

Terms of Reference

Supply of T-shirts for students

1. Background:

WaterAid Nepal (WAN) is an international non-for-profit organization, established in 1981, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation. We change millions of lives every year, working in 28 countries to provide clean water, decent toilets and good hygiene.

WaterAid has been working in Nepal since 1987. Our work in Nepal spans across 9 districts. We team up with local partners, technical experts, governments and communities to support the delivery of integrated WASH services in hard-to-reach communities, helping to transform lives.

WaterAid Nepal is implementing the project “Improvement of Hygiene Behavior in Schools and Health Care Facilities” in 30 institutions (15 Schools and 15 HCFs) in 3 municipalities (Karjana, Kalyanpur, Mirchaiya) of Siraha District. Students of all 15 schools should be provided t -shirts as an activity of this project.

2. Objective:

The objective of the assignment is to print and supply 5,800 (five thousand eight hundred) T-shirts to WaterAid for IHBSH project implemented in 15 schools of Siraha district. The supplier will print the identity number at the back and front of the T-shirt as prescribed format and color for school children for grade 1 to 8. Annex 2 for detail quantity

3. The scope of work: Supply of half sleeve polo neck t-shirt for students from grade 1 to 8 with printed ID (5 letters) for the students on front and back. Color and Fabric quality as per the approved sample from WaterAid.

- Types- Half sleeve polo neck t-shirt for school students from grade 1 to 8 with printed identity number (4 letters) of the students on front and back.
- Color - Gumdrop Green, Red, and Royal Blue (all solid colour).
- Fabric quality – Pique poly cotton (Cotton 80% + Polyester 20%)
- Print – One color screen print at front and back with Identity number (Eg. N1-3-001, N1-3-002, N1-3-003.... etc.)

4. Duration: T-shirts should be printed, and delivered to Mirchaiya field office in Siraha by **15th August 2022**.

5. Consultancy Deliverables

- Print Identity number on T-shirt as prescribed by WaterAid at front and back on the approved quality and color
- Standard packaging of the T-Shirts
- Deliver to the field office at Mirchiya municipality in Siraha district.

6. Payment Terms

- 50% will be paid at the start of the contract after the approval of the first sample
- 50% will be paid on satisfactory completion of all the deliverables

7. Deadline and submission of Expression of Interest (EOI)

WAN invites interested vendor/supplier(s)/firm to submit the EOI documents by or before **11th July 2022** furnishing the Bill of Quantity format attached in **Annex-1** given below through email at nepal-procurement@wateraid.org in a file converted into PDF.

- Vendor/supplier is requested to submit their EOI typed in English
- A cover letter outlining how the vendor/supplier(s) meets the selection criteria and their understanding of the ToR, addressed to WaterAid-Nepal.
- EOI should consist of the following in no more than 2 pages
 - Summarized description of the scope of work and the intended methodology
 - Tentative workplan, along with activities and timeframe
 - Detailed financial offer
- Along with the above the vendor/supplier should also submit:
 - Updated documents of the supplier firm/company with recent tax clearance certificate with VAT and registration certificate
 - Experience certificate of similar job provided to the NGO/INGO
 - Sample piece of the T-shirt and
 - Quoted rate for various size for children from grade 1 to 8 and adult as given in the format
- The EOI should be submitted hard copy in sealed envelope at WaterAid office with subject line **“EXPRESSION OF INTEREST to supply T-shirts”**

8. Negotiation

- Once the quotations are evaluated, WAN may enter into negotiation, if required, with one or more vendor/supplier(s)/firm for final selection.
- If negotiations fail, WAN may invite the vendor/supplier with next highest score to negotiate a contract or go for re-advertisement with fresh EOI.
- 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.

9. Awarding of Contract

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

10. Information on Evaluation

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

11. Submission of Quotation

Please submit your quotation along with company legal documents such as Company registration, VAT certificate and latest year tax clearance certificate i.e for FY 2077/78 and client list through email as below:

nepal-procurement@wateraid.org in a file converted into PDF by 11 July 2022.

Note: WaterAid Nepal reserves the right to accept or reject applications without assigning any reasons. Telephone calls will not be entertained.

Annex-1 Bill of quantity

S.N.	Items	Quantity	Unit	Unit Rate NPR	Total Amount NPR
1	Types- Half sleeve polo neck t-shirt for school students from grade 1 to 8 with printed identity number (4 letters) of the students on front and back. -Colour - Gumdrop Green, Red, and Royal Blue (all solid colour). -Fabric quality – Pique poly cotton (Cotton 80% + Polyester 20%) - Print – One color screen print at front and back with Identity number	5800	number		
2	Transportation charge to delivery all materials at Field office in Mirchiya, Siraha	1	trip		
3	VAT Amount				
4	Total Amount with VAT				
Total Amount in Words:					

Annex -2 Quantity of Items requirement

Item No.	Description of Item	Quantity	Unit
	Types- Half sleeve polo neck t-shirt for school students from grade 1 to 8 with printed identity number (4 letters) of the students on front and back. -Colour - Gumdrop Green, Red, and Royal Blue (all solid colour). -Fabric quality – Pique poly cotton (Cotton 80% + Polyester 20%) - Print – One color screen print at front and back with Identity number		
1	Colour Blue - Grade 1 - Boy	578	Piece
2	Colour Blue - Grade 1 - Girl	488	Piece
3	Colour Blue - Grade 2 - Boy	590	Piece

4	Colour Blue - Grade 2 - Girl	566	Piece
5	Colour Red - Grade 3 - Boy	472	Piece
6	Colour Red - Grade 3 - Girl	514	Piece
7	Colour Red - Grade 4 - Boy	354	Piece
8	Colour Red - Grade 4 - Girl	398	Piece
9	Colour Green - Grade 5 - Boy	366	Piece
10	Colour Green - Grade 5 - Girl	422	Piece
11	Colour Green - Grade 6 - Boy	138	Piece
12	Colour Green - Grade 6 - Girl	214	Piece
13	Colour Green - Grade 7 - Boy	116	Piece
14	Colour Green - Grade 7 - Girl	162	Piece
15	Colour Green - Grade 8 - Boy	110	Piece
16	Colour Green - Grade 8 - Girl	134	Piece
17	Red, Blue and Green for Adult (S, M L and XL)	178	Pieces
	TOTAL	5800	