

REQUEST FOR PROPOSAL (RFP)

Ref: SPN/RFP/2024/005

RFP Submission Form for the provision of

Design and Printing services

Timescale

Event	Date and Time
RFP Issue Date	17/June/2024
Request for clarification of the RFP document content:	26/June/2024
Closing date for submission of RFP Documents:	01/July/2024
Bid Opening:	02/July/2024

1. Introduction

Sunaulo Parivar Nepal (SPN) is a not-for-profit NGO, registered in Nepal in 1994. It is the local implementing partner of MSI Reproductive Choices (MSI), a global reproductive health organization providing services in 37 countries. With MSI's technical and financial support, SPN provides abortion services, family planning and other sexual and reproductive health (SRH) services to over 268,000 clients a year across over 50 districts in Nepal through a variety of service delivery channels that include a network of static clinic centres, mobile outreach teams, public sector strengthening teams, MS Ladies (nurse entrepreneurs), and a commercial sales channel. As a member of the MSI global partnership, SPN can use the MSI global brand and its clinics work under the title 'Marie Stopes Centre.'

SPN is dedicated to increasing access to high quality reproductive health information and services for the underserved, including youth, the poor and rural women.

2. Objective

To solicit technical and financial proposals from organizations for RFP: "Annual Vendor Contract for design and printing" in response to the Terms of Reference (TOR).

Bidders are not required to have prior experience of Sexual Reproductive Health as all technical content will be provided by SPN. Bidders must be able to demonstrate experience of successful media management. Experience can be drawn from commercial and/or not-for-profit sectors.

3. Language

All bids should be submitted in English Language.

The contract and all future correspondence will be in English Language.

Contract terms

The Framework Agreement/Contract (FA) will be valid for a period of 2 year from the date of signature.

The contract will be a supply agreement/fixed term for the period stated above.

4. The Goods/Services required

4.1. Please also refer to the Appendix 5 Price Schedule_ Quotation

4.2. Types of Design and Printing requirements:

- General branding requirements (banners/flex hoarding boards, building signage, posters, flyers, booklets, books etc.)
- Administrative formats requirements (business cards, envelopes, letterhead, e-mail signatures, forms and format etc.)
- Disability-Friendly Materials (Braille, Large Font) Some edits on previous designs before printing.

Design Information Gathering – contracted agency will arrange a meeting with SPN/MSI Nepal team (client) to discuss on designs brief, scope, required deliverables, timeline and associated budgets.

Approval for Production – approval for production will be done after design has been finalized and will be subject to the nature of the requirement and samples provided where applicable. The contracted vendor will submit the **working file (editable format)** after the completion of each work.

TIMELINE

SPN will determine timeline for awarded projects and key milestones.

4.3. **Payment terms and Invoicing details**

SPN's standard payment schedule is as follows:

Invoicing upon completion of works; one-month credit applies.

5. Bid evaluation criteria

SPN will seek to award the proposal to the best quality/price combination bid received. The criteria that will be assessed are:

5.1 Essential Criteria:

Bidders must meet the following criteria:

- Bidder's registration in Nepal, submit copies of company registration, tax clearance, and all required documents listed on Checklist below
- Bidders must have at least 2 years' experience in offering the goods or services in the category.
- Bidder can prove financial stability by providing audit report of last fiscal year.
- Bidder must have their own printing press.
- Bidder's must confirm and sign all the bidding documents along with attached code of conduct.

5.2 Weighting Criteria

Only bidders who submit administrative documentations allowing to check administrative requirements as stated above (also please refer to checklist) will be evaluated. Bids from bidders who do not fulfil those criteria will not be evaluated.

Proposals will be assessed against the below criteria:

	Evaluation Criteria	Weight (Total 100%)
The potential capability to have quality services, capacity, and coverage to be provided to SPN will be considered based on the following:		
1	Relevant experience of the agency (Customer service / at least 3 Reference letter)	15
2	Lead Time/Delivery at site	15
3	Financial strengthen & Stability/ Legality	10
4	Cost/Price and Discount on recurrent works	60

1. **Relevant experience of the agency (Customer service / at least 3 Reference letter):** The vendor must submit documents that clearly states relevant experience and recommendation letter. The list of existing clients with reference letters is a requirement.
2. **Lead Time/Delivery at site:** The vendor must clearly state the lead time for delivery and supply of the printing materials.
3. **Financial strengthen & Stability/ Legality:** The Vendors must submit financial report for determine the financial strengthen evaluation.
4. **Cost/Price and Discount on recurrent works:** The vendor must quote all product as per listed item. Weighted Average cost will be calculated as per required quantity.

SPN’s appointed RFP review committee will assess all criteria based on the information submitted in the RFP documents. The contract will be awarded to the Bidder scoring the highest combined scores.

6. Period of **validity** of proposal

Proposals shall remain valid for 90 days after the date of proposal submission. A proposal valid for a shorter period shall be rejected because it is non-responsive.

7. **Requests for clarification**

Please e-mail any requests for clarification to: procurement.spn@mariestopes.org.np,

Please quote the bidding group reference in the subject of the email and reference the relevant section of the RFP documents which the query relates to. SPN will respond to all enquiries as soon as possible.

Please note that requests for clarification will not be accepted after date mentioned in the [Timescale](#).

Please tick ✓ in following whether "Yes, No or Not Applicable"					
S. No.	Documents Required	YES	NO	NOT APPLICABLE	Remarks if any
	Technical				
1	Application Letter				Compulsory
2	Signed and Stamped RFP Submission Form /Term of Reference (Appendix 1)				Compulsory
3	List of technical equipment owned by the				Compulsory

	Company				
4	Latest reference letter (upto last two years)				If relevant
5	Company profile /Catalogues/Brochures/Leaflets				If relevant
6	Other Supporting Documents				If relevant
7	Copy of Company Registration				Compulsory
8	Pan/Vat Registration with renewal documents				Compulsory
9	Tax Clearance Certificate (Year 2079/80)				Compulsory
10	Latest Audit Report (year 2079/80)				Compulsory
11	Other Certificates if any				
12	Samples for similar types of work as the leaflets, forms and formats presented to the bidders				Compulsory
13	Signed Code of Conduct (Appendix 2)				Compulsory
14	Supplier Questionnaire (Appendix 3)				Compulsory
15	Bidders Representation Form (Appendix 4)				Compulsory
	Financial				
16	Price Schedule/Quotation (Appendix 5)				Compulsory
17	Other financial clarification document if any				Compulsory

8. Preparing the RFP Documents

Please ensure that all bids are completed in full. Incomplete bids will be rejected. A list of the items that need to be submitted with your bid are included below:

9. Submission of the bid

The Bidder shall submit their proposal in one sealed envelope as detailed below:

(a) Addressed to:

Procurement Department

Sunaulo Parivar Nepal

Baluwatar (opp. Chinese Embassy) Nepal

Reference marked with SPN/RFP/2024/005 (Design and Printing)

The envelopes shall indicate the Name and Address of the Bidder

Please do not send soft copy documents via email. The documents must be delivered in *SEALED ENVELOPE* by 1st July 2024, 5:00 pm at the reception of Sunaulo Parivar Nepal support office Baluwatar (opposite Chinese Embassy), Kathmandu.

- In submitting a bid, it will be implied that the bidder accepts all the provisions of this RFP including all terms and conditions stated.
- SPN reserves the right to issue the response to any clarification request made by the bidder to all bidding Organizations.
- The information contained in these RFP documents and in any related written or oral communication is believed to be correct at the time of issue but SPN will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- By issuing these RFP documents, SPN is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- It is intended that the procurement will take place in accordance with the provisions of these RFP documents but SPN reserves the right to terminate, amend or vary the procurement process by notice to all bidding organizations in writing. SPN will accept no liability for any losses caused to bidders as a result of this.
- Bidders will not be entitled to claim from SPN any cost or expenses that they may incur in preparing their response irrespective of whether or not their proposal is successful.
- All information supplied to bidders by SPN, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to bidder's professional advisers) unless the information is already in the public domain.

- There must be no publicity by bidders regarding the Project or the future award of any Contract unless SPN has given expressed written consent to the communication.
- Any attempt by bidders or their appointed advisers to inappropriately influence the Contract award process in any way will result in their bid being disqualified.
- Any direct or indirect canvassing by a bidder or his appointed advisers in relation to this procurement or any attempt to obtain information from any SPN employees or agents may result in disqualification.
- SPN reserves the right to disqualify a bidder if he does not submit his bid in a manner consistent with the provisions set out in Instructions to Bidders.
- It is the bidder's responsibility to ensure that any sub-contractor and adviser abides by these Conditions of RFP.

10. **List of Appendixes**

Appendix	Appendix Reference Number
RFP Submission Form	Appendix 1
Code of Conduct	Appendix 2
Supplier Questionnaire	Appendix 3
Bidder Representation Form	Appendix 4
Price Schedule/Quotation	Appendix 5