

BIDDING DOCUMENT

for

THE PROCUREMENT OF

Sanitation and Hygiene Materials



CIVIC FORUM

Civic Forum for Sustainable Development (Civic Forum)

Kavrepalanchok

Bagamati Province, Nepal

Issued on: 1st December, 2022 (Second Date of Publication)

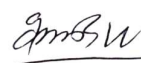
Issued to: Firm/Company/Suppliers

Invitation for Bids No.: CivicForum/02/2079/80 (2022/23)



Abbreviations

GoN	Government of Nepal
WAN	WaterAid Nepal
NGO	Non-Governmental Organization
BD	Bidding Document
WASH	Water Sanitation and Hygiene
DCC	District Coordination Committee
Civic Forum	Civic Forum for Sustainable Development
RM	Rural Municipality
WUSC	Water User's and Sanitation Committee
VAT	Value Added Tax
Nrs.	Nepali Rupees
FY	Fiscal Year
PC	Procurement Committee
L	Liter
G	Gram
ML	Milli-liter



Civic Forum for Sustainable Development (Civic Forum)



Kavrepalanchok
Bagamati, Province
Tel: 011-490744

INVITATION TO BID

(Second Published on 01-12-2022)

Civic Forum for Sustainable Development (Civic Forum), is one of the pioneer, an autonomous, non-profit making, non-racial and non-political, Nepalese non-governmental organizations based in Kavrepalanchok district, is implementing the project "Foundation for the Future (FFTF)", which is supported by WaterAid Nepal (WAN) and based on 38 community schools of Chaurideurali rural municipality implementation from July 01, 2022. Under this project Civic Forum has invited 7 day bids from interested firms/companies/suppliers for the procurement of materials as per specified below. A related notification has been published and detailed information of this can be seen in the website of the organization www.civicforum.org.np.

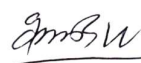
Bid no.	Subject of bid	Estimated cost amount (including VAT)	Bid Document Fee (Rs.)
CivicForum/02/079/80	Procurement of Sanitation and Hygiene Materials	527,000.00	1,000.00

Coordinator, Procurement Committee



Bidding Data Sheet

Project	Foundations for the Future (FFTF)
Bid Publication Date and Bidding Time	1 st December, 2022, 10:00 AM to 4:00 PM
Bid Document Available Venue	Civic Forum Office, Dhulikhel Municipality Ward No.3, Pipalbot Marga, House No.420, Dhulikhel, Kavrepalanchok www.civicforum.org.np
Deadline for Bid Submission	7 th December, 2022, Wednesday, before 4:00 PM
Bid Submission Venue	Civic Forum Office, Dhulikhel Municipality Ward No.3, Pipalbot Marga, House No.420, Dhulikhel, Kavrepalanchok Tel:+977-11-490744, 9851254762
Required Document with Attached Bid (Copy)	<ol style="list-style-type: none">1. Firm/Company/Suppliers Registered/Renewal certificate of FY 2079/80.2. VAT registration certificate.3. Tax clearance certificate up to FY 2078/79 or Filing date extension request document upto end Poush, 2079.4. Past relevant experience certificate (if available).5. Citizenship certificate of proprietor.
Bid Validity Period	The Bid validity period is 90 (Ninety) calendar days after the submission of bids.
Bid Document Fee	The Bid document fee is NRs.1,000.00 (One thousand) (Non-refundable)
Fee for Bid Document and place where documents can be collected	<p>Bid documents can be obtained from the Civic Forum office on payment of fee in cash. Also, the bidders who downloaded the documents from the website and are looking forward to submit the bid shall submit the receipt of the bid document fee deposited in the account of the organization mentioned below, along with the bid.</p> <p>Account Name: CIVIC FORUM NEPAL Bank Name: Nabil Bank Limited Bank Address: Dhulikhel, Branch, Kavrepalanchok Current Account Number: 4201017500597</p>
Bid Security	The Bid security is not required.



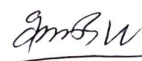
Number of Copies of Bid	The number of copies of the Bid is: One hard copy with signed and stamped on each page. Vendor should fill up and provide the quotation in sealed form.
Submission of Bids by Email and/or Facsimile	Bidders cannot submit their Bids by e-mail and facsimile.
Bids Open Date, Time and Venue	The procurement committee will be opening the bids on 8 th December, 2022 Thursday at 12:00 PM Civic Forum Office, meeting hall, Dhulikhel Municipality Ward No.3, Pipalbot Marga, House No.420, Dhulikhel, Kavrepalanchok.
Criteria for Bid Evaluation	Criteria for Bid evaluation: Lowest evaluated bid price from amongst substantially responsive and technically compliant bids.
Bid Analysis Period	Maximum 3 working days from Bids Open days.
Notice of Intention to Accept Bids	At least 3 days' notice of the intention to accept the bid will be published by the procurement committee.
Notice for Vendor Selection	Civic Forum will Inform the selected vendor from the Selection and will have contract agreement within 7 days.
Payment Method	After the vendor hand over's all the materials according to the purchase order to Civic Forum and Civic Forum receives the actual VAT bill in a said location, payment will be done. No payment will be done in advance.
Goods/Materials Should be Made Available Within	Within 7 days of Purchase Order.
Purchase goods/materials Item, Particulars, Quantity, Unit and Specification/Brand/Standard	See the Quotation for New Goods/Materials Purchase Sheet.
Location for Sanitation and Hygiene Materials Delivery	Civic Forum, Field Office Chaurideurali RM-5, Dhadakharka Bhanjyang
Contract Document and Signing of Contract	The contract document will be prepared by Civic Forum. Civic Forum Procurement Committee Coordinator or CEO and vendors authorized representative will do the signing of the contract.

Bill of Quantity (BOQ)

Project: Foundations for the Future (FFTF)

Name of Proprietor: Vendor/Supplier:
 Address: Telephone: Fiscal Year: 2022/23
 TPIN/PAN/VAT: E-mail: Date:
 Goods can be made available within: BOQ Valid Until: 90 days

Item #	Description	Quantity	Unit	Unit Price (NRs.)		Total Value
				In Figure	In Words	
1	Dustbin different color(Red, Green, Yellow, Hard plastic round, 20L swing)	78	Nos			
2	Dustbin different color(Red, Green, Yellow) Hard plastic round, 40L swing	36	Nos			
3	Paddle dustbin (hard plastic, 10 L)	74	Nos			
4	Hand wash soap (Lifebuoy 95g)	600	Nos			
5	Soap case (plastic, 3 partition)	114	Nos			
6	Bucket (hard plastic, 10 L)	288	Nos			
7	Mug (hard plastic, 1.5 L)	288	Nos			
8	Toilet Brush (long plastic handle, double sided)	288	Nos			
9	Toilet cleaner (jel, 500ml, highly acidic, blue)	262	Nos			
10	Phenyl (White phenyl, 5 L, lemon fragrance)	50	Nos			
11	Towel (bath towel, large size)	88	PCs			
12	Apron (water proof with cotton, knee length, front cover)	76	PCs			
13	Broom (outdoor Cleaning Natural and Pure Bamboo Seek Coconut Jhadu/Brooms)	100	Nos			




14	Rubber gloves (dish cleaning gloves, long sleeve)	88	Pair		
15	Dust pan (plastic)	100	Nos		
				Total	
				VAT 13%	
				Grand Total	
Amount in words:					

Submitted by:

Signature:

Name:

Designation:

Telephone:

Date:

Firm's Stamp:

gmbw



Bid Submission Letter

Date:

To:
Coordinator
Procurement Committee (PC)
Civic Forum, Kavrepalanchok

Subject: Submission of Bid.

Dear Sir/Madam,

In response to your Bid notice of 1st December, 2022, Sealed Bidding Request Information from the interested Firm/Company/Suppliers to Supply Sanitation and Hygiene Materials under the Project "Foundations for the Future (FFTF)", we would like to state our interest to offer our services under the terms and condition of Civic Forum. Along with this letter, I have submitted the sealed bid. While opening of the bid, there will be no difficulty even if our representative is not present.

Thank You!

Sincerely yours,

On behalf of the Vendor:

Signature:

Name of the signatory:

Designation:

Date:

(Firm's Seal)

