

## REQUEST FOR PROPOSAL(RFP)

Ref: SPN/RFP/2026/001

### **RFP Submission Form for the provision of Supply and Installation of Portable USG Machine with TVS, Convex & Option probe Timescale**

Event	Date and Time
RFP Issue Date	07/Jan/2026
Request for clarification of the RFP document content:	16/Jan/2026
Closing date for submission of RFP Documents:	20/Jan/2026
Bid Opening:	21/Jan/2026

#### **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 USG Machine as per Model Technical Specification (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, 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 seeking to procure USG Machine for increasing 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) will be valid from the date contract signing till successful completion of supply, delivery and installation of USG Machine 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 gynecology, obstetrics, urology, abdomen and cardiology.

Some common uses in our MSI service sites are-

1. To determine the gestational size.
2. To scan pelvis and abdomen to know any abnormalities including PID, ectopic pregnancy, uterine perforation, peritonitis and any other anomalies.
3. To assess the health of the mother and fetus in pregnant woman.
4. To determine the status of missing implant and IUD.
5. Have additional features to scan other body parts for Thyroid & parathyroid, scrotus, gall bladder etc.

**Other detail Specification as per Annex 6.**

### **7. Testing/Demonstration of USG machine**

The bidder shall be required to do the demonstration of USG machine in the presence of our Medical Department Team after submission of bid. Full information shall be required to be provided by bidder during this period. The demonstration schedule will be communicated by the organization at a later date.

## 8. Delivery site

The successful bidder shall be required to deliver USG Machine at our following Marie Stopes Centres:

- MSC Birgunj, Bara
- MSC Putalisadak, Kathmandu
- MSC Satdobato, Lalitpur
- MSC Kohalpur, Banke
- MSC Chandrouta, Kapilvastu

## 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>				
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 certificate				Compulsory
12	VAT Registration with renewal documents				Compulsory
13	Tax Clearance Certificate (FY 2080/81)				Compulsory
14	Latest Audit Report (FY 2080/81)				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

The bidder shall be required to submit offered USG machine manufactured as per WHO standard and/or by International Organization of Standardization (ISO) certified companies.

## 12. 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/2026/001**

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

## 13. Opening of Bid

Bid opening shall be done on the next working day of the last submission date in the presence of the 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 the required specification for the product: quality and certification as 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. Weightage of the bid evaluation criteria:

The evaluation criteria are scored as follows:

Only bids that have met and received approval for the required technical specifications shall proceed to the evaluation stage, where their evaluation scores will be assessed in accordance with the criteria outlined below:

	<b>Technical Proposal Evaluation Criteria</b>	<b>Max Score (15%)</b>
1	Relevant Experience (2-3 years)	5
2	Lead Time/Delivery at site	10
	<b>Financial Evaluation Criteria</b>	<b>Max Score (85 %)</b>
1	Financial Strengthen (Stocking capacity and Turnover)	10
2	Cost/Price of product	75

### **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
Technical Specification	Appendix 6