

Terms of Reference (TOR) for Comprehensive Sexuality Education Booklet and Flipchart Reprint

1. Background

Good Neighbors International (GNI) has been working in Nepal since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, GNI Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

2. Objective of the service:

To reprint Comprehensive Sexuality Education (CSE) Booklets and Flipchart for the organization.

3. Scope of the Work

The CSE Booklets and Flipchart that we are going to reprint will be based on the specification and standards given in Annex I. The printing press/company should clearly mention the validity of the quoted price.

4. Expected Deliverables

The deliverables that GNI Nepal expects are as listed below.

1. 10 Sets of CSE Booklets: 2000 copies (each)
2. CSE Flipchart: 100 copies.

5. Budget and Mode of Payment:

The printing press/company shall submit a financial proposal with a detailed breakdown including applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made to the account of the printing press/company.
- b. The payment shall be made through an Account Payee cheque or online bank transfer to the vendor's company account.

6. Acceptance of ITB

All rights to accept or reject a proposal, with or without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, the service providers shall be asked for modifications.

7. Management of the Service

The selected printing press/company shall be accountable for the delivery of the expected quality reprinted IECs within the stipulated time and location.

8. General Qualification of the Printing press/Company

All the printing press/company registered under the authorized agency of the government of Nepal having the experience in the related field is eligible to apply with their proposals. The printing press/company with expertise as outlined below:

- a) Printing press/company should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

9. Documents to be Submitted by the Printing press/Company

The application shall contain following documents:

- a) Financial proposal with a detailed breakdown, scale of benefits for different packages as mentioned above, policy draft, and other applicable terms and conditions
- b) Details of the printing press/company
 - A copy of printing press/company registration
 - A copy of Tax clearance certificate (078/079)
 - VAT and PAN registration
- c) Organization profile

Interested printing press/company are requested to submit the bid in a sealed envelope clearly marked with **“ITB for CSE Booklets and Flipchart Reprint”** by 17:00 Hrs (Nepal Time) **4 September 2023** at GNI Nepal, Ekantakuna, Lalitpur Nepal.

GNI Nepal reserves all rights to make the final decision regarding selecting the printing press/company without any obligations.

Annex-I Printing Specification

	Sets	Details Specification	
Booklets	Set 1: Relationships	Quantity	2000 copies
	Set 2: Values, rights, culture and sexuality	Size	A5
	Set 3: Understanding Gender	Number of Pages	16 pages with cover
	Set 4: Violence and staying safe	Cover Paper	250 gsm Artboard
	Set 5: Skills for Health and Wellbeing	Inside Paper	110 gsm Artpaper
	Set 6: The human body and development	Printing	Multicolor print
	Set 8: Sexual and Reproductive Health	Cover Lamination	Matt
	Set 9: Introduction to Comprehensive Sexuality Education Peer Educator Handbook	Binding	Center Stitching
	Set 7: Sexuality and Sexual Behavior	Quantity	2000 copies
	Set 10: Utilization of Comprehensive Sexuality Education Peer Educator Handbook	Size	A5
		Number of Pages	12 pages with cover
		Cover Paper	250 gsm Artboard
		Inside Paper	110 gsm Artpaper
Flipchart	किशोरकिशोरीका लागि वृहत यौनिकता शिक्षा	Printing	Multicolor print
		Cover Lamination	Matt
		Binding	Center Stitching
		Quantity	100 copies
		Size	A4
		Number of Pages	60 pages
		Paper	300 gsm Artboard
		Printing	Multicolor print
		Lamination	Both side
		Binding	Wiro (coated) or Metal

Annex II
Financial Proposal/Bidding Form

S.N	Item	Brand & Spec.	Unit Rate with Vat	Remarks
1				
2				

Note: Please also mention the delivery timeline from the date of PO received in Remarks field.

Delivery duration after PO confirmation:

Name of Printing Press/Company:

Date:

Contact No:

Company Stamp