

Terms of Reference (ToR)

FOR SUPPLYING MEDICAL FURNITURE AND EQUIPMENTS

Project Title	Health System Recovery Project, Nuwakot
Type of service	Supply of medical equipments and furniture
Location	Bidur-04, Nuwakot
Name of the company/firm	External company/firm/supplier
Deadline of EOI/Tender submission	2 nd February, 2018
Anticipated completion of project	31 st August, 2018

1. General Background

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 20 districts.

2. Project Description and Rationale

Good Neighbors International with funding from the Korea International Cooperation Agency (KOICA) is implementing Health System Recovery Project (HSRP) in Nuwakot District since December 2015 with an objective of improving the health status and psychosocial well-being of community members through post-disaster recovery. HSRP covers former 2 municipalities and 5 rural municipalities. The Health System Recovery Project aims:

- a. To improve Maternal and Child Health (MCH) status in target communities
- b. To improve services of Adolescent Sexual and Reproductive Health (ASRH)
- c. To improve students, psycho-social status
- d. To improve Health Facility with Functional Equipment

One of the main objectives of HSRP project is to make functional health facilities equipped with necessary medical equipment and furniture. KOICA is constructing 10 health posts and a district hospital in Nuwakot district. The role of GNI Nepal is to supply all the necessary medical equipment and furniture to those Health Posts and hospital constructed by KOICA.

3. Support of hospital furniture and equipment

Most of the health facilities in Nuwakot district were destroyed by the 2015 earthquake. HSRP has been working to re-vitalize services at health facilities. Additionally, Nepal government plans to provide basic maternity services including delivery services by establishing birthing centers at each health posts. Therefore, this Project is committed to supplying medical equipment and furniture as per the government standard.

4. Scope of the work

Complete furniture and equipment will be placed in newly constructed health posts immediately after buildings construction is complete. In this phase, ten health posts will be supported with furniture and equipment. The list of furniture and equipment is mentioned in **Annex I**.

5. Number and specification of supply items

The number and specification of the required commodity is mentioned in **Annex I**. Besides this, the supplier can propose higher quality commodities but costing comparatively low prices.

6. Expected Deliverables

Followings deliverables are the expected from the supplier;

- Supply of ISO standard high-quality commodities
- Making physical verification and approval of each and every equipment/ furniture by a person assigned by GNI before dispatching of commodities.
- Transportation of commodities in good condition to targeted health posts in Nuwakot District **(List of HPs is attached in annex)**.
- Proper installation of equipment and furniture in HPs
- Provide orientation on operating/handling procedure and safety measures to a team of health posts.
- Providing after sales service in case of any problem in supplied furniture and equipment in terms of maintenance and or replacement.

7. Duration

The agreement will be signed the selected vendor. After the signing of the agreement, it is expected that the delivery of furniture and equipment should be executed within 10 days from receiving the purchase order.

Delivery of commodities to all targeted HPs will be completed by 30 August 2018. So the duration of the assignment will be until 30 August 2018.

8. Budget and Payment procedure

The supplier/firm should submit a complete budget with detailed breakdown including applicable taxes at the time of submission of EoI. The budget covers the price of the commodity, transportation cost, cost of installation of equipment/furniture and orientation to HP staffs and any other applicable costs.

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 regarding this loss/damage.

GNI Nepal will release 25% of total amount of purchase order as an advance during each purchase order. The final payment of each purchase order will be made after satisfactory completion of the task.

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

10. Management of the supply

The selected consultant/firm will be responsible to supply the commodity and be accountable for the timely delivery of the expected quality and quantity of commodities.

11. Responsibilities

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

12. Responsibilities of GNI Nepal

GNI Nepal guided by its policies and practices, will assist the supplier/firm to achieve the objective of this ToR.

13. Termination of the contract

GNI Nepal will terminate the contract if the supplier/firm commits a breach in the performance or observance of its obligation under this ToR. The supplier/firm shall be notified in writing a week prior to the termination of the agreement.

14. 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 consultant/firm has obtained or may obtain in the course of the work relating to partner organization/GNI Nepal, the respondents or otherwise.

15. Documents to be submitted

The application shall contain following documents:

A. Detailed financial proposal: The proposal should include the price of commodities (including tax), transportation cost, installation cost, and any other applicable costs. Prices of commodities can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

A complete list of proposed commodities with their clear photographs (colored) should be included with the financial proposal.

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) VAT registration
- e) Audit report
- f) Any other relevant documents

The EOI should reach the address below via courier or hand delivery by the 2nd February, 2018, (In Office Time). Please, enclose the proposal in an envelope, do seal and mark it with "All the envelopes should bear the Name and Address of the Bidder and marking for the Original Copy. The envelopes should be super scribed with **"TOR for Supplying Medical Furniture and Equipments"** and send to:

Health System Recovery Project

Good Neighbors International Nepal

Bidur- 4, Nuwakot

Or

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

Annex 1:

Set of Furniture and Equipment for Health Post

Medical Furniture

S.N.	Equipment	Required Unit in each HP	Specifications	Size	Quality			Rate		
					A	B	C	Com. A	Com. B	Com. C
1.	Hospital/Patient bed With mattress	2	Two sections/ single folding, Collapsible side railings/bars, detachable ABS head and foot panels, No wheel (fixed type), adjustment gear. High quality (ISO Standard) Indian type. Mattress: Appropriate for the bed (Two sections).	2030 L× 900W × 600H						
2.	Obstetric labor/delivery Bed with mattress	1	Stainless Steel top in 3 sections, sliding leg section, Pneumatic pump to adjust for Trendelenburg positions, Hydraulically height adjustable by foot paddle, hand grips, Ratchet mechanism for backrest adjustment, lithotomy crutches and Mattress, High quality (ISO Standard) Indian type	approx Size: 1800 mm x 675 mm x 600 - 800 mm						

Equipment/Instruments

S.N.	Equipment	Required Unit	Other specification	Size	Quality			Rate		
					A	B	C	Com. A	Com. B	Com. C
1.	Vacuum Delivery Set	1	Manually operating, High quality (ISO Standard) Indian type							

2.	Oxygen with Cylinder and cylinder trolley	2	F- size cylinder with regulator and pressure gauge, High quality, ISO Standard	930X140						
3.	Fetal Doppler	2	Anti-electroshock Type: Internally powered equipment; Digital LCD Display for Display of Fetal Heart Rate; High sensitivity Doppler probe of frequency 2.0 MHz; Ultrasound Intensity <10mw/cm2; Built-in Speaker with audio output; waterproof body with carrying case; operated with rechargeable batteries; ISO standard							
4.	Foley Urinary Catheter	20	Two -way silicone, balloon size 10/30,	Size (5 to 20)						
5.	Plain Urinary Catheter	20	Straight, single use	5- 20						
6.	Absorbable Catgut	50 roll	Chromic catgut							
7.	Baby Warmer	1	New generation, ISO standard, Indian type							
8.	Gloves	200 pairs	Surgical gloves	6.5-7.5						
9.	Virex	100	ISO standard							
10.	Nebuliser Machine	2	ISO standard, with mouthpiece/mask							
11.	Cord Clamp	200	Pyrogen-free, Individually packed in peelable paper pouch, ISO standard							

Annex 2:**List of Health Posts**

SN	Name of Health Post	Address	Remarks
1	Belkot Health Post	Belkotgadhi Municipality - 11	Belkot VDC previously
2	Charghare Health Post	Bidur Municipality - 12	Charghare VDC previously
3	Duipipal Health Post	Belkotgadhi Municipality - 5	Duipipal VDC previously
4	Ghyangfedi Health Post	Dupcheshwor Rural Municipality -1	Ghyangfedi VDC previously
5	Sallemaidan Health Post	Shivapuri Rural Municipality	Likhu VDC previously
6	Sisdol Health Post	Kakani Rural Municipality 1&2	Okharpauwa VDC previously
7	Panchakanya Health Post	Panchakanya Rural Municipality -3	Panchakanya VDC previously
8	Ratmate Health Post	Belkotgadhi Municipality - 7	Ratmate VDC previously
9	Suryamati Health Post	Likhu Rural Municipality -3	Suryamati VDC previously
10	Thaprek Health Post	Panchakanya Rural Municipality -4	Thaprek VDC previously