

# **BIDDING DOCUMENT**

## **PROCUREMENT OF MH (Menstrual Hygiene) Kits**

**National Competitive Bidding (NCB)**

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**Group of Helping Hands (SAHAS) Nepal**

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## 1. Introduction

### 1.1. Invitation to Bid

SAHAS Nepal is one of the leading national NGOs, established in 1996 with focusing its efforts among vulnerable families and rural communities who are socially excluded and deprived of opportunity. SAHAS Nepal is implementing “Rapid Response Fund project in partnership with Street Child. We are planning to procure goods required for the RRF Project. Therefore, we invite your company/firm to submit a bid for **MH (Menstrual Hygiene) kits** based on the specifications, requirements and terms and condition set forth in this Bid document. This Bid intends to enable SAHAS Nepal to identify qualified suppliers for the supply of above mentioned materials. The Bid describes our current understanding of our needs however these needs and specifications can be changed if SAHAS Nepal feel necessary.

### 1.2. Summary of Bid

The objective of the Bid is to enter into an agreement with suppliers for provision of **Menstrual Hygiene Kits**. This award will be conditional on the ability of suppliers to provide goods that meet SAHAS Nepal standard specification (as attached) in accordance with the delivery schedule.

Although the successful bidder may become the dedicated supplier, this agreement will not constitute an exclusive contract. In the event that any supplier cannot meet the agreed delivery schedule, another supplier shall be sought by SAHAS Nepal for the particular purchase to ensure that the needs of SAHAS Nepal are met.

### 1.3. Office Contact

Suppliers will submit any inquiries, responses of intention to bid, clarifications or requests relating to this Bid to the following email address:

info@sahasnepal.org.np

## 2. Instructions for intending to respond and submitting of Bids

1. Bidder must submit the bid document with organization stamp and authorized signature in **each pages**.
2. Bidder must quote the price for **all** the material otherwise the SAHAS Nepal reserve right to reject the bid document.
3. Bidder must fill the rate in the Bid form **clearly both** in figure and words and if there is any variation in figure and words, the rate written in words will be valid one.
4. Sealed Bids must be submitted to the above office of SAHAS Nepal, on or before 4:00 PM on 2021/01/06. Documents received after this deadline shall not be accepted.

5. Bids shall be opened in the presence of Bidders' representatives (not compulsory) who choose to attend on 01:00 PM on 2021/01/08 at the office of SAHAS Nepal, Sanepa, Lalitpur. Any change in the date shall be notified.
6. Bids must be valid for a period of 45 days counting from the day of bid opening and Bidder shall deposit 2.5 % cash or bank guarantee at the time of bid document submission and bidder awarded contract shall deposit 2.5% of contract amount as security in the bank account of SAHAS Nepal before conclusion of the procurement contract.
7. Bidder awarded contract must deliver materials at their own cost to SAHAS Nepal, Dhanusha (Janakpur), Mahottari (Bardibas), Siraha (Golbazar) and Saptari (Rajbiraj). SAHAS Nepal will not be responsible for any damage or losses during transportation. Verification by SAHAS Nepal staff will be done before the materials are dispatched and after receiving.
8. All bidders' responses and supporting documentation will become the property of SAHAS Nepal and will not be returned.
9. SAHAS Nepal reserves the right to select any option or combination of options that best meets its business requirements and to hold discussions with any and all bidders at any time at its absolute discretion without informing other bidders.
10. This Bid document is provided for the exclusive use of interested suppliers. Copies of the documents obtained from other sources shall not be considered valid.
11. SAHAS Nepal will not be liable for any costs incurred by Suppliers in the preparation of any offers, documentation or presentations relating to this Bid.
12. Sample material are highly appreciated from venders which will not be refundable
13. Suppliers responsibility is to packaging of Materials in their own cost.
14. The materials delivered need to be as per the specification and ISO/NS certified.

### **3. Required Written Response**

Suppliers must respond in a format (or separately attached to the Bid document) that refers to the following sections and numbered items and must specifically address each and every request for information contained herein. If the Bidder is unable to comply with any information requested, an explanation must be provided as part of the response.

#### **3.1. Company Information**

- 1) Company's full name, corporate address, telephone number and fax number.
- 2) Company's primary contact and back-up contact. Include title, address, telephone number, fax number and email address.
- 3) Describe the company's experience in partnering with GoN/other global INGO and/or NGO clients (if any). Submit references from other GoN/INGO and/or NGOs, if any.
- 4) Provide Company's legal documents;
  - A copy of Company Registration Certificate

- A copy of VAT Registration Certificate
  - A Copy of Tax Clearance Certificate
- 5) Describe any conflicts of interest that your company may have in entering into a relationship with SAHAS Nepal.

### 3.2. Description of goods

SN	Material	Brand/Specification	Packing Size per set	Total Qty	Unit Price		Total Amount (NPR)	Remarks
					In figure	In words		
<b>Menstrual Hygiene Kits (1250 Set)</b>								
1	Sanitary Pads	Whisper choice Ultra (XL with 6 pads)	4	5000 Pcs				
2	Hand Washing Soap	Dettol Original Soap (125g)	2	2500 Pcs				
3	Bucket	Marigold Plastic Paint Bucket [20ltr]	1	1250 Pcs				
4	Under Wear	Cotton Free Size	2	2500 Pcs				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

### **3.3. Timing**

Material must be delivered within **15 days of issuing Purchase Order**. Time is of the Essence; therefore, if the delivery of the goods is later than the stipulated time, a penalty 2.5 % of PO may be charged. The penalty will be deducted at the time of payment. (Special case will be consider)

### **3.4. Pricing and Pricing Methodology**

1. All prices quoted must remain valid and available for acceptance by SAHAS Nepal for 45 days.
2. All prices quoted must be mention including VAT or not. If not mentioned it is assumed as including VAT.
3. All prices quoted must be mention including packing cost. If not mentioned it is assumed as including packing cost.
4. Transportation cost to be charged for delivery of goods to deliverable site must be mentioned separately.
5. Undisputed invoices shall be paid within thirty (30) days from the date of receipt of the original invoice and goods after delivery.
6. Payment shall be in NPR and Payment will happen via account payee cheque.

## **4. EVALUATION**

### **4.1. Evaluation Criteria**

SAHAS Nepal will evaluate the submitted Bid forms and select a Supplier, at its absolute discretion.

Criteria that may be used includes but is not limited to the following, in no particular order:

1. Product quality, reputation and performance.
2. Thoroughness of Bid preparation.
3. Capability of the supplier to deliver the material by the required dates
4. Competitive price offered by bidder.
5. Sample verification.
6. Flexibility of Suppliers.
7. Acceptance of terms and conditions of SAHAS Nepal.
8. Reliable delivery methods.
9. Proven performance and experiences.

### **4.2. Grounds for disqualification of Bid**

Bidders will be excluded from participation in a bidding process if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

2. They have been guilty of professional misconduct proven by any means which SAHAS Nepal can justify.
3. During the course of contract, if it is found that any child labor and/or child are being exploited, abused, and sexually harassed; the contract shall be terminated immediately. SAHAS Nepal will not be responsible for any loss occurs if it is found guilty.

Bidders must certify that they are not in one of the situations above.

#### **4.3. Exclusion from Award of Contract**

Contracts may not be awarded to Candidates or Bidders which, during the procurement procedure:

1. Are subject to a conflict of interests.
2. Are guilty of misrepresenting the information required by SAHAS Nepal Office as a condition of participation in the contract procedure or fail to supply this information.

*SAHAS Nepal reserves the right to accept or reject any/all Bid forms or cancel the whole process without any necessary justification.*

#### **5. Please send your Bid proposals to:**

**SAHAS Nepal  
Sanepa, Lalitpur**

**By signing below, you confirm your acceptance of the above condition of Bid:**

**Signature:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Name of Company/Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

