

Terms of Reference (ToR)

Supplying Promotional Materials (Jackets)

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 19 districts.

2. Objective of the service

To procure the promotional materials (Jackets) for the organization's staff and stakeholders.

3. Scope of the Work

The promotional materials (Jacket) that will be procured based upon the specification and standard is at the Annex. The Jackets will be procured in bulk and the firms/suppliers should clearly mention the validity of the quoted price.

4. Expected Deliverables

The deliverables that GNI Nepal expect are the quality equipment listed below:

1. Double Layer Outerwear (Jackets)- 130 pcs
2. Single Layer windcheater- 450 pcs

5. Budget and Mode of Payment

The Vendor shall submit financial proposal in details i.e. Applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made only to the account of the firms/suppliers's name.
- b. The payment will be made through Account Payee Cheque.

6. Acceptance of ITB

All the rights to accept or to reject the proposal, with or without any obligations, shall be reserved by GNI Nepal. If deemed necessary, the firms/suppliers shall be asked for modifications.

7. Management of the Service

The selected firms/suppliers shall be accountable for the delivery of the expected quality goods within the stipulated time and location.

8. General Qualification of the Firms/Suppliers

All the private firms/suppliers registered under the authorized Government bodies of Nepal Government should have the experience in the related field is eligible to apply for the project. The company/firm with expertise as outlined below:

- a) Firms/suppliers should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

9. Documents to be Submitted by the Firms/Suppliers

The application shall contain following documents:

- A. Price quotation with individual item and specification
- B. Details of the firms/suppliers
 - a) A copy of firms/suppliers registration
 - b) A copy of Tax clearance certificate (076/077)
 - c) VAT and PAN registration
 - d) Company Profile

The ITB should reach the address below via courier or hand delivery by **17:00 hrs., 19 February 2021.**

Please, enclose the bid in an envelope, do seal and mark it with **"Bid for Supplying of Promotional Materials (Jackets)"**

and send to:

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur

Kathmandu, Nepal

GNI Nepal reserves all rights to make the final decision regarding selection of the firm/suppliers without any obligations.

ANNEX I:

Specification for the GNI Outerwear

(Please quote for both)

Spec 1: Double Layer

Product Specification GNI Outerwear

Color Dark Blue preferred
Size S, M, L, XL, XXL
Fabric Polyester/Rubberized
Pattern Plain
Sleeve Type Full Sleeve



Product Specification GNI Outerwear's inner portion.

Color Black/Blue/White
Size S, M, L, XL, XXL
Fabric Fur/Polyester
Pattern Plain
Sleeve Type Full Sleeve



Note: You are requested to submit the bid along with the sample. Ultimately the sample will be return back to you the vendors after the completion of the procurement process.

Spec 2: Single Layer windcheater

Product Specification of Outerwear (Windcheater)

Color Dark Blue preferred
Size S, M, L, XL, XXL
Fabric Polyester/Rubberized
Pattern Plain
Sleeve Type Full Sleeve



Note: You are requested to submit the bid along with the sample. Ultimately the sample will be return back to you the vendors after the completion of the procurement process.

Annex II
Financial proposal/Bidding Form

S.N.	Specification of the Items	Qty.	Unit Rate with VAT	Total Amount in NRs.
1	Outerwear (Double Layer Jacket)	130 pcs		
2	Outerwear (Single Layer Jacket)	450 pcs		
Grand Total Amount				

Name of Company:

Date:

Contact No:

Company Stamp