

Terms of Reference (ToR)
For
Producing hygiene promotional materials for improving hygiene behaviors in school and healthcare facilities project in Siraha District

1. Background

WaterAid Nepal (WAN) was established in 1987. WaterAid worked for service delivery as well as research, learning, capacity building, and advocacy related to Water, Sanitation, and Hygiene (WASH). WAN has been working with partner NGOs, including highlighting the gender and poverty dimensions of water deprivation in villages. It spans 4 districts and is based on a programmatic approach to ensure service delivery and promote advocacy in the WASH sector. It has reached 272,441 people with safe water and 372,924 people with sanitation in Nepal.

WAN seeks vendor/supplier to print the hygiene promotional materials - cues, nudges and materials listed below to be used for promoting hygiene behaviour in school and healthcare facilities (HCFs). The project aims to improve the hygiene practice of students in schools and health staff, patients/visitors in health care facilities in Mirchaiya, Karjana & Kalyanpur municipalities of Siraha District of Nepal, to help reduce the spread of WASH borne diseases and support in preventing infectious diseases.

Sustainable, inclusive infrastructure will be established in 15 schools and 15 HCFs to support and enable specific/targeted hygiene practice improvements. Students, health staff and patients/visitors will be exposed to nudges and visual cues on hand hygiene and specific secondary behaviours such as the use of toilet and its cleanliness, safe drinking water, waste management at schools and HCFs and menstrual hygiene management at school.

2. Objective

The main objective of this TOR is to hire potential vendor / supplier for publication and supply of hygiene promotion materials for hygiene promotion as a part of implementing “Improvement of Hygiene Behaviours in School and Healthcare Facilities” project in Siraha District.

3. **Scope of Work:** Share one prototype for each item of hygiene materials with WAN for review and approval, then print, produce and supply final products to Mirchaiya of Siraha district based on annexes herewith. Deliver 1 package for school and 1 package for HCF (see Annex for BoQ). The consultant will directly report to programme manager for the work.

4. Key Deliverables:

- 4.1 Print and produce one set prototype of all the materials for approval from WaterAid
- 4.2 Print and produce all the listed materials as per the specifications and quantity mentioned in the BOQ
- 4.3 Proper packaging of all the items and deliver it at the Mirchiya field office in Siraha

5. Duration contract:

The expected duration to deliver all the materials is within 30 days after signing the contract.

The contract duration will be maximum 45 days to make all the payments after delivering all the materials satisfactorily.

6. Submission of EOI

WAN invites interested vendor / suppliers to submit the EOI documents with Technical and Financial proposal as prescribed formats in Annex A (Bill of Quantity). The supplier should also submit a sample of any 5 items listed in the BoQ for quality evaluation. Such sample items could be from the previous job that best illustrate the similar kind of job performed and quality of materials supplied. The evaluation team will also evaluate those materials as a part of technical evaluation process.

All the documents should be signed and stamped. Relevant photocopy of the documents should be attached at appropriate sections.

Hard copy of EOI in sealed envelope should be submitted to WaterAid office no later than **4th December 2022** with subject line **“EOI to produce and supply hygiene promotional materials”**

7. Eligible Bidder:

- 7.1 This EOI is open to all registered vendor / supplier with printing equipment and experience to produce and supply similar types of materials as specified in Bill of Quantity (BoQ). A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the Development Partner (DP) in case of DP funded project, shall be ineligible to take part in this EOI.
- 7.2 In case of a natural person or vendor / supplier which is already declared blacklisted and ineligible by the GoN, or any agency locally or globally if they have any other new or existing vendor / supplier owned partially or fully, such Natural person or Owner or Board of director of blacklisted vendor / supplier; shall not be eligible either.
- 7.3 Firms shall be excluded if the corruption case is being filed to Court against the Natural Person or Board of Director of the vendor / supplier or any partner of JV, such Natural Person or Board of Director of the vendor / supplier or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges

8. EOI Evaluation

An evaluation committee will evaluate the EOI applying technical and financial evaluation criteria covering vendor / supplier registration and tax clearance documents, similar job experiences, quality of products, financial capacity and financial proposal. Failure to submit all the requested documents and sample items will disqualify the supplier automatically from the evaluation process.

Evaluation Criteria	
1.	Updated Vendor / supplier registration certificate
2.	PAN/VAT registration certificate
3	Tax clearance certificate
4.	Similar job experience with contract value
5	Quality of sample Items (submitted with EOI document 5 items only in separate envelope) similar to the items given in the BoQ
6	Quality of Technical description, (process, quality control etc.)

7	Delivery Time
8	Financial proposal

9. Negotiation

- 9.1 Once the proposals are evaluated, WAN may enter into negotiation, if required, with one or more consultant(s)/firm for final selection.
- 9.2 If negotiations fail, WAN may invite the consultant with next highest score to negotiate a contract or go for re-advertisement with fresh EOI.
- 9.3 WAN reserves the right to cancel the EOI at any point of time without serving any notice. Furthermore, WAN has its absolute discretion to suspend and disqualify any EOI received without tendering any reason whatsoever. If none of the invited EOIs lead to an agreement, a new EOI will be called.

10. Awarding of Contract

The selected consultant/firm is expected to sign an agreement with WAN within a week of communication of selection decision and before commencing the work.

11. Information on Evaluation

Confidential Information relating to evaluation of EOI and recommendations concerning award will not be disclosed to the consultant/ firm who submitted the proposals or to other persons not officially concerned with the process, until the winning consultant/firm has been notified that it has been awarded the contract.

12. Contact Details

For any queries related to this EOI, you may contact at nepal-procurement@wateraid.org

Note: WaterAid Nepal reserves the right to accept or reject applications without assigning any reasons. Telephone calls will not be entertained. Unnecessary pressure created at WaterAid by whatever means will automatically disqualify the applicant for evaluation process.

T- Technical Proposal Submission Form

- T1. Technical Proposal Forwarding Letter Format (signed and stamped)
- T2. Vendor / supplier/firm's documents (attach a photo copy of all documents)
- previous experiences, contract value, attach experience letter.
 - Vendor / supplier Registration,
 - VAT Certificate
 - Tax clearance certificate for the latest fiscal year.
- T3. Main technical description of the process, methodology and work plan for performing the assignment.



5 items from the BoQ submission at WaterAid office as a quality of sample

T1. Technical Proposal Forwarding Letter Format

(Please use letterhead pad)

[*Location, Date*]

WAN Procurement
WaterAid Nepal
JM Road 10, Pabitra Tole 14,
Nakhipot, Lalitpur

Dear Sir/Madam:

We the undersigned are offering to provide the following assignment in accordance with your Expression of Interest (EoI) dated [Insert Date] on: **Printing Hygiene promotional materials for school and HCF.**

We declare that, we have not been black listed and no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business.

We agree to permit the Employer/client or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Employer.

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal. If negotiations are held during the period of validity of the proposal, i.e., before [*Insert Date*] we undertake to negotiate on the basis of the proposed quoted price. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Organisation/consulting firm.

Address:

[illegible]

F- Financial Proposal Submission Form

F1. Financial Proposal Forwarding Letter format.

F2. Bill of quantity (BOQ) with unit rate and cost summary in (see another link with the advertisement as Annex A)

F1. Financial Proposal Forwarding Letter format

(Please use vendor / supplier letterhead pad)
[Location, Date]

WaterAid Nepal
JM Road 10, Pabitra Tole 14,
Nakhipot, Lalitpur

Dear Sir/ Madam:

We the undersigned are offering to provide the following assignments/services in accordance with your Expression of Interest (EoI) dated [Insert Date]. Our attached Financial Proposal is for the sum of Rupees [Amount in words and figures] for the **Printing of Hygiene promotional materials**. We understood the requirements of producing materials listed in BoQ and the all the rates are correctly quoted to meet all the specification that meet the quality and standards.

We understand that you are not bound to accept the lowest evaluated bid or any other cases of bid that you may receive. We are aware that any external direct or indirect pressure created from our side to the WaterAid will disqualify us to take part in the evaluation process.

This amount is inclusive of VAT and taxes, which we have estimated at [Amount(s) in words and figures]. We understand that VAT and taxes will be determined as per applicable law and will be deducted at source while making payments.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., [Insert Date].

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Consultant /Consulting firm.

Address: