



PLAN
INTERNATIONAL



INVITATION TO TENDER

Tender for Courier Service

Main Facts Table	
Request for Proposal (RFP) Reference	Ref No: 005-025/026
RFP launch date	12 August 2025
Deadline for submission of offers	By 5:00 PM of 26 August 2025

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:		

Table of Contents

1. Background Information on Plan International.....	4
2. Summary of the Requirement	4
3. ITT Overview and Instructions	4
3.1 Overview	4
3.2 Instructions to Tenderers	4
4. Specification and Scope of Requirement.....	5
5. Selection Criteria	6
6. Terms & Conditions.....	6
7. Plan International's Ethical & Environmental Statement.....	7
8. Submission Checklist	7
9. Pricing Annexes (Annex 1).....	8
10. Technical Evaluation Criteria (Annex 4.a & 4.b)	9
11. Signature of Authorized Person:	10
Company Seal/Stamp:	10
<i>Final Note: All pages must be printed, filled with the required information, signed and stamped on each page, and submitted as a hard copy in a sealed bid at the specified location within the given deadline.....</i>	
	10

Invitation for Tender for Courier Service

1. Background Information on Plan International

Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working together with children, young people, our supporters and partners.

We have worked with children, young people and communities for more than 85 years and are committed to making a lasting impact on the lives of the most vulnerable and excluded children while supporting children's rights and gender equality.

Plan International's refreshed global strategy 2022-2027 strives to achieve a world where all girls are standing strong creating global change. To achieve this ambition, our goal until 2027 is: Girls and young women in all of their diversity reach their full potential as equal and active citizens in both development and humanitarian settings.

Read more about Plan International's Global Strategy: All Girls Standing Strong Creating Global Change at <https://plan-international.org/organisation/strategy/>

About the commissioning office

Since 1978, Plan International Nepal has been working with communities and the government to raise awareness about the importance of children's right and equality for girls. We remain committed to supporting vulnerable and marginalised children and their communities to be free from poverty. We have impacted lives of millions of children and established partnerships with like-minded allies.

Read more about Plan International Nepal country strategy 2023-2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

2. Summary of the Requirement

Plan International Nepal is required to **frequently dispatch and receive documents, parcels, and program materials to and from districts, provinces, and within the Kathmandu Valley**. To support these operational and programmatic needs, we seek to engage a professional courier service provider under a non-exclusive Long-Term Agreement (LTA) for an initial period of one year, extendable for up to two additional years based on satisfactory performance.

Courier Service Providers registered in Nepal Government are encouraged to submit their bids in accordance with the terms outlined in this ITT.

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **bid Courier Service** as part of a competitive process for **providing Courier Service**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **[Non-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 8 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** : **005-024/025- Courier Service**
- **Annex – 1** : Pricing Annexes (Annex 1) – Courier Service
- **Annex – 2** : Evaluation Criteria: Technical + Gender Responsive

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 and only accept the seal bid hard copy of the bid. Offers must be received by the deadline specified in the section '**3.3 Key Dates and Timelines.**'

Sealed bid hard copy should be submitted to below address

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 and must include the ITT reference number in the envelop as well as while seeking clarification.

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	12 August, 2025
Deadline for supplier to ask questions if any for further clarification about tender documents and requirements	On or before 21 August 2025, by 5.00PM
Deadline for Plan to respond on questions	On or before 22 August 2025, by 5.00PM
Deadline for submission of offers (Required to submit bid, inclusive of all required annexes-hard copy in a seal bid envelop)	On or before 26 August 2025 by 4.00PM

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

3.4 Pricing

Bidders are required to complete the Annexes and requirements in '**Annex 1**'. All prices must be quoted in [Nepalese currency], and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for 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.

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

Price validity = (Initial one year, additional two year can be extended upon mutual agreement)

4. Specification and Scope of Requirement

Please refer to '**Annex-1, Annex-2**' 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 in '**Annex-2** 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:

	Criteria	Tenderers must demonstrate	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none">Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes and submitted no later than the closing date specified in the section 3.3Company registration (if applicable to do this business as per Nepal's govt. law)PAN/VAT registration.Latest FY tax clearance certificate or evidence letter form IRO about the date extension.	Pass/ Fail assessment Bidders who do not meet these minimum requirements, bidders bid documents will not be further assessed for the selection process considering the fail.
Quality	Annex-2	<ul style="list-style-type: none">Evidence-Based Information & Gender Responsive: 50 marks (45+5) – Annex 2	50%
Price	Pricing	<ul style="list-style-type: none">Completion of 'Annex 1, Lowest price	50%

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.

6. 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.

7. 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

8. Submission Checklist

Document	Form
Tender documents along all annexes	Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes Fill up your quote price in the annexes- 1 & 2 signed and stamped it and submit whole tender documents.
Non-Staff Code of Conduct	Please sign and date this document and return with the whole document
Company registration (legal documents) Registration/ affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> • <i>Copy of company registration certificate (if applicable for this business)</i> • <i>Copy of company affiliation with sectoral business entity (if applicable)</i>
PAN/VAT registration certificate	<i>Copy of PAN/VAT registration,</i>
Tax clearance certificate-latest prevailing financial year.	<i>Copy of latest tax clearance certificate, if needed with extension.</i>

Annex 1- Pricing Annexes for Courier Service

S.N.	Destination District (From Kathmandu to below district and vice versa)	Document Delivery	Parcel Delivery	Delivery Lead Time (Days)	Remarks
		Rate Per Document (Inclusive of VAT)	Parcel Rate/ Per KG (Inclusive of VAT)		
1	Janakpur				
2	Surkhet				
3	Sindhuli				
4	Dhanusha				
5	Banke				
6	Dang				
7	Kalikot				
8	Biratnagar				
9	Pokhara				
10	Jumla				
11	Bardiya				
12	Dolpa				
13	Mugu				
14	Bajang				
15	Dhangadi				
16	Kanchanpur				
17	Lumbini				
18	Rolpa				
19	Kapilvastu				
20	Bajura				
21	Sarlahi				
22	Siraha				
23	Saptari				

Key Terms:

- Above quoted rates must be **inclusive** of all applicable taxes.
- Document delivery will be charged at a flat rate **per document** per destination.
- Parcel delivery rate will be per kg considering the volume as well.
- Payments will be done only after successful delivery and submission of **proof of delivery**, and **invoice**.
- Delivery rates mainly cover up to the district headquarters of each district, and in some cases, may also include major cities within the district.

Annex 2 - Technical Evaluation Criteria

Courier Service quality evaluation + Gender Responsive: (45+5=50 marks)

No.	Evaluation Criteria	Below information will consider while providing score. Bidders must submit documents to get the marks	Maximum Score	Bidders' response on defined criteria	
				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	Work Experience on Courier/ Logistics Services	<ul style="list-style-type: none"> ► 5 years or more experience: 10 marks ► Less than 5 years: prorated as (<i>number of years</i> × 10/5 marks). (Submit organization profile showing years of experience, clients, and types of courier services handled.)	10 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
2	Provide client reference letters for similar services delivered in the last 3 years	<ul style="list-style-type: none"> ► 5 or more experience letters from different clients: 10 marks ► Less than 5 letters: prorated as (number of letters × 2 marks per client). (Only one letter per client will be counted.)	10 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
3	Tracking and Real-Time Status Update Mechanism	<ul style="list-style-type: none"> ► Real-time parcel/document tracking system with, proof of delivery (POD) and monthly delivery summary access: 10 marks ► Manual tracking with POD only upon request: 5 marks ► No tracking system or POD mechanism: 0 marks (Provide screenshots or sample POD format and tracking procedure.)	10 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
4	Delivery Coverage Area	<ul style="list-style-type: none"> ► Delivery coverage across all 77 districts of Nepal, including major municipalities 10 Marks ► Delivery coverage in the specified districts as listed in Annex 1: 7 Marks ► Delivery coverage in fewer than the listed districts: 5 Marks ► No coverage list or map provided: 0 Marks (Provide coverage map or list of regular delivery districts/zones.)	10 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
4	Handling of Fragile Items and Loss/ Damage Policy	<ul style="list-style-type: none"> ► Fragile item handling + formal damage/loss policy or insurance: 5 marks ► Either fragile handling or damage/loss policy only: 2 marks ► None provided: 0 marks (Submit SOP or written policy on handling and transit issues.)	5 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
5	Gender Responsive	<ul style="list-style-type: none"> ► Women-owned, or majority women staff, or women in field roles: 5 marks ► Any one of the above: 2 marks ► None: 0 marks (Submit company profile, staff list, or HR records.)	5 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.

Note: If your answer is "Yes," please write "Yes" and submit the relevant hard copy documents along with your tender. Failure to submit the required documents will result in no marks.

Signature of Authorized Person:

Name of Authorized Person:

Cell #.....

Name of Firm/Company:

Address:

Contact #:

E-mail ID.....

Company Seal/Stamp:

Final Note: All pages must be printed, filled with the required information, signed and stamped on each page, and submitted as a hard copy in a sealed bid at the specified location within the given deadline.