



सुनौलो परिवार नेपाल

Request for Quotation

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services throughout Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of Marie Stopes International (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

SPN calls for quotation from interested organizations to bid for the supply of the listed required items.

SN	Product	UoM	Units Required	Remarks
1	Mosquito Bat * 1200mAh large capacity battery * two layers of insulation protection nets on the front and back * LED bulb * At least 6 month warranty	Pcs	350	
2	Table Fan - BALTRA Model: BF149 12" All Purpose Fan 3 Speed control Full Balanced Blades Heavy-Duty Motor Low Noise Operation RPM 2400 Poly Coated Safety Grill 2-year warranty Or Equivalent	Pcs	70	

3	Stand Fan - BALTRA Brand: Baltra Model: BF134 16-inch oscillation fan 2 hours timer 3-speed control panel Full 90-degree oscillation poly-coated safety grill Tilting angle and height adjustable Or Equivalent	Pcs	21	
4	Revolving Chair PU faux leather, Double Hydraulic, Plastic Hands, Soft Cushion • Premium Boss Chair with height adjustment, 360 degree swivel & Flexible Back.	Pcs	35	
5	Mini Fridge * Brand Name : Whirlpool * Model no : DF-16 * 120 liters Capacity * Direct Cooling Refrigerator * Stainless steel construction for durability * 1 years Full Services Warranty & 10 Years Warranty on Compressor Or Equivalent	pcs	14	
6	Laptop Bag <ul style="list-style-type: none"> • Good Material • Dust Resistant(with bag cover) • Compatible Laptop Size –15” • Lockable 	pcs	35	

1. Scope of work

Purchase of marketing schemes product

- I. Transport of all materials to SPN support office Baluwatar.
- II. Supplier can quote any one or all of product as per business certification.
- III. Required Organization logo for all products.
- IV. The rates once selected should be valid till end of December 2023.
- V. Bulk purchase for all the above items will not be done at the same time but will be purchased on instalment basis before end of December 2023.

2. Payment Terms

100% payment will be made on completion of activity (purchase, supply, and delivery).

3. Documents required to be submitted (Mandatory)

Bidder is required to submit sealed quotation in envelopes with:

- Sign and Stamped RFQ.
- Signed Supplier's Questionnaire
- Code of Conduct
- Copy of Company Registration and renewal
- Copy of VAT Registration document
- Latest Tax Clearance Document(fiscal year 2078.79)
- Price Schedule

4. Sample

SPN shall request for sample or catalogues for the items requested above.

5. Bid Evaluation Criteria

5.1 Essential criteria

Submission of all documents as required above.

5.2 Weighting criteria:

The evaluation criteria are scored as follows:

Technical quotations will be assessed by procurement team and select for further financial evaluation as per sample and specification. Only bids which conform to the administrative requirements set out in these instructions will qualify for financial evaluation. Lowest financial bidder who is technically qualified will be selected.

6. Period of Validity of quotation

Quotation shall remain valid for 90 days from the date of quotation submission. A Quotation valid for a shorter period shall be rejected because it is nonresponsive.

List of Appendixes

Appendix	Appendix Reference Number
RFQ Submission Form	Appendix I
Code of Conduct	Appendix I
Supplier Questionnaire	Appendix III
Price Schedule	Appendix IV

Please visit our website <https://www.mariestopes.org.np/> for detailed Terms of Reference including scope of work and application instructions.

The quotation should be submitted by 14th June 2023. Interested applicants are requested to submit sealed hard copy with subject line “**Supply Marketing Schemes products**” along with required documents to:

**The Procurement Department
Sunaulo Parivar Nepal
Opposite Chinese Embassy, Baluwatar
Kathmandu, Nepal**

Only shortlisted will be contacted for further negotiation.