*Version 1.0 /110621*

**INVITATION TO TENDER**

**Nepal**

**April 04, 2024**

**SCI-NEP-ITT-GF-2024-03**

**Supply of Microscope**

**SUBMISSION DEADLINE: 4:30 PM ON April 29, 2024 (MONDAY)**

**PRE-SUBMISSION CLARIFICATION MEETING: 2:00 PM ON April 22, 2024**

**QUESTIONS / CLARIFICATIONS: query.nepal@savethechildren.org**

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates/locations, product specifications, etc.).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit a response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organization for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development, and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programs, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long-term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty, or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Binocular Microscope* |
| **Outcome of Tender** | ***Framework Agreement*** *(Fixed Price or Non-Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement, the terms of supply (e.g. indemnities, liabilities, warranties, etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times, etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | *Till 31st July 2024* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications, etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERIA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria that bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (30%)**

Criteria used to evaluate the bidder's ability, skill, and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERCIAL CRITERIA (60%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists, and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | April 04, 2024 |
| Pre-Submission Clarification Meeting | April 22, 2024, 2:00 PM (Monday) |
| Deadline for questions from Bidders | April 24, 2024 |
| Last date for bid request | April 24, 2024 |
| Deadline for Bid Submission | April 29, 2024; by 4:30 PM (Monday) |
| Bid Clarification | By May 10, 2024 |
| Award Contact | By May 20, 2024 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability, and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by:

**Paper Submission**

Two paper copies must be submitted on official letterhead to

***The PSM unit, Global Fund***

***Save the Children International (SCI)***

***Shree Krishna Bhawan, Sambhu Marga, Sinamangal, Kathmandu, Nepal***

* Bids should be submitted in a single sealed envelope containing the PART- 3 Bidder Response Document, along with essential, technical details, capability, and financial proposal separately. The original documents should be enclosed in the f*irst envelope, while the second envelope should contain photocopies of the documents. Please* address the submission to the **PSM Unit, Global Fund Program.**
* The envelope should indicate the Invitation to Tender reference number SCI-NEP-ITT-GF-2024-03 without any other information regarding the bid or the bidder’s identity.
* All supporting documents should be appropriately labeled, grouped, and enclosed in individual envelopes or secured properly (glued) and then placed inside a sealed envelope as described above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be submitted no later than **4:30 PM on April 29, 2024.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| PSM unit Global Fund | [query.nepal@savethechildren.org](mailto:query.nepal@savethechildren.org) |

Kindly note that local working hours are from 9:00 AM to 5:00 PM, Monday to Friday. Please anticipate a response time of up to 2 days.

Where the inquiry may have an impact on other bidders within the process, Save the Children will notify all other bidders to ensure a fair and transparent procedure is maintained.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

**Description of project**

Save the Children International (SCI) Nepal Country Office implements a national malaria program funded by the Global Fund grant, spanning across Nepal through diverse programmatic activities and the procurement/distribution of health commodities and equipment. As part of this effort, there is a requirement for acquiring microscopes to enhance the capabilities of the designated Malaria Microscopic Centres. These microscopes will be provided to the Management Division under the leadership of the Epidemiology and Disease Control Division for subsequent distribution to various microscopic sites.

**Quantity / Specification**

Please refer to the attached technical documents for detailed information regarding specifications and quantities.

**Delivery site:**

The delivery is required to be made at Save the Children Country Office, Airport Gate Area, Shambhu Marg, Nepal

**Timescales & Required Dates**

Microscopes should be delivered by July 2024.

1. **SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| CATEGORY | MINIMUM INFORMATION TO BE PROVIDED | OPTIONAL INFORMATION TO BE PROVIDED |
| MEDICAL | Microscope | 105 |

1. **Technical specifications:**

****

1. **Additional information:**

**The microscope package comes with supplementary spare parts and accessories included.**

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children by using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Company registration certificate * PAN/VAT certificate * Tax clearance certificate of FY 2079/80 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Company registration Certificate*** |  |
| ***PAN/VAT Certificate*** |  |
| ***Tax clearance certificate of FY 2079/80*** |  |
| ***5*** | Bid bond (original copy)- 2.5% of total bid value (inclusive of VAT) with validity of 60 days | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Authorization letter from the manufacturer | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | ISO 13485 and European CE/USFDA approved product certificate | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | Meets technical specification against the established technical specification of the product (**Outcome- PASS/ FAIL**), bidder must submit catalogue/brochure with the highlighted model number and properly fill out a technical specification sheet. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***2*** | **REFERENCES**  Previous experience of supplying microscope to Government/Public hospitals/INGOs/UN or diplomatic agencies-   1. Provide details regarding the supply of total units of the microscope in the last 3 years   Bidder shares three (3) examples or more of their experience in providing services similar to those included within the scope of this tender.  (Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted/visited by Save the Children) | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| ***3*** | Delivery lead time to supply full units of microscope | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | **In-country technical staff (Service Engineer)**  ***(CVs and Certificates must be attached)*** | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | **FINANCIAL STRENGTH**  Tax clearance certificates of  FY- 2077/78, FY- 2078/79 &  FY- 2079/80  (***Tax Clearance certificate must be attached)*** | **Bidder Response** | | **Comments** |
|  | |  |
| ***6*** |  | **Bidder Response** | | **Comments** |
|  | |  |
| ***6*** | **SUSTAINABILITY**  The bidder will provide a valid- ISO 14001 EMS certificate (from the manufacturer) | **Bidder Response** | | **Attachment(s)** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**



## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions/ Request for Quotation (RFQ) | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
| Copy of company registration certificate | | | |  |
| Copy of PAN/VAT certificate | | | |  |
| Copy of tax clearance certificate of FY 2079/80 | | | |  |
| Bid bond (original copy)- 2.5% of total bid value (inclusive of VAT) with validity of 60 days | | | |  |
| Authorization letter from the manufacturer | | | |  |
| ISO 13485 and European CE/USFDA approved product certificate | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document- Page no. 6-10 of ITT document | | | |  |
| Completed Bidder Response for technical specification of Microscope and brochure/ catalogue of offered product with highlighted model number | | | |  |
| Supporting Financial Documents; Tax clearance certificate of FY- 2077/78, 2078/79 & 2079/80 | | | |  |
| Delivery lead time | | | |  |
| CVs and technical certificate of Service Engineer | | | |  |
| List of clients with supply units of microscope | | | |  |
| **Sustainability Criteria Evidence** | | Valid- ISO 14001 EMS certificate from the manufacturer | | | |  |
| **Commercial Criteria Evidence** | | Request for quotation (RFQ) | | | |  |
| The list of spare parts and accessories with their part number and costing | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |