

Terms of Reference (ToR) for supply of VTM SWAB Collection and RNA Extraction Kit

Organization	Good Neighbors International Nepal
Type of Service	Supply of VTM SWAB collection & RNA Extraction Kit for 20,000 test
Location	GNI Nepal, Head Office or as required within Kathmandu
Name of the Company/firm	External company/firm/supplier
Deadline of Bid Submission	October 19, 2020
Anticipated Completion of project	1 st week of November, 2020

1. General Background

Good Neighbors International (GNI) is an international non-governmental organization working in Nepal since 2002 with the objective of improving the lives of people, especially children through education, income generating, health services, WASH, advocacy, network building, and disaster risk reduction activities.

Due to the increasing number of infections of COVID-19 in Nepal, GNI Nepal required to purchase the VTM SWAB collection and RNA Extraction kit compatible to the PCR kit which has been imported from South Korea to support Nepal Government. Hence GNI Nepal invites bids from the eligible and interested firms/suppliers to supply the VTM SWAB collection and RNA Extraction kit compatible to its PCR testing kit.

2. Activity Description and Rationale

This TOR has been designed in order:

- a. To select appropriate suppliers for supply of VTM SWAB collection & RNA Extraction Kit.
- b. To support Nepal Government for effective testing procedure.

3. Number of Supply Items

The required kits should cover the 20,000 tests. Detail specification is given in **Annex I**.

4. Expected Deliverables

Followings deliverables are expected from the supplier;

- Supply of quality Test Kits
- Conduct quality check and physical verification of each and every kits with GNI Nepal personnel before dispatching. GNI Nepal will seek the compatibility to its PCR testing kit. Details of PCR testing kit is given below.
- Transportation and delivery of equipment in excellent condition at the GNI, Nepal Head Office or as required within the Kathmandu valley.
- Provide a brief user manual or oral instructions on using the commodities (if needed) to GNI Nepal.
- Replace the equipment 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 kits should be executed within 15 days from receiving the official purchase order.

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

6. Budget and Payment Procedure

- The supplier/firm 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 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.

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

8. Management of the Supply

The selected supplier/firm will be responsible to supply the testing kit at respective 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 Supplier/Firm

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

10. Responsibilities of GNI Nepal

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

A complete list of proposed kits 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 COVID Test Kit.

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 (2075/076)
- 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 October 19, 2020, 17:00 Hrs. (Nepali Time). Please, enclose the proposal in an envelope, seal and mark it with **“Bid of Supply for VTM SWAB Collection and RNA Extraction Kit”** for hand/courier delivery or clearly mentioned it in **“Subject”** line if send through at email: eoi@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: eoi@gninepal.org

Annex I:

List of Kit with specification and quantity:

S.N.	Items	Specification	Brand Name	Unit	Required Quantity
1	VTM Kit	Double SWAB, ISO/CE Marked		Nos	20,000 tests
2	RNA Kit	RNA EXTRATION KIT (MANUL) FOR COVID -19, ISO/CE Marked		Nos	20,000 tests

Annex-II

Bidding Form

S.N.	Items	Specification	Brand Name	Unit	Quantity	Unit Rate with VAT	Remarks
1	VTM Kit	Double SWAB, ISO/CE Marked		Nos	1		
2	RNA Kit	RNA EXTRATION KIT (MANUL) FOR COVID -19, ISO/CE Marked		Nos	1		

PCR Kit Specification:

The above VTM SWAB collection and RNA Extraction kit must be compatible to the PCR testing kit imported by GNI Nepal. The specification of the PCR testing kit is as follows:

Device Name: Real-Q 2019-nCoV Detection Kit

Company: BioSewoom, Inc. Seoul, Republic of Korea

Indication: Qualitative detection of nucleic acid from SARS-CoV-2 in Nasopharyngeal (NP) swab, NP aspirates, nasal mid-turbinate swab, nasal swab, oropharyngeal (throat) swab, sputum, tracheal aspirates and bronchoalveolar lavage (BAL) specimens from individuals suspected of COVID-19 by their healthcare provider. Emergency use of this test is limited to authorized laboratories.