Tender Package — Request for Bid (RFB) – Vocational Training

1. Invitation to Tender

<table>
<thead>
<tr>
<th>Tender Name: Vocational Training</th>
<th>Tender No: BASE/DGD/06/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Backward Society Education (BASE) Dhangadhi, Kailali</td>
<td>Correspondence Language(s): English</td>
</tr>
</tbody>
</table>

**Brief Summary Description of Project:** Deliver Vocational and Skill Development Training to Out-Of-School girls and young women who dropped out from school grade 6 to 10 since 2066 BS from 30 STEM school and their catchment area

<table>
<thead>
<tr>
<th>Tender Package Available from:</th>
<th>Tender Package Pickup Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 13, 2019, from 2:00 PM</td>
<td>Backward Society Education (BASE), Dhangadhi Sub-Metropolitan City-5, Hasanpur, Kailali</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deadline for Offer Submission:</th>
<th>Submit Offers to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22, 2019: 5:00 PM</td>
<td>Backward Society Education (BASE), Dhangadhi Sub-Metropolitan City-5, Hasanpur, Kailali</td>
</tr>
</tbody>
</table>

*Backward Society Education (BASE) reserves the right to accept or reject any late offers*

**Documentation Checklist**

- ✓ Invitation to Tender
- ✓ General Conditions for Tender
- ✓ Criteria and Submittals
- ✓ Price Offer Sheet
- ✓ Supplier Information Form
- ✓ Technical Specification

2. General Conditions for Tender

Backward Society Education (BASE) invites offers for the services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Backward Society Education (BASE) reserves the right to vary the quantity of services specified in the Tender Package without any change in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 BASE's Anti-Bribery and Anti-Corruption Statement

BASE strictly prohibits:

- *Any form of bribe or kickback in relation to its activities*
  
  This prohibition includes any *request* from any BASE employee or volunteers, for anything of value from any company or individual in exchange for the employee or volunteer taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any BASE
employee or volunteers in exchange for that person taking or not taking any action related to the award of the contract or the contract.

- **Conflicts of interests in the awarding or management of contracts**
  
  If a company is owned by, whether directly or indirectly, in whole or in part, any BASE employee, volunteers or any person who is related to BASE employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

- **The sharing or obtaining of confidential information**
  
  BASE prohibits its employees from sharing, and any offerers from obtaining, confidential information related to this solicitation, including information regarding BASE’s price estimates, competing offerers or competing offers, etc. Any information provided to one offerer must be provided to all other offerers.

Violations of these prohibitions, along with all evidence of such violations, should be reported to: churna@gmail.com, laxmanchaudhary48@gmail.com

BASE will investigate accusations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with BASE. Employees participating in such conduct will have his/her employment terminated.

### 2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.

- No respondent should add, omit or change any item, term or condition herein.

- If suppliers have any additional requests and conditions, these shall be mentioned in an exception sheet.

- Each offerer may make one response only.

- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.

- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is confusion on the unit price, the Selection Committee may decide to disqualify the offer.

- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to BASE in writing. The answer to any question raised in writing by any offerer will be issued to that offerer. In some cases BASE may choose to issue clarifications to all offerers.

- This Tender does not obligate BASE to execute a contract nor does it commit BASE to pay any costs incurred in the preparation and submission of bids. Furthermore, BASE reserves the right to reject any and all offers.

### 2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies, VAT and CTEVT.

- Are bankrupt or in the process of going bankrupt.

- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct.
- Have been guilty of grave professional misconduct.
- Have not fulfilled obligations related to payment of social security and taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in violation of the policies outlined in BASE Anti-Bribery or Anti-Corruption Statement.
- Have engaged children in any form of child labor.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4 Response Documents

Offerers must submit an offer in the given format or in their own understandable format and ensure it contains all the required documents and information specified in this tender. Where an itemized Price Offer Sheet is included in the tender package, the offerer must complete and submit it with the rest of their offer.

2.5 Acceptance of Successful Response

Documentation submitted by offerers will be verified by BASE. The winning offerer will be required to sign a contract for the stated, agreed upon amount.

3. Criteria & Submittals

3.1 Contract Terms

BASE intends to issue a Fixed Price, Time and Services contract to one or several company (ies) or organization(s). The successful offerer(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract.

3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” must be submitted with offers. Offerers who do not submit these documents may be disqualified from any further technical or financial evaluation.

Eligibility Criteria:
- Offerer must be legally affiliated in CTEVT and registered in VAT
- The offerer must be the good standing with its governing tax authority
- Being in good standing with any taxation or legal authority
- Having a satisfactory record of performance and business ethics based on information available to BASE.

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct physical verification of received offers. While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the physical verification of an offer.
Documents supporting the Eligibility Criteria:

1. Company Registration with renewed
2. CTEVT Affiliation
3. VAT document
4. Tax Clearance Certificate latest
5. Audit report latest
6. Company Profile
7. List of trainings approved by CTEVT latest

Documents to conduct the technical criteria and physical verification:

1. Capacity to conduct training at community level in Kailali
2. Sufficient availability of equipments to deliver training
3. Availability of trained facilitators for training facilitation at community
4. At least one year experience in delivering such type training at community level
5. At least two trainers for one training delivery.
6. Timely implementation of training

Price Offer:

Offerers must include VAT and other additional cost required for the supply of items/services.

3.4 Currency

Offers should be submitted in: NPR
Payments will be made in: NPR

3.5 Tender Evaluation Based on the Lowest Price

Based on the above submittals, a BASE Tender Committee will conduct a tender evaluation process. BASE reserves the right to accept or reject any or all bids and to accept the offer (s) deemed to be in the best interest of BASE. BASE will not be responsible for or pay for any expenses or losses which may be incurred by any Offerer in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

1. Capacity to conduct training at community level in Kailali
2. Sufficient availability of equipments to deliver training
3. Availability of trained facilitators for training facilitation at community
4. At least one year experience in delivering such type training at community level
5. At least two trainers for one training delivery.
6. One month credit term
7. Timely implementation of training
3.5.1 Technical Evaluation

**Lowest Price**

BASE Tender Committee will conduct a physical verification which will grade technical criteria on a pass/fail basis. Supplier’s bids must meet the minimum technical standard established here in order to receive a passing mark. Any offerers who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only offerers who pass all criteria will move on to the next round of evaluation.

Pass/fail technical criteria are as follows:

<table>
<thead>
<tr>
<th>Technical Criteria</th>
<th>Pass or Fail?</th>
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<tbody>
<tr>
<td>Capacity to conduct training at community level in Kailali</td>
<td></td>
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<tr>
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</table>

3.5.2 Financial Evaluation and Price/Cost Analysis

All suppliers who passed all technical criteria will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning offerer(s) assuming the price is deemed fair and reasonable.

4. Offer Form

Offerers must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Bid” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Bid

The following information must be included in the offer of any potential offerer:

Tender No: BASE/DGD/06/2019
Cover Letter explaining interest to be a contracted vendor or supplier. The content of the cover letter shall include the following information:

- Training delivery time
- Price offer validity date

Completed and signed BASE Supplier Information Form

Other important documents offerer feels need to be attached to support their bid

The original bid shall be signed by the offerer or a person or persons duly authorized to bind the offerer to the contract. Financial offer pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

5. Technical Specifications
5.1 Background

BASE is a leading NGO officially registered in 1991 with District Administrative Office, Dang and SWC. BASE has been working in mid-western and far-western region (province no. 5, 6 and 7) of Nepal. The programs of BASE's includes formal education, non-formal (financial literacy), livelihood and support to sustainable economic development, child protection and child labor elimination, women empowerment, adolescent development, human rights violation monitoring, conflict mitigation through dialogue, WASH equity, environmental sustainability, disaster preparedness and response, protection and promotion of traditional and indigenous cultures and strengthening governance in local institutions.

Backward Society Education (BASE) Branch Office Dhangadhi-5, Hasanpur, Kailali invites sealed tender from potential suppliers for the supply for computer lab equipment.

6. Attachments to the Tender Package

Attachment 1 - Supplier Information Form template
Attachment 2 – Price Officer Sheet Template