



## Tender Package — Request for Bid (RFB) – Life Skill Package: Guide Book and Work Book Printing

### 1. Invitation to Tender

<b>Tender Name: Life Skill Package: Guide Book and Work Book Printing</b>	<b>Tender No: BASEDGD/06/2020</b>
Location: Backward Society Education (BASE) Dhangadhi, Kailali	Correspondence Language(s): English
<b>Brief Summary Description of Project:</b> Printing and delivery life skills books (guide books and work books) under Safe to Learn- Blossom project.	

<b>Tender Package Available from:</b> October 19, 2020	<b>Tender Package Pickup Location:</b> 1. Backward Society Education (BASE), Dhangadhi Sub-Metropolitan City-5, Hasanpur, Kailali 2. jobsnepal.com
<b>Deadline for Offer Submission:</b> <b>October 21, 2020: 5:00 PM</b>	<b>Submit Offers to:</b> Backward Society Education (BASE), Dhangadhi Sub-Metropolitan City-5, Hasanpur, Kailali

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

Documentation Checklist		
These documents are contained within this tender package:	✓	Invitation to Tender
	✓	General Conditions for Tender
	✓	Criteria and Submittals
	✓	Price Offer Sheet with Technical Specification
	✓	Supplier Information Form

### 2. General Conditions for Tender

Backward Society Education (BASE) invites offerers 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 materials specified in the Tender Package without any changes 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 offerer 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](mailto:churna@gmail.com), [laxmanchaudhary48@gmail.com](mailto: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, technical specifications, drawings, 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 offerers 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 offerers

### **2.3 Supplier Eligibility**

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

- Are not registered companies
- 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 forms 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** 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:

- Meets specification
- Eligible to perform and deliver their operation in Nepal.
- Timely delivery of goods (books) to the assigned area of Kailali and Kanchanpur districts.
- Can provide goods (books) with good quality as per requirement.
- Availability of sufficient Technical human resource and serve the action on time.

### 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. VAT related document
3. Latest Tax Clearance Certificate/Audit report

#### Conduct the physical verification:

1. Availability of printing machine and sufficient technical human resource
2. Timely delivery of goods to the mentioned offices of BASE
3. Able to deliver within 15 days of agreement
4. 15 days credit term

#### Price Offer :

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



### 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:**

- Meets specification
- Able to deliver within 15 days of goods (books) to the assigned area of Kailali and Kanchanpur districts.
- Availability of printing machine and sufficient technical human resource
- 15 days credit term

#### 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:

Technical Criteria	Pass or Fail?
Meets specification	
Able to deliver within 15 days of goods (books) to the assigned area of Kailali and Kanchanpur districts.	
Availability of printing machine and sufficient technical human resource	
15 days credit term	



### 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 and subject to the additional due diligence in section.

### 3.5.3 Additional Physical Verification

Upon completion of both the technical and financial evaluations BASE may choose to engage in additional physical verification processes with a particular offerer or offerer(s). The purpose of these processes is to ensure that BASE engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Sample verification
- Availability of printing machine and technical human resource

## 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:

- Cover Letter** explaining interest to be a contracted vendor or supplier. The content of the cover letter shall include the following information:
  - A detailed specification of the offered goods, services and/or works
  - Delivery time
- A Price Offer detailing the unit price only using the **Price Offer Sheet**
- 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 Lumbini, Karnali and Sudurpaschim provinces 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 of life skill guide book and work book printing.

### 5.2 Technical Specifications

<b>Specification of Printing Materials</b>
<b>Book printing: Life Skill Guide book</b>
Paper quality: 70 gm.
Paper size: Book size (20*30*8)
Cover page: Art board paper (4 color); 200 gm
Inner pages: Black and white- both side print
No. of pages: 208 including cover page
<b>Life Skill: Exercise book</b>
Paper quality: 70 gm.
Paper size: Book size (20*30*8)
Cover page: Art board paper (4 color); 200 gm
Inner pages: Black and white- both side print
No. of pages: 122 including cover page
<b>Book printing: Life Skill Guide book</b>
Paper quality: 70 gm.
Paper size: Book size (20*30*8)
Cover page: Art board paper (4 color); 200 gm
Inner pages: multi-color- both side print
No. of pages: 208 including cover page
<b>Life Skill: Exercise book</b>



Paper quality: 70 gm.

Paper size: Book size (20\*30\*8)

Cover page: Art board paper (4 color); 200 gm

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## **6. Attachments to the Tender Package**

**Attachment 1 -Supplier Information Form template**

**Attachment 2 -Price Offer Sheet template**