1. **Background**

Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its activities in 20 districts.

2. **Objective of the service**

   a. To procure the Logistic support materials

3. **Scope of the Work**

   The logistic support materials that we are going to procure will be based upon the specification and standard given in the annex. The materials will either be **procured in bulk or in item basis**. Quoted rate will be valid till the 31st of December, 2018. In addition, the bidder/supplier can either bid for all the items or certain items.

4. **Technical Specification**

   Technical Specification is given in the Specification and bidding form.
5. **Expected Deliverables**

The deliverables that GNI Nepal expects the quality award materials. The prizes will be awarded for the winners of the different Extra Curricular Activities to be organized in the schools.

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particular</th>
<th>Quantity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bag</td>
<td>250</td>
<td>Company/firm should submit the sample materials of each item while submitting ITB</td>
</tr>
<tr>
<td>2.</td>
<td>Jacket</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>T-shirt</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Cap</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>First Aid Kit</td>
<td>435</td>
<td></td>
</tr>
</tbody>
</table>

6. **Budget and Mode of Payment**

The company/firm/supplier shall submit budget sheet with detailed breakdown including applicable taxes at the time of bid submission.

a. The payment will be made to the account of the company/firm/supplier.

b. The payment will be made through Account Payee Cheque.

7. **Acceptance of ITB**

All rights to accept or reject a Bid, with or without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, the company/firm/supplier companies shall be asked for modifications.

8. **Management of the Service**

The selected company/firm/supplier shall manage the assessment and be accountable for the timely delivery of the expected quality service.

9. **General Qualification of the company/firms:**

All the private company/firm/supplier registered under the authorized agency of the government of Nepal having the experience in the related field is eligible to apply for the particular materials. The company/firm/supplier with expertise as outlined below

a) Company/firm/supplier should have PAN, Company registration, VAT registration and Tax clearance certificates etc.
10. **Documents to be Submitted by the Company/Firm/Supplier**

The application shall contain following documents

A. ITB form with the Price/cost for individual item and specification

B. The company name/brand can be written by the bidder

C. Details of the company/firm/supplier
   a) A copy of company/firm registration
   b) Organization profile
   c) A copy of Tax clearance certificate(latest)
   d) VAT and PAN registration
   e) Audit Report (latest)

11. **How to submit the Bid?**

Authorized company/firm/supplier can submit Bid for all or particular materials. Interested company/firm/supplier must submit the bid in a sealed envelope clearly marked with *"Bid for Supplying Materials for Logistic Support"* by September 17, 2018, 17 hrs. (Local Time) to

**Good Neighbors International, Nepal**
Ekantakuna-13, Lalitpur, Nepal
GPO: 8975, EPC 1605, Kathmandu, Nepal
## Technical Specification and Bidding Form

Date: ___________________________________________

Name of company/firm/organization: ________________________________________________________________

Address: ______________________________________________________________________________________

Phone: _________________________________________ Email: _____________________________________________

<table>
<thead>
<tr>
<th>SN</th>
<th>Particular</th>
<th>Specification</th>
<th>Brand</th>
<th>Unit cost excluding VAT</th>
<th>Unit cost Including VAT</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1  | Bag        | **Laptop bag**  
Colour: Black  
Colth: Soft codura 8 no.  
Zipper: heavy puller and slider, **Pocket**: front pocket, inside laptop case  
**Inner fabric**: heavy quality side net and elastic best quality stitching quality and heavy  
**Bag size**: 18X14X4  
**Front Pocket size**: :16x12x2,  
**Print**: Yes  
**Warranty**: one-year | | | |
| 2  | Jacket     | **Cloth**: Gore-Tex  
**Colour**: Multiple  
**Zipper**: Excellent quality (both side)  
**Print**: Yes  
**Size**: S, M, L and XL  
Air and water proof | | | |
| 3  | T-shirt    | **Imported**  
**Cloth**: PC  
**Colour**: Different (Blue, | | | |
Grey, Olive Green etc.)
Size: S, M, L, XL and XXL
Print: Yes

4  Cap
Imported
Cloth: Canvas jeans,
Inner boarding
Colour: Different (Sky Blue, Grey, etc.)
Size: Different
Print: Yes

5  First Aid Kit
1. First Aid Kit Box: Size
   L=10/12 inches
   H= 6 inches
   W= 6 inches
   plastic made
   Different partition into
   the box
   having a carrying handle
2. Medicine (Given below)

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Medicine/Equipment</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paracetamol Tab.</td>
<td>Stripe</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Metronidazole Tab.</td>
<td>Stripe</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Betadin Liquid [500 ml]</td>
<td>ph</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Handplast [100 pc]</td>
<td>pkt</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Cotton Roll</td>
<td>roll</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Pain relief spray</td>
<td>ph</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>ORS packet</td>
<td>pkt</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Gauge Bandage</td>
<td>pkt</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Creep Bandage [5 pc]</td>
<td>pc</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cetrizene Tab.</td>
<td>Stripe</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Clove Oil</td>
<td>ph</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Nowax eardrop</td>
<td>ph</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Ciprofloxacin Eye drop</td>
<td>ph</td>
<td></td>
</tr>
<tr>
<td>Checklist for Required Documents</td>
<td>Yes ( )</td>
<td>No ( )</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>A copy of company/firm registration</td>
<td></td>
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<tr>
<td>Organization profile</td>
<td></td>
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</tr>
<tr>
<td>A copy of Tax clearance certificate(latest)</td>
<td></td>
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<tr>
<td>VAT /PAN registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Report (latest)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statements and documents, if any, acknowledging the individual and/or company's capability for carrying out the similar kind of services</td>
<td></td>
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<td></td>
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</tbody>
</table>