*Version 1.0 /110621*

**INVITATION TO TENDER**

**Nepal**

**18 March 2022**

**SCI-NEP-ITT-CO-2022-003**

**National Anti-Tuberculosis Drugs Resistance Survey in Nepal**

**SUBMISSION DEADLINE : Sharp 4:00pm Nepal Time, 14th April 2022**

**PRE-SUBMISSION CLARIFICATION MEETING: Online, 31st March 2022**

**QUESTIONS / CLARIFICATIONS :** [**eoiconsultant.nepal@savethechildren.org**](mailto:eoiconsultant.nepal@savethechildren.org)

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | Consultancy service for assignment entitled “National Anti-Tuberculosis Drugs Resistance Survey in Nepal”. |
| **Outcome of Tender** | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *9 months* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA / INTERVIEW (50%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

Note:

* Bidders shall secure minimum of 27 marks out of 45 (combining capability and sustainability criteria) to be eligible for Interview and financial evaluation / review.
* 15% of the allocated 60% (Capability and sustainability) scoring is allocated for presentation / Interview. The presentation / Interview will be carried out with the shortlisted service providers only who secure minimum 27 marks out of 45

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 18 March 2022 |
| Pre-Submission Clarification Virtual Meeting | 31 March 2022 |
| Deadline for questions from Bidders | 3 April 2022 |
| Deadline for Bid Submission | Sharp 4:00pm Nepal Time, 14 April 2022 |
| Bid Clarifications | By 22 April 2022 |
| Award Contact | By 29 April 2022 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

**Bids can be submitted either via electronic submission or via paper submission:**

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

* Two paper copies submitted on headed paper to Save the Children, Nepal Country Office, Airport Gate Area, Sinamangal, Kathmandu,
* Bids should be submitted in two separate sealed envelopes addressed to Supply Chain Unit, Save the Children, Nepal Country Office. (The two envelopes should be clearly marked as “Original” and “Copy”)
* The envelope should clearly indicate the Invitation to tender reference number SCI-NEP-ITT-CO-2022-003 but contain no other details relating to the bid or the bidder name.
* Bid should have three (3) separate envelops
  + 1st for all the supporting documents as per ToR;
  + 2nd for technical proposal
  + 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in another envelop sealed with wax (laha chhap) as per above.

### **6.3 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **Sharp 4:00pm Nepal Time, 14 April 2022.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.4 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Supply Chain Unit | [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org) |

Please be advised local working hours are 9:00am to 5:00pm, Monday to Friday. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Please refer to Terms of Reference.

1. **SPECIFICATIONS**

Please refer to Terms of Reference.

1. **PAYMENT TERMS:**

Payment can be made on instalment basis after completion of each deliverable or on mutual agreement with winning bidder.

Save the Children shall pay correctly rendered invoices (a) upon completed delivery of the goods or performance of the services in accordance with the contract or (b) within 45 days from the date of invoice (whichever is later).

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | VAT Registration | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***6*** | Tax Clearance FY 077/078 | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | Does your organization have successfully completed at least 3 national level health related researches in last 5 years? | **Yes / No** | **Comments / Attachments** |
|  |  |

## 

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

Note:

* Bidders shall secure minimum of 27 marks out of 45 (combining capability and sustainability criteria) to be eligible for Interview and financial evaluation / review.
* 15% of the allocated 60% (Capability and sustainability) scoring is allocated for presentation / Interview. The presentation / Interview will be carried out with the shortlisted service providers only who secure minimum 27 marks out of 45.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES (Optional)**  Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)* | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | Do you plan to work with local team using local resources for undertaking this assignment? Please specify this in detail in your methodology section of your proposal. (5%) | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | How do you plan to Handle and Deliver sputum samples from point of collection to the Lab? Please specify this in detail in your methodology section of your proposal. (5%) | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | Please provide / list out the details of national level health related research programs completed by your organization within last 5 years. (15%)  Also attach relevant past work samples and relevant work profile of number of experiences listed as above. | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | Please provide your understanding of ToR, Methodology, team composition (Survey Manager, Liaison and Quality Assurance Officer, Logistic Management Officer, Sputum transporter) and workplan. (20%)  You can provide this information in the technical proposal. | **Bidder Response** | | **Comments** |
|  | |  |
|  | |  |

Bidders shall secure minimum of 27 marks out of 45 (combining capability and sustainability criteria) to be eligible for Interview and Financial evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| ***6*** | Presentation / Interview (for shortlisted bidder/s only) **(15%)**   * Field implementation action plan * Coordination and collaboration with stakeholders (Provincial Health Directorate, PPHL, local health facilities (survey sites), LLG, and NTCC * Data collection and management * Sputum collection and transportation * Quality assurance | **Bidder Response** | **Comments** |
|  |  |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

Please provide financial proposal in following budget heads in separate sealed envelope as explained above in clause 6.2

|  |
| --- |
| A. Human Resources for DRS Survey Secretariate |
| B. Printing of all key documents |
| C. Pretesting of forms and formats and other tools |
| D. HR cost of OSA for Field Operation |
| E. Training to Field Staffs |
| F. Administrative cost of OSA |
| G. Procurement of Infrastructures |
| H. Post piloting review workshop followed by refresher training |
| I. Logistic Management |
| J. Field Implementation |
| K. Supervision & Monitoring |

Also please refer to following Pdf file for preparing your financial proposal.



## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria (Envelope 1) | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions with Technical Proposal (Envelope 2) | | |  | | |
| 3. | Section 3 – Commercial Proposal (Envelope 3) | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
|  | | Copy of VAT Registration | | | |  |
|  | | Copy of business registration certificate (Company Registration) | | | |  |
|  | | Copy of Tax Clearance Certificate (FY 2077/078) | | | |  |
|  | | Proof of completion of at least 3 national level health related researches in last 5 years by your organization. | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | Technical Proposal | | | |  |
|  | | CVs of proposed consultants. | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| **Commercial Criteria Evidence** | | Financial proposal | | | |  |
|  | |  | | | |  |
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|  | |  | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | | ss | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |