

## REQUEST FOR PROPOSAL(RFP)

Ref: SPN/RFP/2024/010

### RFP Submission Form for the provision of Supply, Delivery and Installation of Food Waste Disposer with sink Timescale

| Event                                                  | Date and Time |
|--------------------------------------------------------|---------------|
| RFP Issue Date                                         | 19/June/2024  |
| Request for clarification of the RFP document content: | 28/June/2024  |
| Closing date for submission of RFP Documents:          | 03/July/2024  |
| Bid Opening:                                           | 04/July/2024  |

#### 1. Introduction and Organizational overview

##### Sunaulo Parivar Nepal (SPN)

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centers, outreach, and Marie Stopes (MS) Ladies.

Sunaulo Parivar Nepal, Support Office invites sealed bids for the supply and delivery of the Food Waste Disposer Machine and Sink as per Request for Quotation (attached).

#### 2. Objective

SPN provides family planning and other sexual and reproductive health (SRH) services to over 184,000 clients a year 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 Center.'

SPN is dedicated to procuring Food Waste Disposer Machine and Sink for increasing access to high quality reproductive health services.

### 3. Language

All bids should be submitted in English.

The contract and all future correspondence will be in English.

### 4. Contract terms

The Framework Agreement/Contract (FA) will be valid from the date of tender opening till successful completion of supply, delivery and installation of Food Waste Disposer Machine and Sink for Marie Stopes Centres and confirmation from the organization.

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

### 5. The Goods/Services required.

Please refer to Point No. 6 specification details and **Appendix 5** Price Schedule

### 6. Specifications

**Use** - The machine with this specification can be used for many conditions related to sink dispose.

#### Common uses, Pictures and Specification

6.1 To dispose waste by grinding.

6.2 Picture of purposed Machine and Stand



### 6.3 Detail Specification or equivalent specification of disposer Machine

| S.N. | Indicator              | Specification                      |
|------|------------------------|------------------------------------|
| 1    | Unit Diameter/Hight    | 172 mm / 337 mm                    |
| 2    | Horsepower             | 1HP                                |
| 3    | Input Power            | 750W                               |
| 4    | Voltage/Frequency      | 110/220v 50/60HZ                   |
| 5    | Rated Rotary Speed     | 14801/1680 rpm                     |
| 6    | Grinding Capacity      | 1450ml                             |
| 7    | Grinding Ability       | ≤3mm                               |
| 8    | Noise Level            | 50-60 DP                           |
| 9    | Matched Sink hole size | 90 (Optional 140,160, 180mm        |
| 10   | Motor Type             | Alternating Current inducted motor |
| 11   | Lock System            | 3 bolt lock                        |
| 12   | Control System         | Air Switch                         |
| 13   | Safety Protection      | Overcurrent & Overload Protection  |
| 14   | Soundproof System      | Double Hollow Structure            |
| 15   | Feeding Mouth          | PA66+Stainless Steel               |
| 16   | Dish Washer            | Connectable                        |
| 17   | Grinding System        | Stainless Steel 409                |
| 18   | Disposal Seat Material | ADC12+ST14                         |
| 19   | Warranty               | 3 Years Warranty                   |
| 20   | N&G Weight (Kgs)       | 9.4/9.9                            |

### 6.4 Detail Specification / equivalent specification of disposer Sink

| S.N. | Indicator                | Specification                                                                       |
|------|--------------------------|-------------------------------------------------------------------------------------|
| 1    | Items Description        | Single Sink with Tap and Cover                                                      |
| 2    | Approximate Size         | L 24 inc, B 18 inc, and H= 36 inc                                                   |
| 3    | Materials                | Stainless Steel                                                                     |
| 4    | Measurement of materials | 1.5 mm Sheet for Top and Bowl, 1.5" Round Pipe for Stand, 1.5" MS angle for Support |

## 7. Testing/Demonstration Food Waste Disposer Machine and Sink

The bidder shall be required to do the demonstration of **Food Waste Disposer Machine and Sink** in the presence of SPN Team members after submission of bid. Full information shall be required to be provided by bidder during this period. Time shall be informed to you via mail or over the phone.

## 8. Delivery site

The successful bidder shall be required to deliver **Food Waste Disposer Machine and Sink** in the following Marie Stopes Centers:

- MSC Attariya, Kailali
- MSC Bardhaghat Nawalparasi

- MSC Biratnagar, Morang
- MSC Bhairahawa, Rupandehi
- MSC Birgunj, Parsa
- MSC Birtamod, Jhapa
- MSC Butwal, Rupandehi
- MSC Chandrauta, Kapilbastu
- MSC Chuchepati, Kathmandu
- MSC Dumre, Tanahun
- MSC Itahari, Sunsari
- MSC Kohalpur, Banke
- MSC Lahan, Siraha
- MSC Lalbandi, Sarlahi
- MSC Narayangarh, Chitwan
- MSC Pokhara, Kaski
- MSC Putalisadak, Kathmandu
- MSC Satdobato, Lalitpur
- MSC Surkhet, Surkhet
- MSC Tulsipur, Dang
- MSC Taulihawa, Kapilbastu

**9. Documents required to be submitted (mandatory)**

**10.** Please ensure that all bids are completed in full. Incomplete bids will be rejected.

**11.** A list of the items that need to be submitted with your bid are included below:

| Please tick ✓ in following whether "Yes, No or Not Applicable" |                                                                                 |     |    |                |                |
|----------------------------------------------------------------|---------------------------------------------------------------------------------|-----|----|----------------|----------------|
| S. No.                                                         | Documents Required                                                              | YES | NO | NOT APPLICABLE | Remarks if any |
|                                                                | <b>Technical (1<sup>st</sup> Separate envelop)</b>                              |     |    |                | Compulsory     |
| 1                                                              | Application Letter                                                              |     |    |                | Compulsory     |
| 2                                                              | Signed and Stamped RFP Submission Form/ Term of Reference ( <b>Appendix 1</b> ) |     |    |                | Compulsory     |
| 3                                                              | Signed Code of Conduct ( <b>Appendix 2</b> )                                    |     |    |                | Compulsory     |
| 4                                                              | Supplier Questionnaire ( <b>Appendix 3</b> )                                    |     |    |                | Compulsory     |
| 5                                                              | Bidders Representation Form ( <b>Appendix 4</b> )                               |     |    |                | Compulsory     |
| 6                                                              | Technical Specification ( <b>Appendix 6</b> )                                   |     |    |                | Compulsory     |
| 7                                                              | Experience letter with Client List                                              |     |    |                | If relevant    |
| 8                                                              | Manufacturer's Authorization Letter                                             |     |    |                | Compulsory     |
| 9                                                              | Letter of Guarantee/Warranty                                                    |     |    |                | Compulsory     |
| 10                                                             | Catalogue / brochure                                                            |     |    |                | Compulsory     |

|    |                                                    |  |  |  |             |
|----|----------------------------------------------------|--|--|--|-------------|
| 11 | Copy of Company Registration                       |  |  |  | Compulsory  |
| 12 | VAT Registration with renewal documents            |  |  |  | Compulsory  |
| 13 | Tax Clearance Certificate (FY 2079/80)             |  |  |  | Compulsory  |
| 14 | Latest Audit Report (FY 2079/80)                   |  |  |  | Compulsory  |
| 15 | Other Company related Documents                    |  |  |  | If relevant |
|    | <b>Financial (2<sup>nd</sup> Separate envelop)</b> |  |  |  |             |
| 1  | Price Schedule/Quotation ( <b>Appendix 5</b> )     |  |  |  | Compulsory  |

## 12. Submission of Bid

The Bidder shall seal the proposal in outer **envelope and include 2 (two) envelope for financial and technical document separately**, as detailed below.

### (a) The Outer envelope shall be addressed to:

Procurement Department  
*Sunaulo Parivar Nepal*  
*Baluwatar (opp. Chinese Embassy) Nepal*  
*977-1-4519371, 4519376, 4538732*  
*Reference marked with **SPN/RFP/2024/010***

(b) The **inner envelope** 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 3<sup>rd</sup> July 2024, 5:00 pm at the reception of Sunaulo Parivar Nepal support office Baluwatar (opposite Chinese Embassy), Kathmandu.**

## 13. Opening of tender

Tender Opening shall be done next working of the last submission date in the presence of evaluation committee. Detail evaluation shall be done after technical and financial opening based on bid evaluation criteria.

## 14. Bid Evaluation Criteria

### 14.1 Essential criteria

- Bidder's registration in Nepal, submit copies of company registration, Vat Registration, latest tax clearance, quality assurance certificate and guaranty/warranty if any.
- Bidder meets required specification for the product: quality and certification as per mentioned in annex 6.
- Bidder's must confirm and sign all the bidding documents along with attached supplier questionnaire and code of conduct.

### 14.2. Weighting criteria:

The evaluation criteria are scored as follows:

Technical proposals will be assessed against the below criteria and weighting for a total of 50% :

|                                                                                                                                           | <b>Technical Proposal Evaluation Criteria</b> | <b>Max Score (50%)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------|
| 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 (2-3 years)               | 5                      |
| 2                                                                                                                                         | Specification conformity                      | 40                     |
| 3                                                                                                                                         | Lead Time/Delivery at site                    | 5                      |

Only bids which conform to the administrative requirements set out in these instructions will qualify for financial evaluation.

|   | <b>Financial Evaluation Criteria</b>                                                                                                        | <b>Max Score (50 %)</b> |
|---|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1 | Financial Stability (analysis of last audit report) and Financial Legality (submission of all the financial compliance document as per RFP) | 10                      |
| 2 | Cost/Price of product                                                                                                                       | 40                      |

### 14.3 Period of Validity of proposal

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

### 15. List of Appendixes

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