*Version 1.0 /110621*

**INVITATION TO TENDER**

**Nepal**

**10 April 2023**

**SCI-NEP-ITT-CO-2023-004**

**NATIONAL-LEVEL INTEGRATED BIOLOGICAL AND BEHAVIOURAL SURVEILLANCE (IBBS) SURVEYS AMONG MALE LABOUR MIGRANTS IN NEPAL, 2023**

**SUBMISSION DEADLINE : 16:00Hrs ON 7th May 2023**

**QUESTIONS / CLARIFICATIONS:** [**eoiconsultant.nepal@savethechildren.org**](mailto:eoiconsultant.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 response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation 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 programmes, 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** | *National consultancy firm for assignment entitled “National-level Integrated Biological and Behavioural Surveillance (IBBS) Surveys Among Male Labour Migrants in Nepal, 2023”* |
| **Outcome of Tender**  *(CO to select one of the following options)* | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *22ndMay 2023 to 30th November 2023* |

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 CRITERA**

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 which 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 (50%)**

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

Note:

* Bidders shall secure minimum score of 29 out of 45 in Capability Criteria to be eligible for financial evaluation / review and Interview.
* 5% of the allocated 50% (Capability) scoring is allocated for Presentation/Interview. The presentation/Interview will be carried out with the shortlisted service providers only who secure minimum score of 29 out of 45.

### **3.4 COMMERIAL CRITERIA (40%)**

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 | 10th April 2023 |
| Deadline for questions from Bidders | 2nd May 2023 |
| Deadline for Bid Submission | 1600 Hrs, 7th May 2023 |
| Bid Clarifications | 15th May 2023 |
| Award Contact | 22nd May 2023 |

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 should be submitted through:

**A1. Electronic Submission via ProSave (Preferred)**

* Submit your response in accordance with the guidance provided in the below document:



Or

**A2. Electronic Submission via Email (preferred)**

* Email should be sent to [nepal.bids@savethechildren.org](mailto:nepal.bids@savethechildren.org)
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “SCI-NEP-ITT-CO-2023-004 IBBS Survey Among Male Labour Migrants in Nepal, 2023.
* Bid submitted through email should have four (4) separate files:

1st for essential documents

2nd for technical proposal

3rd for financial proposal

4th for other supporting documents as per ToR

* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

Or

**B. Paper Submission**

* Hard copy submitted on headed paper to Save the Children, Nepal Country Office, Airport Gate Area, Sinamangal, Kathmandu.
* Bids should be submitted in one sealed envelope addressed to Supply Chain Unit, Save the Children, Nepal Country Office which should have following four (4) separate envelops inside it:
  + 1st for essential documents
  + 2nd for technical proposal
  + 3rd for financial proposal
  + 4th for other supporting documents as per ToR
* Each of the above envelopes should be sealed, and properly labelled respectively as “essential documents”, “technical proposal”, “financial proposal” and “other supporting documents as per ToR”. The proposals should be stamped and signed.
* The envelope should clearly indicate the Invitation to tender reference number **SCI-NEP-ITT-CO-2023-004 “IBBS Survey Among Male Labour Migrants in Nepal, 2023”** but contain no other details relating to the bid.

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

Your bid must be received, no later than **16:00hrs, 7th May 2023**

The standard time for e-submission is Nepal Standard Time as set out in the server.

Save the Children shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received after the deadline for submission of Bids shall be declared late, rejected, and returned unopened (hard copy bids) to the Bidder/s.

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

### **6.5 AMENDMENT OF BIDDING DOCUMENT**

### At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda.

### Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser.

### To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids.

### **6.6 KEY CONTACTS**

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

|  |  |
| --- | --- |
| Name | Email Address |
| Supply Chain Unit | [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org) |

Please be advised local working hours are 9:00am to 5:00pm, Monday to Friday. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

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

1. **SPECIFIC REQUIREMENTS**

Please refer to Terms of Reference.

1. **SPECIFICATIONS**

Please refer to Terms of Reference.

1. **PAYMENT TERMS:**

Payment can be made on instalment basis after completion of each deliverable or on mutual agreement with winning bidder.

Save the Children shall pay correctly rendered invoices (a) upon completed delivery of the goods or performance of the services in accordance with the contract or (b) within 45 days from the date of invoice (whichever is later).

# **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 through the 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 4 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 * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | VAT Registration | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Tax Clearance FY 078/079 | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | Does your organization have experience in conducting at least one population-based health related surveys / research in Nepal or international level?  If yes, please provide evidence (experience letter or report). | **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*** | Does your organization have experience working with community based or community led organizations? If yes, please provide experience letter or contract or report as evidence. (10%) | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | Does your organization have own lab infrastructure and team or MoU with other lab for biological sample collection and testing? (5%)  Please attach a copy of evidence for own lab or MoU with other lab. | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | Are your proposed key team members for this survey full time staff of the organization. (5%)  Team leader, research officer, Lab expert and data analyst are the key team members. However, the organization can propose additional team members to accomplish objective of survey.  Please provide a copy of appointment letters and CVs of key team members. | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | Please provide details of academic qualification of proposed key team members. (5%) | **Bidder Response** | **Comments** |
|  |  |
| ***4*** | Please provide Team Leader’s detail experience in population-based health related survey / mapping / research. (5%) | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***5*** | Please provide your Understanding of Terms of Reference, Objectives of Survey, Methodology for formative assessment and main survey and, Report and dissemination. (25%)  You can provide this information in sperate sheet (technical proposal). | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***6*** | **Interview / Presentation (for shortlisted bidder/s only) (5%)**   * Field implementation action plan * Team Composition * Data collection management and work plan * Quality assurance | **Bidder Response** | **Attachment(s)** |
|  |  |

Note:

* Bidders shall secure minimum score of 29 out of 45 in Capability Criteria to be eligible for financial evaluation / review and Interview.
* 5% of the allocated 50% (Capability) scoring is allocated for Presentation/Interview. The presentation/Interview will be carried out with the shortlisted service providers only who secure minimum score of 29 out of 45.

## **SECTION 3 – COMMERCIAL QUESTIONS**

Bidders can provide financial proposal in their own format. The financial proposal shall clearly specify each budget heads and total cost before and after VAT.

## **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 (Envelope 1) | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions with technical proposal (Envelope 2) | | |  | | |
| 3. | Section 4 – Commercial Questions (Envelope 3) | | |  | | |
| 4. | Other supporting documents as per ToR | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Completed Bidder Response Document (Section 1) | | | |  |
| Copy of VAT Registration | | | |  |
| Copy of business registration certificate (Company Registration) | | | |  |
| Copy of Tax Clearance Certificate (FY 2078/079) | | | |  |
| Evidence of Experience in conducting at least one population-based health related surveys/research in Nepal or at international level.  (Experience letter or report) | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Technical Proposal | | | |  |
| CVs of proposed team members. | | | |  |
| A copy of evidence to verify own lab or MoU with other lab. | | | |  |
| Copy of appointment letters of key team members. | | | |  |
| Experience letter or report or contract which specifies experience working with community based or community led organizations. | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| **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: | ………………………………………………….. |