

Appendix - 1

REQUEST FOR PROPOSAL(RFP)

Ref: SPN/RFP/2025/004

RFP Submission Form for

Supply of Windows Server 2025 Licenses

(the bidder is required to include this form with Signature and stamp)

Event	Date and Time
RFP Issue Date	21/May/2025
Request for clarification of the RFP document content:	31/May/2025
Closing date for submission of RFP Documents:	05/June/2025
Bid Opening:	06/June/2025

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 Windows Server 2025 License as per Request for Proposal (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). SPN is intends to procure Windows Server 2025 Licenses to support organizational commitments and provide access to high quality reproductive health information and services for the underserved, including youth, the poor and rural women.

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) shall be valid from the date of confirmation by the organization until the successful completion of the supply, and delivery of Windows Server 2025 License for Sunaulo Parivar Nepal. The contract will be a supply agreement for the period stated above.

5. The Goods/Services required.

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

6. Specifications

- Windows Server 2025

- Standard edition
- 16 Core License Pack
- Perpetual License
- **5 CAL for each Windows Server 2025 license**

7. Delivery

The successful bidder shall be required to deliver the Windows Server 2025 licenses to IT Officer at the office of Sunaulo Parivar Nepal, Baluwatar, Kathmandu.

8. Documents required to be submitted (mandatory)

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:

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

3	Signed Code of Conduct (Appendix 2)				Compulsory
4	Supplier Questionnaire (Appendix 3)				Compulsory
5	Bidders Representation Form (Appendix 4)				Compulsory
6	Experience letter with Client List				If relevant
7	Microsoft's Authorization Letter				Compulsory
8	Catalogue / brochure				Compulsory
9	Copy of Company Registration & Renewal				Compulsory
10	VAT Registration				Compulsory
11	Tax Clearance Certificate (FY 2080/81)				Compulsory
12	Latest Audit Report (FY 2080/81)				Compulsory
13	Other Company related Documents				If relevant
	Financial (2nd Separate envelop)				
1	Price Schedule/Quotation (Appendix 5)				Compulsory

9. Submission of Bid

The Bidder shall seal the proposal in outer **envelope and include 2 (two) inner envelopes 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/2025/004***

(b) The inner envelope shall indicate the Name and Address of the Bidder.

10. Opening of tender

Bid Opening shall be done next working day 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.

11. Bid Evaluation Criteria

11.1 Essential criteria

- Bidder's registration in Nepal, submit copies of company registration, Vat Registration, latest tax clearance if any.
- Bidder meets required specification for the product.
- Bidder's must confirm and sign all the bidding documents along with attached supplier questionnaire and code of conduct.

11.2. Weighting criteria:

The Procurement Committee shall examine the proposals to determine whether the supplier and product specifications meet the organization's requirements, and whether complete information has been provided in accordance with Appendix 6. Only the recommended bidders shall be eligible for bid evaluation.

The evaluation criteria are scored as follows:

Technical proposals will be evaluated based on the criteria below, weighted at 30%:

	Technical Proposal Evaluation Criteria	Max Score (30%)
<i>The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:</i>		
1	Relevant experience / Customer reference	10
2	Lead Time/Delivery	20

Financial proposals will be evaluated based on the criteria below, weighted at 70%..:

	Financial Evaluation Criteria	Max Score (70 %)
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	60

11.3 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.

12. 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