

Nepal Water for Health (NEWAH)
Request for Sealed Quotation (RFQ) for supply and delivery of COVID Safety Materials
(Date of Publication: 28 May 2021)

Background

Nepal Water for Health (NEWAH) is a national non-governmental organization (NGO) in Nepal, working towards clean drinking water, sanitation, and hygiene promotion. Since its establishment in 1992, NEWAH has worked in 51 districts across the country serving over 1.99 million people, which is about 7% of the national population. NEWAH is dedicated to supporting people from poor communities gain access to safe drinking water, hygiene education and basic sanitation facilities irrespective of gender, caste, ethnicity or class. Since its establishment, NEWAH with the support of its funding partners has actively been contributing to Nepal's WASH Sector, with a focus in the rural areas of Nepal. NEWAH operates through its province offices facilitated by a Headquarters in Kathmandu.

NEWAH has planned to support the COVID response safety materials to various health centers of project area of Baglung and Sindhuli districts. Therefore, NEWAH would like to call for sealed quotation (RFQ) from the eligible suppliers for supply of COVID safety materials as per the list specified in Terms of Reference (ToR).

Submission Procedures

Interested and eligible suppliers are requested to submit the bid to official email address newah@newah.org.np clearly marking the subject with “**Sealed Quotation for COVID Safety Materials**” till **02 June 2021, 5:00 PM**. **Quotation form shall be submitted in PDF format protected with a password**. The password will be asked to bidder on the day of opening of received sealed quotations. Sealed quotations (electronic copies file with password to open) will be opened in virtual/meeting of NEWAH procurement committee. A details Terms of Reference (ToR) form including the specification and self-declaration form can be downloaded at <http://newah.org.np/notice>. Quotation received after the deadline will not be considered for evaluation.

Quotation received after the deadline of submission will not be considered, electioneering at any stage of process shall lead to automatic disqualification. The organization reserves all rights to qualify/disqualify application with or without providing any reasons whatsoever. All bids will be treated with the highest confidentiality.

For any queries and further clarification contact Ms. Radha Balayar at radhabalayar@newah.org.np

NEWAH reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever. Canvassing at any stage of process shall lead to automatic disqualification.

Nepal Water for Health (NEWAH)
Terms of Reference (ToR)
Request for Sealed Quotation (RFQ) for the supply and delivery of “COVID Safety Materials”

1. Background

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NEWAH has planned to support the COVID response safety materials to various health centers of project area of Baglung and Sindhuli districts. Therefore, NEWAH would like to call for sealed quotation (RFQ) from the eligible suppliers for supply of COVID safety materials as per the list attached in Annex-A (Quotation form) attached herewith.

2. Objectives

The objective of this RFQ is to collect the sealed quotations for supply of COVID safety materials from the eligible suppliers among the application received. Eligible manufacturer/supplier shall be selected as per procurement policy of NEWAH.

3. Request for Sealed Quotation (Submission Procedure)

1. Nepal Water for Health (NEWAH) requests for sealed quotation for supply of COVID Safety Material as per ANNEX-A (Quotation form) included in this ToR.
2. Interested and eligible suppliers are requested to submit the bid to official email address newah@newah.org.np clearly marking the subject with “**Sealed Quotation for COVID Safety Materials**” till **02 June 2021, 5:00 PM. Quotation form shall be submitted in PDF format protected with a password.** The password will be asked to bidder on the day of opening of received sealed quotations. Sealed quotations (electronic copies file with password to open) will be opened in virtual/meeting of NEWAH procurement committee. A details Terms of Reference (ToR) form including the specification and self-declaration form can be downloaded at <http://newah.org.np/notice>. Quotation received after the deadline will not be considered for evaluation.

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4. Scope of work and Important Information to bidders

NEWAH is seeking the Request for Quotation (RFQ) from eligible suppliers which are interested and experienced in supplying such safety materials. The major scope of work is submitting RFQ from eligible supplier for supplying the safety materials as per required quantity and specification set by NEWAH. The suppliers should submit RFQ for supplying the Safety materials.

Supplier shall submit the sealed quotation for supply of **COVID Safety Materials** as per specification and the quantity provided in the ANNEX-A (Quotation form) attached herewith.

Following are the important information to bidders:

1. All manufacturers/suppliers should submit the following documents along with RFQ.
 - A covering letter
 - A copy of company registration certificate.
 - VAT registration certificate.
 - Tax clearance certificate for fiscal year 2076/77.
 - A signed and stamped Self Declaration Form that supplier does not have any conflict of interest and independent with any other firms/company/group and employee of NEWAH. Download the related standard formats from NEWAH website: <http://newah.org.np/notice> and submit along with RFQ.
 - Name of contact person with address and contact number.
2. The bidder will prepare quotation of COVID Safety Materials on the basis of the attached as **Annex-A**; (Quotation form).
3. The bidder shall be responsible for delivery of all the required safety materials NEWAH Headquarter, Lohasal, Kathmandu.
4. The bidder shall quote the unit rates both in figures and words and total amount in figures only. The rate should be quoted excluding VAT.
5. If the bidding amount has a discrepancy between the amounts in figures and in words, the amount in words shall govern; and a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of NEWAH there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected. If there is difference in grand total provided in bid and individual line total, the total of individual line item shall govern.
6. While writing rates, the bidder shall not be allowed to use correcting fluid or other erasing materials; neither the bidder shall be allowed to over write the quoted rates. It may result into rejection of tender document. In the rates, the bidder is to simply cross the rates and shall re-write the rates and shall bear the initials of authorized signatories.
7. The uncompleted quotations shall not be further processed.
8. NEWAH will produce the Purchase Order (PO) and requisition based on the cost of approved bidders for delivering "COVID Safety Material".
9. If bidder fails to supply in line with terms and conditions of contract agreement entered with NEWAH, then NEWAH procurement authority may levy penalty NRS 1,000 per day or 0.25% of remaining value of supply whichever is higher.

10. Validity of the quoted price shall remain up to end of July 2021.
11. The quotation shall be evaluated based on quality of materials consistency with technical and business requirement of NEWAH, economy, warranty conditions and reliability of supplier.
12. The bidder shall make initial signature with stamps in each pages of tender documents.
13. NEWAH reserves the right to accept or reject any tender document(s) without assigning any reason whatsoever.

5. Advance and Payment:

The advance amount for executing the activities shall not be provided and the bidders shall only be paid after the completion of assigned tasks. NEWAH shall pay to bidders after 10 days from the days of receiving the invoice.

Note:

For any queries and further clarification contact Ms. Radha Balayar at radhabalayar@newah.org.np email address

ANNEX-A

Nepal Water for Health (NEWAH), Lohasal, Kathmandu
COVID Safety Materials Quotation Form

SN	Name of equipment	Specifications	Total Qty.	Unit	Rate Per Unit	Unit Rate (In words)	Total Amount (Figure)
1	Face Mask	Surgical Disposable 3 ply face mask of 175mm x95 mm/ standard as of FDA/CE, Elastic earlap/tie	160	Packet of 50 pcs mask			
2	Hand Sanitizer	100 ml bottle sanitizer, produced from approved manufacturer by Nepal Government	100	100 ml bottle Pcs			
3	Hand Sanitizer	Sanitizer manufactured from manufacturing company approved by Nepal Government	40	5 liter bottle			
4	Oximeter	Display: TFT color display Blood oxygen range & accuracy range: 35% to 100% Resolution: 1% Accuracy: +/- 2% Measure Pulse rate Power supply: Lithium batteries or two 1.5V (AAA) dry batteries	95	Pcs			
5	Digital Thermometer	Normal Beep Sound: 10 long beep sounds in 10 seconds., Fever Beep Sound: (>37.8°C/100°F): 30 short beep sounds. Auto Power Off: 8 minute ±2 minute	95	PCS			
6	Face shield	Face shield - standard size: 11.5" wide x 9" long - distortion free, optical grade lens with anti-static coating - lightweight, Extra thick foam headband designed to comfortably conform to the forehead	650	set			

7	PPE set	Closure Method: Two-way Zipper Features 2 Panel Hood, Elastic Waist & Ankle, Product Color White Product Type reusable Coverall Size M, L, XL	240	Set			
	Total amount						

Note: The rates of material are exclusive of VAT.

Name of Supplier:

Name, Position and Signature of Authorised Person:

Office Seal:

Date:

NEPAL WATER FOR HEALTH (NEWAH)

Province Office, Baglung

FMR-23-SDF

Self-Declaration for Submission of EOI/Quotation and Services for Supplies

Nepal Water for Health (NEWAH)

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Nepal

Dear Sir / Madam

We hereby declare that we are legally eligible to participate in the process of Procurement and Services. We hereby also declare that we have not received any punishment while doing business for the last three years and we do not have any Conflict of Interest in the said assignment.

We also hereby confirm that we:

- Have not bid for the procurement of same materials/Services in partnership or association with any other firms/industries/agencies or organizations.
- Do not have any personal or financial interest with any staff member at NEWAH.
- Have not engaged or associated with any kind of terrorist activities.
- Have not enforced or exploited child labour or and forced labour.
- Always endeavor to use local/national human and material resources as far as practical.
- Are not blacklisted as per the procurement policy of NEWAH.

Signature:

Name:

Designation:

For and on behalf of: