



Invitation to Tender



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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 has been working in Nepal Since 1978 together with local implementing partners to implement wide rang development projects. It has 140 plus staff to implement the projects in different project areas. Currently Plan International Nepal is working in more than 27 districts of Nepal whereas its staff need to travel frequently to the districts to support communities and partners for official work.

Plan International Nepal, Country Office invites sealed bid from interested suppliers for **Printing of Learning Materials for AEP Level 3**, as per the detail specification and requirement mentioned in the **annex – 1**. All the learning materials (books) that need to be printed for which designed is with plan international Nepal which will be provided to the suppliers during printing. Suppliers are required to print as per given specification and deliver up to the respective locations mentioned in the Annex-2.

3. ITT Overview and Instructions

3.1 Overview

Plan International Nepal is inviting interested parties to submit a **bid for printing Service (as per mentioned in annexes-1 with this bid documents)** as part of a competitive process for the **Printing of learning materials for AEP Level 3**. Successful Bidder(s) will be expected to process for final printing of said materials and deliver in the said locations mentioned in the annex-2. Plan International Nepal 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: 007-024/025 –ITT- Printing of Learning Materials for AEP Level 3 tender dossier.

Annexes	Details	Remarks
Annex 1	Pricing Schedule	Separate excel sheet attached.
Annex 2	Quantity wise delivery locations detail	is a part of this tender documents
Annex 3	Evidence, Declaration Based Information & Gender Sensitive Practices and Policies	
Annex 4	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: 01-5435580

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

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to nepal.procurement@plan-international.org and must include the ITT reference number: **Ref No: 007-024/025 – ITT- Printing of Learning Materials for AEP Level 3.**

3.3 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	4 Jan 2025
Deadline for supplier to ask questions if any for further clarification about tender documents and requirements	On or before 17 Jan 2025 by 5.00PM
Deadline for Plan to respond to clarification questions	On or before 18 Jan 2025 by 5.00PM
Deadline for submission of offers (Required to submit sealed proposal (bid) , inclusive of all required annexes (hard copy), in a seal bid envelop	On or before 19 Jan 2025 by 5.00PM

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 pricing schedule.**’ All prices must be quoted in Nepali Rupees including applicable government tax (VAT) and transportation cost to transport the items in the said location.

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.

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

	Criteria	Tenderers must demonstrate	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> ▪ Satisfactory completion of all documents duly filled with requested information in the prescribed format, submitted no later than the Closing Date specified. ▪ Agreement to our mandatory policies as set out in ‘Annex 4’ Non-Staff Code of Conduct.’ ▪ The company/firm should be registered with relevant authority of Nepal Government and evidence must be provided such as company registration, PAN/VAT registration, tax clearance certificate of 2080/81. ▪ Correct bank account in the name of the company/firm to make all payments through cross cheque or through online bank transfers. ▪ All Quotation Documents filled by the vendor must be signed and stamped. 	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
Quality	<i>Evidence, Declaration Based Information</i>	<ul style="list-style-type: none"> ▪ <i>Kindly fill in the necessary information & submit the necessary documents as evidence as described in the Annex 3.</i> 	25%
	<i>Gender Sensitive Practices and Policies</i>	<i>Information must be clearly mentioned in the annex-3</i>	5%
Price	Pricing Schedule	<ul style="list-style-type: none"> ▪ <i>Completion of ‘Annex 1 – Pricing Schedule (Separate Excel Sheet) with all requested information</i> ▪ <i>Fixed pricing</i> ▪ <i>Economically advantageous for the organisation</i> 	70%

4. Specification and Scope of Requirement

Please refer to ‘**Annex-1, Summary of total quantity required for the printing of learning materials for AEP Level 3** 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 & 3**’ and any other requested documentation, will be used to evaluate and score each Bid against this set criteria with the weightage given in 3.4. 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 and PO will be shared 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

Document	Form
Annex 1 - Pricing Schedule with transportation cost	Please complete with all pricing details requested in excel sheet – Annex 1 , and kindly print, sign with stamp and submit along with tender document.
Annex 3 – Evidence, Declaration Based Information & Gender Sensitive Practices and Policies	Kindly fill in the necessary information & submit the necessary documents as evidence as described in the Annex 3 .
Annex 4 –Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.
<ul style="list-style-type: none"> ▪ The company/firm should be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law. 	<i>Copy of company registration</i>
<ul style="list-style-type: none"> ▪ Company registration, PAN/VAT registration, tax clearance certificate of 2080/81. 	
<ul style="list-style-type: none"> ▪ Correct bank account in the name of the company/firm to make all payments through cross cheque or through online bank transfers. 	<i>Information sheet in writing. Or copy of bank details such as leaf of the cheque.</i>
<ul style="list-style-type: none"> ▪ All Quotation Documents (Annex-1 to 3) filled by the vendor and must be signed and stamped. 	<i>Signed and stamped copy of filled Annex 1 to 3.</i>

10. Pricing Schedule

Annex 1: Pricing Schedule:



Annex - 1 - Pricing
Schedule - Printing of

Note: The pricing schedule can be found in a separate Excel sheet as annex-1 is a part of this tender document which must exactly follow by the bidder and submit the hard copy of the format with information. Not allowed to change and alter the format prescribed here.

11. Annex-2. Delivery Location & Quantity details:

SN	Learning Materials	UoM	Delivery Location & Quantities to be delivered		
			Janakpurdharm, sub-metropolitan city-ward no-08, Mahotarri	Birendrangar Municipality, ward no-08 Simtalichowk Surkhet	Plan International Nepal Country Office Bakhundole - Lalitpur Nepal
1	NFE-NCF Level 1-4	Copies	60	40	
2	Condensed Curriculum, Level 3	Copies	120	80	
3	Facilitators Guidelines Level 3	Copies	120	80	
4	LM Level-3 English Part-1	Copies	450	250	
5	LM Level-3 English Part-2	Copies	450	250	
6	LM Level-3 Maths Part-1	Copies	450	250	
7	LM Level-3 Maths Part-2	Copies	450	250	
8	LM Level-3 Science and Technology Part-1	Copies	450	250	
9	LM Level-3 Science and Technology Part-2	Copies	450	250	
10	LM Level-3 Nepali Part-1	Copies	450	250	
11	LM Level-3 Nepali Part-2	Copies	450	250	
12	LM Level-3 HP and Creative Art Part-1	Copies	450	250	
13	LM Level-3 HP and Creative Art Part-2	Copies	450	250	
14	LM Level-3 Social Studies and Value Education Part 1	Copies	450	250	
15	LM Level-3 Social Studies and Value Education Part 1	Copies	450	250	
16	SESP Nepali Version	Copies			2500

12. Evidence, Declaration Based Information & Gender Sensitive Practices and Policies

Annex: 3 Evidence, Declaration Based Information & Gender Sensitive Practices and Policies – 30% Weight

				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	Provide the reference of experience letters from your clients to which the company has offered similar services in the last 3 years	<ul style="list-style-type: none"> ▶ 5 or more experience letters from different clients: 5 marks ▶ Less than 5 letters: prorated as (number of letters × 1 mark per client). (One experience letter from one client will be considered)	5% If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
2	Work experiences	<ul style="list-style-type: none"> ▶ 5 years and above experiences in supplying of similar goods with working experience with INGO / UN agency - 5 Marks ▶ Less than that prorated at: number of years' experience x 5/5 marks (You need to submit experience organization profile reflecting your work experience) Note: To get the marks need to submit experience letter which reflects the number of years' experience in the similar sectors.	5% If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
3	Gender Responsive (5%)	<ul style="list-style-type: none"> ▶ Entity owned by women, majority women staff, or women drivers available: 5 marks ▶ Any one of the above: 2 marks, None – 0 Marks ▶ Submit supporting evidence for the above details. 	5% If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.

				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	
				<i>Documents Submitted</i>	<i>Documents not available</i>
4	Delivery Lead Time	<p>▶ Completion of Printing and delivery up to said locations within 10 Days after the purchase order acknowledgement– 15 Marks</p> <p>▶ Completion of Printing and delivery up to said locations within 15 days after the purchase order acknowledgement – 10 Marks</p> <p>▶ Completion of Printing and delivery up to said locations within 25 days after the purchase order acknowledgement – 5 Marks</p> <p>▶ Completion of Printing and delivery up to said locations after 25 days of the purchase order acknowledgement – 0 Marks</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Please kindly write the delivery timeline based on considering the delivery location and quantities mentioned in Annex – 2 2. The delivery timeline mentioned in the response section will be considered a commitment from your side and will be reflected in the Purchase Order as part of the service delivery terms. 	15%	<p>Delivery Lead Time:</p> <p>.....</p> <p>Please write your response here:</p>	
Total Weight			30%		

13. Non-Staff Code of Conduct



Non-staff-Code-of-Conduct-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