pile some tarpaulins in order to immediate support in affected areas during disaster.

2. Activity Description and Rationale

This TOR has been designed in order:

- a. To select appropriate suppliers for supply of Tarpaulin.
- b. To maintain stock of tarpaulin for quick response during emergency.

3. Number of Supply Items

The required tarpaulin is 400 pcs. Detail specification is given in **Annex I**.

4. Expected Deliverables

Followings deliverables are expected from the supplier;

- Supply of quality Tarpaulins.
- Conduct quality check and physical verification of each and every tarpaulin with GNI Nepal personnel before storing.
- Transportation and delivery of materials in excellent condition at the GNI, Nepal Head Office or as required within the Kathmandu valley.
- Replace the tarpaulin 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 tarpaulin should be executed within 7 days from the issuance date of purchase order.

Delivery of commodities to GNI Nepal Head Office should be completed within the agreed time.

6. Budget and Payment procedure

- The external company/firm/supplier 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 external company/firm/supplier 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 external company/firm/supplier, 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 external company/firm/supplier shall be asked for modification and presentation of the proposal before approval.

8. Management of the supply

The selected external company/firm/supplier will be responsible to supply the tarpaulin at GNI Nepal Head Office or as required place within Kathmandu Valley and be accountable for the timely delivery of the expected quality and quantity of equipment.

9. Responsibilities of the External company/firm/supplier

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

10. Responsibilities of GNI Nepal

GNI Nepal guided by its policies and practices, will assist the external company/firm/supplier 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 external company/firm/supplier shall not disclose to any person or otherwise make use of any confidential information which the external company/firm/supplier 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 materials including tax, transportation cost and any other applicable costs at unit price or separately whichever is feasible. Price of tarpaulin can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

A complete list of proposed Tarpaulins 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 tarpaulins.

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
- 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 Dec 4, 2020, 17:00 Hrs. (Nepal Time). Please, enclose the proposal in an envelope, seal and mark it with **“Bid of Supply for Tarpaulin”** for hand/courier delivery or clearly mentioned it in **“Subject”** line if send through at email: eoig@gninepal.org and price bidding form must be password protected.

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur
GPO Box 8975, EPC 1605
Kathmandu, Nepal
Email: eoig@gninepal.org

**Annex I:
Tarpaulin Specification and Quantity:**

S.N.	Items	Specification	Brand Name	Unit	Required Qty.
1	Tarpaulin	<ul style="list-style-type: none"> ➤ Tarpaulin Tripal Tent 100% Pure Waterproof Sheet for Domestic and Industrial Purpose ➤ Orange Color ➤ Extra Strong Heavy Duty Plastic ➤ Size 15 x 18 ft. ➤ 170 GSM <p>- All edges with rope reinforced hence to avoid tear during stressful applications</p> <p>- Reinforced all corners with aluminum eyelets for secure with 1 extra eyelets at any corner.</p> <p>- Ideal for general cover tent fly, camping ground sheet, car covers, boat covers, machine covers, lumber covers, wind protectors, haystack cover, privacy walls, picnic mats and pool cover</p> <p>-Fully waterproof</p> <p>-Good Quality</p> <p>-Durable and light weight</p> <p>-Easy to use and carry</p> <p>-Prevents Dust Emission</p> <p>-Water proof, 100 % UV</p>		Nos	400 pieces

Annex-II

Bidding form

S.N.	Items	Unit	Qty.	Unit Rate with VAT	Unit rate in words with VAT
1	Tarpaulin	Nos.	1		