

# **Supply and delivery of Dell Laptops**

## **REQUEST FOR PROPOSAL**

Deadline for Submission of Proposal: 15<sup>th</sup> October 2020

Procurement Department  
Sunaulo Parivar Nepal  
Implementing Partner of Marie Stopes International



सुनौलो परिवार नेपाल

## Request for proposal

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of Marie Stopes International (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

SPN calls for proposals from interested organizations to bid for the required Dell Laptops (OEM).

Please visit our website <https://www.mariestopes.org.np/> for detailed Terms of Reference

The quotation should be submitted by 15<sup>th</sup> October 2020 by 5:00 PM. Interested applicants are requested to submit sealed hard copy with subject line “**Laptops (OEM)**” along with company and Vat Registration, latest tax renewal document, audit report to :

**The Procurement Department  
Sunaulo Parivar Nepal  
Opposite Chinese Embassy, Baluwatar  
Kathmandu, Nepal**

**Please ensure that the technical and financial proposals are submitted in two separate sealed files.**

**Only shortlisted will be contacted for further negotiation.**

## **1. Introduction and Organizational overview**

### **Sunaulo Parivar Nepal (SPN)**

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of Marie Stopes International (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

### **2. Objective**

With MSI's technical and financial support, to provide, family planning and other sexual and reproductive health (SRH) services to over 184,000 clients a year across over 50 districts in Nepal through a variety of service delivery channels that include a network of static clinic centres, mobile outreach teams, public sector strengthening teams, MS Ladies (nurse entrepreneurs), and a commercial sales channel. As a member of the MSI global partnership, SPN can use the MSI global brand and its clinics work under the title 'Marie Stopes Centre.'

SPN is dedicated to increasing access to high quality reproductive health information and services for the underserved, including youth, the poor and rural women.

### **3. Language**

All bids should be submitted in English

The contract and all future correspondence will be in English

### **4. Contract terms**

The Framework Agreement/Contract (FA) will be valid from the date of tender opening till successful completion of Training.

The contract will be a supply agreement for the period stated above.

### **5. The Goods/Services required**

Please refer to Point No. 6 Specification details

## **6. Specifications**

- Dell XPS 13 2-in-1 – 4 units. Please find the Specification below:
  - Processor i7 10<sup>th</sup> Gen
  - 16 GB RAM
  - 512GB M.2 PCIe NVMe Solid State Drive
  - 4K 13.4-in. touch display
  - Windows 10 Pro, 64-bit, English
  - Backlit Keyboard
  - 3-year Dell warranty
  - Dell Active Pen compactible with dell XPS 13 2-in-1
  - Bag pack
- Dell Latitude 5490 – 6 units. Please find the Specification below:
  - Processor i5 8<sup>th</sup> Gen
  - 8 GB RAM
  - 256GB Solid State Drive
  - Windows 10 Pro, 64-bit, English
  - Backlit Keyboard
  - 3-year Dell warranty
  - Bag pack

## **8.Payment Terms**

SPN Nepal's standard terms of payment will be done upon completion of each delivery in the following way.

- I. 80% upon supply and delivery of Laptops (total required unit).
- II. Remaining 20% on verification and confirmation of Laptops specification.

## **9.Documents required to be submitted (mandatory)**

Bidder shall be required to submit following documents along with bid:

- Authorized reseller certified from Dell
- Copy of Company Registration
- Copy of VAT Registration document
- Latest Tax Clearance Document
- Latest Audit Report

## **10.Submission of Bid**

Bidder is required to submit sealed proposal in two envelopes with:

1. Technical Proposal for Laptop (OEM). This must include
  - Application letter
  - Specification compliance
  - Dell valid authorized reseller certificate( SPN will confirm with Dell)
  - Sign and Stamped RFP.
  - Bidder Representation Form
  - Supplier Questionnaire
  
2. Financial Proposal for Laptop (OEM)

The envelop shall be addressed to:

- Copy of Company Registration
- Copy of VAT Registration document
- Latest Tax Clearance Document
- Latest Audit Report
- Price Schedule

**Procurement Department  
Sunaulo Parivar Nepal  
Baluwatar (Opp. Chinese Embassy)  
Kathmandu, Nepal**

## **11.Opening of tender**

Tender Opening shall be done next working of the last submission date in the presence of evaluation committee. Detail evaluation shall be done after technical and financial opening based on bid evaluation criteria.

## **7. Bid Evaluation Criteria**

### **12.1 Essential criteria**

- Bidder's registration in Nepal, submit copies of company registration, Vat Registration, latest tax clearance, quality assurance certificate and guaranty/warranty if any.
- Bidder meets required specification for the service as per mentioned above
- Bidder's must confirm and sign all the bidding documents along with attached supplier questionnaire and code of conduct.

### 13.2. Weighting criteria:

The evaluation criteria are scored as follows:

Technical proposals will be assessed against the below criteria and weighing for a total of 40% :

	<b>Technical Proposal Evaluation Criteria</b>	<b>Max Score (40%)</b>
The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:		
1	Relevant Experience (3-5 years)	5
2	Specification conformity	20
3	Lead Time/Delivery	10
4	Signed Supplier's Questionnaire/Code of Conduct	5

Only bids which conform to the administrative requirements set out in these instructions will qualify for financial evaluation.

	<b>Financial Evaluation Criteria</b>	<b>Max Score (60 %)</b>
1	Financial Stability (analysis of last audit report) and Financial Legality (submission of all the financial compliance document as per RFP)	10
2	Cost/Price of Service	50

### 13.3 Period of Validity of proposal

Proposal shall remain valid for 60 days from the date of proposal submission. A proposal valid for a shorter period shall be rejected because it is nonresponsive.

### 8. List of Appendixes

<b>Appendix</b>	<b>Appendix Reference Number</b>
Bidder Representation Form	Appendix I
Supplier Questionnaire	Appendix II
Price Schedule	Appendix III