



## Invitation to Tender

## Long Term Agreement (LTA) For Supply Of Contingency Kit Items

Main Facts Table	
Invitation To Tender (ITT) Reference	Ref No: 004-024/025
RFP launch date	16 August 2024
<b>Deadline for submission of offers</b>	<b>By 5:00 PM of 5 September 2024</b>

Organization Information		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? :	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		



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## 1. Background Information on Plan International

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls.

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

## 2. Summary of the Requirement

Plan International Nepal, as a humanitarian organization, is planning to establish a Long-Term Agreement (LTA) for the supply of various contingency kit items to be ready for disaster response. Plan will respond in any district of Nepal, based on management's decision, in the case of a disaster. Therefore, Plan International Nepal aims to secure an LTA for the following contingency kits and will procure them as needed to respond to the respective areas / location where disaster affects.

- Hygiene Kit
- Dignity Kit
- Winterization Kit
- Shelter tool kits
- Life Saving-NFI kits
- Life Saving-Kitchen kits
- Education Kit-for Boys
- Education kit-for Girls
- Menstrual Hygiene Kit (MHM) Kit

## 3. ITT Overview and Instructions

### 3.1 Overview

Plan International are inviting interested parties to submit a **bid for goods** (as per mentioned annexes with this bid documents) as part of a competitive process for the **Supply of Various Contingency Kit Items**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement (LTA)** for fixed goods on an **exclusive basis** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

### 3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in [Section 9 of this ITT](#) document, '[Submission Checklist](#)'.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

**Ref No: Ref No: 004-024/025 –LTA for Supply of Various Contingency Kit Items** tender dossier

Annexes	Details	Remarks
<b>Annex 1</b>	Summary of All Kit Items	All Annexes are in separate excel sheet
Annex 1.1	Hygiene Kit	
Annex 1.2	Dignity Kit	
Annex 1.3	Winterization Kit	
Annex 1.4	Shelter tool kits	
Annex 1.5	Life Saving-NFI kits	
Annex 1.6	Life Saving-Kitchen kits	
Annex 1.7	Education Kit-for Boys	
Annex 1.8	Education kit-for Girls	
Annex 1.9	MHM Kit	
<b>Annex 2</b>	Delivery Lead Time Mapping	
<b>Annex 3</b>	Evidence base information from Suppliers	
<b>Annex 4</b>	Non-Staff Code of Conducts	

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; **No electronic submission is entertained.** Offers must be received by the deadline specified in the section '**3.3 Key Dates and Timelines.**'

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

The offer and all correspondence and documents related to the tender must be written in English languages

**Each Tenderer or member of consortium or sub-contractor may submit only one offer.**

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to [nepal.procurement@plan-international.org](mailto:nepal.procurement@plan-international.org) and must include the ITT reference number: **Ref No: 004-024/025 - LTA for Supply of Various Contingency Kit Items**

### Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	<b>August 16<sup>th</sup>, 2024</b>
Deadline for request/collect Tender dossier	<b>On or before August 30<sup>th</sup> 2024 by 5.00PM</b>
Deadline for supplier submission of clarifications questions	<b>On or before August 31<sup>st</sup>, 2024 by 5.00PM</b>
Deadline for Plan to respond to clarification questions	<b>On or before September 2<sup>nd</sup>, 2024 by 5.00PM</b>
Deadline for submission of offers (Required to submit <b>sealed proposal (bid)</b> , inclusive of all required annexes (hard copy), in a seal bid envelop)	<b>On or before September 5<sup>th</sup>, 2024 by 5.00PM</b>

**Note: Late submission of offers than the prescribed date and time will not be accepted and returned back immediately.**

### 3.4 Pricing

Bidders are required to complete the pricing schedule (Excel File) attached separately in '**Annex 1 to 1.9 for pricing schedule.**' All prices must be quoted in Nepali Rupees, and exclusive of Value Added Tax (VAT).

It is expected that prices will be fixed for the duration of the contract and quotes valid for at least one-year period (**can be extended for extra two years upon the mutual discussion following the Closing Date of this tender**). If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

	Criteria	Tenderers must demonstrate.....	Weight
<b>Compliance</b>	<b>Tender Compliance and Completion</b>	<ul style="list-style-type: none"> <li>▪ Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified.</li> <li>▪ Agreement to our mandatory policies as set out in 'Annex 4' Non-Staff Code of Conduct.'</li> <li>▪ The company/firm should be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law.</li> <li>▪ The company/firm should be registered with Inland Revenue Office (IRO) and renewal of VAT (tax registration) for latest prevailing financial year must be submitted.</li> <li>▪ Good Track record of accomplishment and references from previous clients including documentary evidence in shape of agreements/ contract with other</li> </ul>	<b>Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.</b>

		international/UN organizations for similar nature of work. (if available) <ul style="list-style-type: none"> <li>▪ 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 quotation.</li> <li>▪ All Quotation Documents filled by the vendor must be signed and stamped. Signing an attached document i.e. copy of registration, company profile etc. are not mandatory.</li> </ul>	
Quality	<b>Lead time</b>	<ul style="list-style-type: none"> <li>▪ Kindly fill in the delivery lead time in days in the table of sets of quantities mentioned in <b>Annex 2</b>.</li> </ul>	15%
	<b>Ability to meet quality and Specifications</b>	<ul style="list-style-type: none"> <li>▪ Sample Inspection Method – Details refer to <b>Annex 3, Sn.1</b></li> </ul>	35%
	<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Details refer to <b>Annex 3, Sn.2</b></li> </ul>	5%
<b>Gender Responsive (5%)</b>	<b>Gender Sensitive Practices and Policies</b>	<ul style="list-style-type: none"> <li>▪ Details refer to <b>Annex 3, Sn.3</b></li> </ul>	5%
<b>Price (40%)</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"> <li>▪ Completion of '<b>Annex 1 – Pricing Schedule (Separate Excel Sheet)</b> with all requested information</li> <li>▪ Fixed pricing</li> <li>▪ Economically advantageous for the organisation</li> </ul>	40%

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

#### 4. Specification and Scope of Requirement

Please refer to '**Annex-1 to 1.9, summary of total quantity required for the kits with specifications followed by Annex 1 to 1.9** for full details of the requirement.

#### 5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered '**Annex- 1 to 1.9** and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

#### 6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to Re advertise the opportunity
- Not necessarily accept the lowest cost offer

**Notification of award of contract will be issued via e-mail.**

## 7. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder 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
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

## 8. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

## 9. Submission Checklist



<b>Document</b>	<b>Form</b>
<b>Annex 1 to 1.9 - Pricing Schedule</b>	Please complete with all requested information and return in <b>format</b> .
<b>Annex 4 - Non-Staff Code of Conduct</b>	Please sign and date this document and return in PDF format.
<ul style="list-style-type: none"> <li>▪ The company/firm should be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law.</li> </ul>	<i>Copy of company registration, and renewed document</i>
<ul style="list-style-type: none"> <li>▪ The company/firm should be registered with Inland Revenue Office (IRO) and renewal of VAT (tax registration) for latest prevailing financial year must be submitted-<b>FY 2079/080 tax clearance certificate</b></li> </ul>	<i>Copy of VAT registration, tax clearance certificate of FY 2079/080</i>
<ul style="list-style-type: none"> <li>▪ Good Track 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)</li> </ul>	<i>Copy of references</i>
<ul style="list-style-type: none"> <li>▪ 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 quotation.</li> </ul>	<i>Information sheet in writing. Or copy of bank details such as leaf of the cheque.</i>
<ul style="list-style-type: none"> <li>▪ All Quotation Documents (Annex-1 to 1.9) filled by the vendor must be signed and stamped.</li> </ul>	<i>Signed and stamped copy of filled Annex 1 to 1.9.</i>

## 10. Pricing Schedule

### Annex 1: Pricing Schedule:



Annex\_1 - Pricing  
Schedule - Contingen

Note: The pricing schedule can be found in a separate Excel sheet linked along with the tender document.

**11. Pricing Schedule****Annex 2: Delivery Lead Time Mapping (15 Marks) :**

We have categorized four different quantity sets as below to assess your delivery timeline. A shorter delivery timeline will result in a higher score. This information is a commitment from your side that, you will be delivering requested goods within that period as you mentioned below which will be reflected in the Long Term Agreement as a delivery condition. The time will be effective after you receive a purchase order from Plan International.

Sn.	Evaluation Criteria	Evaluation Method	Full Score (15%)	If you are able to meet the timeline of 72 hours say YES	If you wont be able to meet the timeline of 72 hours, Mentioned your delivery lead time base on your capacity
1	<b>Delivery timeline</b>	► Supplier will ready to dispatch consignment from the supplier location at least 4 types any kits out of nine, at the quantity of 500sets of each of kits (total 2000) within 72 hours of PO received. - <b>Full Marks</b>	15		
2		Supplier will ready to dispatch consignment from the supplier location at least 4 types of any kits out of nine, at the quantity of 300sets of each of kits (total 1200) within 72 hours of PO received. - <b>Full Marks</b>	10		
3		Supplier will ready to dispatch consignment from the supplier location at least 4 types of any kits out of nine, at the quantity of 200 sets of each of kits (total 800) within 72 hours of PO received. - <b>Full Marks</b>	5		
<b>Note: In case of not meeting the 72 hours timeline and you provide your delivery lead time, marks weightage will be calculated based on shortest the time line will get the higher marks.</b>					

## 12. Pricing Schedule

## Annex 3: Evidence base information from Suppliers (For quality marking-45 marks)

				Bidders' response on defined criteria	
Sn.	Evaluation Criteria	Evaluation Method	Full Score	If you submitted evidence, please write down "YES" under Documents Submitted column and otherwise write down "YES" under Documents not available column	
				Documents Submitted	Documents not available
1	Ability to meet quality and Specifications (35%)	<p>► Quality scoring will be done based on sample inspection: Items meets requested quality standards as per specifications will get full marks</p> <p>A team will inspect the sample physically, and do the scoring looking at the specification, durability, expiry date (longer the period higher the marks, fit for purpose etc.)</p>	35%	Sample inspection will be done by Plan's Technical Team with the potential suppliers	
2	Experience (5%)	<p>► 5 years and above experiences in supplying of similar goods with working experience with INGO / UN agency - <b>5 Marks</b></p> <p>► Less than that prorated at: number of years' experience x 5/5 marks (You need to submit experience organization profile reflecting your work experience)</p> <p><b>Note: To get the marks need to submit experience letter which reflects the number of years' experience in the similar sectors.</b></p>	5%		
3	Gender Responsive (5%)	<ul style="list-style-type: none"> <li>➤ Owner of the Company/firm is women</li> <li>➤ Company/firm headed up by a woman</li> <li>➤ Employee in organization are &gt;= to 50% <ul style="list-style-type: none"> <li>➤ All of above three- will get full marks</li> <li>➤ Two of the above three- will get 3 marks</li> <li>➤ One of the above three will get 2 marks</li> <li>➤ None of the above three- No marks</li> </ul> </li> </ul>	5%		
<b>Total Weight</b>			<b>45%</b>		

### 13. Non-Staff Code of Conduct



Non-staff-Code-of-C  
onduct-ITT-Pack.pdf

**Annex 4:** The pricing schedule can be found in a separate Excel sheet linked along with the tender document.

**Signature of Authorized Person:**

**Name of Authorized Person:** .....

**Cell #:**.....

**Name of Firm/Company:** .....

**Address:** .....

**Contact #:** .....

**E-mail ID:**.....

**Company Seal/Stamp**