

## Terms of Reference (ToR)

### Supplying Materials for Prizes/Awards

<b>Terms of Reference for the Procurement of Prizes/Awards</b>	
Project Title	Awasar
Type of project	Education and Child Project
Location	Kathmandu, Lalitpur, Kaski, Myagdi, Parbat, Gorkha, Kailali, Bardiya, Mugu, Humla, Doti, Darchula, Bajura
Name of the company/firm	External company/firm/supplier
Deadline of EOI/Tender submission	September 13, 2018

#### 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 prizes/awards for different events

#### 3. Scope of the Work

The prize/award 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 31<sup>st</sup> of December, 2018.

#### 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.

S.N	Particular	Quantity	Remarks
1.	Trophy	1135	Company/firm should submit the sample materials of each item while submitting ITB
2.	Shield	126	
3.	Medal	6150	
4.	Token of Love	150	
5.	Certificate	1500	
6.	Jersey set	350	

## 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. Transportation:

The bidder should submit the bid by separately mentioning the transportation cost to respective district headquarters.

## 8. 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.

## 9. 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.

## 10. 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

## 11. 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)

## 12. 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 Prizes/Awards**" by September 13, 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: \_\_\_\_\_

SN	Particular	Specification	Brand	Unit cost excluding VAT	Unit cost Including VAT	Remarks
1	<b>Trophy</b>	<b>Size:</b> Small, Medium, Large <b>Quality:</b> Good <b>Design:</b> Different <b>Print:</b> Yes				
2	<b>Medal</b>	<b>Size(Diameter):</b> 50mm, 55mm, 60MM <b>Colour:</b> Gold, Silver, Bronze <b>Design:</b> Different <b>Quality:</b> Good <b>Print:</b> Yes				
3	<b>Shield</b>	<b>Size:</b> Small, Medium, Large <b>Quality:</b> Good <b>Colour:</b> Golden <b>Design:</b> Different <b>Print:</b> Yes				
4	<b>Token of Love</b>	<b>Size:</b> Small, Medium, Large <b>Design:</b> Different				

		<b>Print:</b> Yes				
5	<b>Certificate</b>	<b>Paper:</b> 285gsm Ivory or Above <b>Size:</b> A4 <b>Colour:</b> Multicolour				
6	<b>Jersey</b>	<b>Size:</b> Small, Medium <b>Colour:</b> Different <b>Quality:</b> Good <b>Print:</b> Yes				

<b>Checklist for Required Documents</b>	<b>Yes ( )</b>	<b>No ( )</b>
A copy of company/firm registration		
Organization profile		
A copy of Tax clearance certificate(latest)		
VAT /PAN registration		
Audit Report (latest)		
Statements and documents, if any, acknowledging the individual and/or company's capability for carrying out the similar kind of services		