



Date:

Quotation/Tender Ref No:

Request for Quotation

Tender for Advertisement Publication

Plan International Nepal, Country Office invites sealed bids from the interested suppliers registered in Government of Nepal or who are eligible for the supply of the goods as mentioned below.

This tender dossier has been issued for the sole purpose of obtaining offers for the supply of goods against the specification contained with this document and Annexes. Plan International Nepal reserves the right not to enter into or award a contract as a result of this invitation to tender. Furthermore, Plan International Nepal reserve the right to vary the quantity of work/materials in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

Any attempt by the Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. We have been working in Nepal since 1978 to help marginalised girls and boys, their families and communities for accessing their rights to survival, development, protection, and participation. We are implementing programmes through local development partners in 24 districts in cooperation with Nepal government, civil society organisations and schools. Plan International Nepal is fully committed to the gender responsive safeguarding of all children and young people from all forms of violence.

2. Scope of Tender

Plan International Nepal invites sealed quotation/tenders for the supplies following materials. We invite suppliers to bid for the goods and services specified:

- Supply of **Advertisement Publication** as per details in **Annex 1**.

3. Language: As determined by Plan International Nepal, the working language of this tender is English.

4. Qualifying and Conditions:

The main criteria for admission to the Quotation/ Tender are as follows:

- a) The company/firm should be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law.
- b) The company/firm should be registered with Inland Revenue Office (IRO) and renewal of VAT (tax registration) for latest prevailing financial year (74/75) must be submitted.
- c) Company profile (not more than 4 pages) including status of firm (e.g. company outlet, authorized dealer, wholesaler, reseller etc).

- d) Good record of accomplishment and references from previous clients including documentary evidence in shape of agreements/ contract with other international/UN organizations for similar nature of work. (if available)
- e) Correct bank account in the name of the company/firm to make all payments through cross cheque or through online bank transfers. SWIFT number for bank is mandatory *for this tender*.
- f) 2.5% bid amount of "A" class commercial bank in form of bank guarantee or Good for Payment cheque valid for 3 months should be submitted with bids.
- g) Successful bidder must submit a performance bond at 5% of total bid amount of "A: Class Commercial bank before signing the contract/issuing the Purchase Order. (N/A)
- h) Quotation Form must be submitted in the specified format as provided by Plan International Nepal.
- i) All Tender Documents filled by the vendor must be signed and stamped. Signing an attached documents i.e. copy of registration, company profile etc. are not mandatory.

5. Quotation/Tender Basis:

- If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.
- Bids shall be made in writing calculated in NPR only and clearly stated on the appropriate forms-provided (see below).
- The applicant shall attach a detailed timetable for carrying out the delivery and propose ways and means to realize the delivery. For supplying goods /materials, the final delivery date should be mentioned.
- Plan International Nepal is not liable for any damage to the applicant person or property in the event that something should occur. Plan International Nepal strongly recommends that all applicants take extra precaution when visiting/delivering supplies to a project site.

6. Disqualification of Applicants: Applicants cannot apply if they:

- Are guilty of serious misinterpretation/misrepresentations of facts in supplying information.
- Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in Plan International Nepal).
- Are on any list of sanctioned parties issued by the Nepal Government and Anti terrorisms screening.
- Have been reported for/under litigation for child abuse.

7. Bid Opening: _____ in the presence of the Procurement Panel and Bidder's Representative at the address and on the date specified in the Quotation/Tender documents. However, in case bidder or their representative do not present physically in the stated time and place to participate bid opening process, Plain international Nepal will open bid without representation of bidder. The applicant's name, the bid prices, the total amount of the bid, any discounts and such other information that the **Plan International Nepal** may consider appropriate will be announced and registered in the note.**(not applicable due to COVID-19)**

8. Bid Evaluation: The Procurement Panel will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Panel may, at its discretion, request support/clarification from the Plan International Nepal staff or consultant. Procurement Panel may take into account other criteria, including sample verification, but not limited to record of past performance, integrity, community rapport etc, when assigning companies to the designated short list.

9. **Acceptance of Successful Quotation/Tender:** Taking into consideration selection criteria, Plan International Nepal will make the final decision of the awarded firm/company. Plan International Nepal will then send an email of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified (if any), the firm will then be obliged to sign the Contract/Purchase Order for the stated amount. Any amendment to the awarded tender will be documented as an “Annex” to the contract and will be determined by Plan International Nepal.

10. Specific Terms & Conditions:

Sealed bid clearly marked “Sealed Quotation/Tender for **“Advertisement Publication”**”

- a. Must reach Plan office by **4:30 pm of 31st August, 2020, at 5:00 PM, at Plan Office.**

We are aware about the current lock down scenario, hence the proposal can be accepted through Plan International Nepal email address at nepal.procurement@plan-international.org, **no later than 5:00 PM on 31st August, 2020.** However if the lockdown is lifted sealed proposals should be sent in hard copy and has to be deposited in tender box at Plan International office.

**Plan International Nepal,
Nepal Country Office
Lalitpur-3, Maitri Marga,
Bakhundole, Lalitpur, Nepal
Phone: 01-5535580**

- b. The rates quoted should be inclusive of all applicable Govt. taxes & costs for packing, visibility, transportation, Loading/Un-loading at sites & all other related costs etc. VAT to be charged (if applicable) should be mentioned separately.
- c. Goods QUOTED other than Plan’s approved Specifications will not be accepted and will be treated as cancelled.
- d. Cost, quality & time factors will be given due consideration for selection of vendor.
- e. Payment will be released within 30 days, through cross cheque/ Demand draft/online bank transfer in the name of business (after delivery of goods as per Plan Satisfaction and submission of invoices, complete in all respect).
- f. No advance/ mobilization amount will be released to the selected vendor.
- g. Bid bond/ amount @ 2.5% of bid value (before VAT amount) in form of bank guarantee or A/C Payee Cheque with Good For Payment marked in the name of **“Plan International Nepal- Country Office”** valid for 3 months to be attached with bids; otherwise bids will treated as cancelled. Bid bond will be returned to un-successful bidder within 15 working days from the date of opening of tenders. Bid bond below 2.5% of bid value will not be accepted. **(N/A)**
- h. Bid bond of successful bidder will be released after job completion and as per Plan International Nepal satisfaction. However, if bidder do not accept appear after selection, Bid amount will be forfeited.
- i. Selected vendor should submit performance bond @ 5% of contract value in the form of bank guarantee in favor of **Plan International Nepal- Country Office** valid for 6 months or performance completion date, which ever come first. Performance bond will be released to vendor within 5 working days after satisfactory completion of work. **(N/A)**
- j. Penalty @1% per month on the value of undelivered quantities will be imposed after agreed due date of job completion. If delay of delivery is requested by Plan in writing prior to the job completion date, no penalty will be levied.

- k. Tender documents/quoted prices must be valid for minimum period of **3 months**, from the date of opening of tenders.
- l. Tenders will be assessed based on the following criteria

Selection Criteria	
1.	Cost
2.	Company profile (not more than 4 pages) including current client list.
3.	Immediate response/support
4.	Past Track Record for Similar Services
5.	5 years of experience in similar capacity services

- m. Plan International Nepal reserve the right to accept/reject any quotation without assigning any reason, or **increase/decrease the quantities as given in tender documents.**
- n. Being a transparent organization, Plan International Nepal welcome suggestions/observations from the bidders. However, any baseless/un-justified complaints will lead to disqualification of business with Plan and Plan decisions in this regard will be final.
- o. The vendor will neither engage nor promote child labor.
- p. The vendor should follow all the precautionary measures to protect physical, sexual, economical, psychological and emotional abuse of children.
- q. Safe Guarding Children and Young People, Anti-Fraud and Anti-Bribery and Corruption policy; at the time of signing the contract/Purchase Order. The supplier must agree adherence to Plan International’s Safe Guarding Children and Young People policy and Anti-Fraud and Anti-Bribery and Corruption policy.
- r. The selected vendor must fill Supplier Questionnaire Form within 3 days after receiving the form.
- s. The decision of Plan International Nepal will be final and binding on all.

Note:

- This procurement is subjected to donor approval.
- Tender publication does not constitute any commitment on part of Plan International Nepal unless a written agreement is signed by both parties.
- Procurement Panel reserves the right to cancel/reject any or all offers without assigning any reason.
- Exact quantities may vary slightly from estimated numbers
- Vendor will complete the delivery of goods as mentioned in the Sealed Bid Form.
- Agreement can be extended for the maximum period of three years upon satisfactory performance and mutual understanding between both the parties.

Any information or clarity relating this bid can be obtained from Procurement Department of Plan International Nepal. (Phone no. 01-5535580)

Read, Understood and Signed By:

Name of Authorized Person: **Signature:**

Name of Firm/Company:

Address: **Contact#**

E-mail ID:

Company Seal:



Annex – 1

Please find the competitive price quote for **Advertisement Publication**, as mentioned below as per your request:

SN	Name of Newspaper	Qty	Discount % Offered to Plan Nepal
1	Kantipur Daily, Inside Page (With Designing)	Per cm x column-B/W	
	Corporate/Special Discount		
	Agency Discount		
	Cash discount		
	Others (please specify):		
2	The Himalayan Times, Inside Page (With Designing)	Per cm x column-B/W	
	Corporate/Special Discount		
	Agency Discount		
	Cash discount		
	Others (please specify):		

- a. Above rate is valid for **1 year** starting from **1st October, 2020**. Further extension can be made upon mutual understanding between both the parties.
- b. Quoted rates are inclusive of all government taxes. Other Taxes/VAT is mentioned separately.
- c. Required services will be provided on a need basis.
- d. We agree all the terms and conditions attached herewith.
- e. Others conditions (if any):

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Signature of Authorized Person:

Name of Authorized Person: **Cell #**.....

Name of Firm/Company:

Address: **Contact #:**

E-mailID:..... **Company Seal/Stamp**

All offers, inclusive of any annexes or supporting documents, must be submitted in one sealed envelope.