

TERMS of REFERENCE (TOR)

Supply of Jacket for GNI Nepal

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.

GNI Nepal had plan to procure the jackets and windcheater as promotional materials which will have the office logo and used by its staffs and other stakeholders.

2. Objective of the service:

- To procure the jackets for its staff as a promotional material.

3. Scope of the Work

The jackets that will be procured based upon the specification and standard is at the Annex. The jackets will be procured in bulk & the firms/suppliers should clearly mention the validity of the quoted price.

4. Expected Deliverables

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

1. Double Layer Outerwear (Jackets)- 90-100 pcs.

5. Budget and Mode of Payment:

The firms/suppliers 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 service provider shall be asked for modifications.

7. Management of the Service:

The selected firms/suppliers shall be accountable for the deliverable of the expected quality and standard within the stipulated time.

8. General Qualification of the firms/suppliers:

All the private firms/suppliers registered under the authorized bodies of Nepal Government and having experience in the related field is eligible to apply for the project. The firms/suppliers must have the documents as outlined below:

- a) Firms/suppliers must 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 as mentioned in BOQ.
- B. Details of the firms/suppliers
 - a) A copy of organization/firm registration
 - b) A copy of Tax clearance certificate (078/079)
 - c) VAT and PAN registration
 - d) Company Profile

Interested firms/suppliers can submit the bid marking **“Bid for Supply of Jacket (Promotional materials)”** in the subject line via email to **procurement@gninepal.org** or hand delivery to Good Neighbors International Nepal Office, Ekantakuna-13, Lalitpur by 17:00 Hrs. till 29th Dec, 2022. GNI Nepal reserves all rights to make the final decision regarding selection of the firms/suppliers providers without any obligations.

ANNEX I:

Specification for the Jackets

A. Outer Jackets Specifications:

1. Durable waterproof 3-layer Gore-Tex
2. Windproof and breathable
3. Ripstop taffeta lining
4. 2 chest pockets (slop down) with flap
5. 2 hand pockets with flap
6. Detachable hood with taffeta lining
7. All the zippers and accessories are from YKK
8. Zipper flap on front zipper with Velcro and snap buttons
9. Color: Dark Blue/Grey preferred
10. GNI Logo: Embroidery Print (Left side Chest)

B. Inner Jackets Specifications:

1. Lightweight taffeta outer and inner fabric
2. Polyester outer taffeta
3. Primaloft insulation of 150 gsm
4. Quilting stitching
5. 2 hand pockets outside
6. Lycra sleeve cuff
7. All the zippers and accessories is from YKK
8. Color: Dark Blue/Grey preferred
9. GNI Logo: Embroidery Print (Left side Chest)

- **Price Range per set Jacket: NRs. 3800-4200**

Note: The vendors should submit the bid along with the sample. The bid without sample will not be entertained for further process. The samples should reflect the same quality as specified in the bid. GNI Nepal is responsible to return back the submitted samples after the completion of the procurement process.

Annex II

Financial proposal/Bidding Form

S.N.	Specification of the Items	Unit	Required Qty.	Unit Rate with VAT
1	Outerwear (Double Layer Jacket)	Nos.	100	
Grand Total Amount				

Delivery duration after PO signed:

Name of Company:

Name of Authorized Person:

Date:

Contact No:

Company Stamp: