

**Terms of Reference (ToR)
for
Produce and supply rights package materials for WASH GAINS project in
Bardiya**

1. Introduction

WaterAid is an international not-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. Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives. Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

WaterAid Nepal (WAN) was established in 1987 during the UN Water and Sanitation Decade, 1981-1990. WaterAid's work covers service delivery, behaviour change as well as research, learning, capacity building, and advocacy related to Water, Sanitation and Hygiene (WASH). Our work in Nepal spans across districts and is based on a programmatic approach to ensure service delivery, behaviour change and promote advocacy in the WASH sector.

2. Background of project

WaterAid Nepal is implementing "WASH GAINS: WASH for Gender and Adolescent Inclusive Schools in Nepal" project in Bardiya district from April 2023 to March 2026. The project is being implemented in 33 schools of five municipalities (Gulariya, Barbaridya, Madhuwan, Thakurbaba and Geruwa).The project aims to contribute for increased retention and completion of adolescent girls & children with disabilities (CwDs) in education by enhancing the quality learning environment for adolescent girls and CwDs in targeted schools of Bardiya.

3. Objective

The main objective of this TOR is to select potential vendor / supplier for printing and supply of rights package materials to conduct session delivery in the 33 schools under WASH GAINS project.

4. Scope of Work:

Print, package and deliver the materials to WASH GAINS field office in Gulariya, Bardiya district as mentioned in the BoQ annexes herewith. The consultant will directly report to Binesh Roy - programme manager for the work.

5. Key Deliverables:

- 1.1 Print and produce all the listed materials as per the specifications and quantity mentioned in the BOQ
- 1.2 Proper packaging of all the items and deliver it at WASH GAINS project office in Gulariya, Baridya.

6. Duration contract:

The expected duration to deliver all the materials is within 20 days after signing the contract.

The contract duration will be maximum 30 days to make all the payments after delivering all the materials satisfactorily no later than 31st March 2024.

7. Submission of Eol.

WAN invites interested vendor / suppliers to submit the Eol documents with Technical and Financial proposal as prescribed formats in Annex A (Bill of Quantity). The supplier should also submit a **sample of papers** 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 with subject line “**EOI to produce and supply rights package materials**”

8. Eligible Bidder:

- 8.1 This Eol is open to all registered vendor/suppliers with printing equipments 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 Eol.
- 8.2 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.
- 8.3 Vendor/supplier 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.

9. 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 all items 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

10. Negotiation

- 10.1 Once the financial proposals are evaluated, WAN may enter into negotiation, if required, with one or more consultant(s)/firm for final selection.
- 10.2 If negotiations fail, WAN may invite the consultant with next highest score to negotiate a contract or go for re-advertisement.
- 10.3 WAN reserves the right to cancel at any point of time without serving any notice.

11. Awarding

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.

12. Information on Evaluation

Confidential Information relating to evaluation 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.

13. Contact Details

For any queries related to this, 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.

all 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 (Eol) dated [Insert Date] on: **Produce and supply rights package materials for WASH GAINS project in Baridya.**

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:

T2. Vendor / supplier/firm's previous experiences (attach evidences)

Please provide a brief description of the organization/consulting firm.

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, please provide maximum 5 examples for which your organization/consulting firm was legally contracted for similar kind of works.

SN	Name of the assignment	Description of the assignment	Digital link (if available)	Client	Contract value in Nepali Rupees
1					
2					
3					
4					
5					

Attach experience/appreciation letter provided by client as an evidence

T3. Main technical description of the process, methodology and work plan for performing the assignment.

- Describe how the assigned job will be done,
- process of productions of various materials with specifications of materials to maintain quality,
- quality check and control mechanisms,
- packaging of materials and means of transportation to the field warehouse
- Wear and tear, damaged materials replacements time

Sample of Activity (Work) Schedule

	<i>[1st, 2nd, etc. are weeks from the start of assignment.]</i>								
Activities	1st	2nd	3rd	4th	5th	6th	7 th	8th	Remarks

F- Financial Proposal Submission Form

- F1. Financial Proposal Forwarding Letter format.
- F2. Bill of quantity with unit rate and cost summary (see another link with the advertisement)

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 **Produce and supply rights package materials for WASH GAINS project in Baridya**. 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:

*** End of document***