

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**SUPPLY, DELIVERY AND INSTALLATION OF**  
**DIGITAL ULTRASOUND MACHINE**

**Deadline for Submission of Proposal: 22<sup>nd</sup> October 2020, 4:00pm**

**Procurement Department**  
**Sunaulo Parivar Nepal**  
**Implementing Partner of Marie Stopes International**



सुनौलो परिवार नेपाल

## Request for Proposals

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 firm/company for the supply, delivery and installation of Ultrasound Machine for Marie Stopes Centres.

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

The proposals should be submitted by 22<sup>nd</sup> October 2020, 4:00 PM. Interested applicants are requested to submit sealed hard copy with subject line “**Supply, Delivery and Installation of Ultrasound Machine for Marie Stopes Centres**” 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.

Sunaulo Parivar Nepal, Support Office invites sealed bids for the supply and delivery of the Digital Ultrasound Machine as per Request for Quotation (attached).

## **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 supply, delivery and installation of Digital Ultrasound Machine for Marie Stopes Centres and confirmation from the organization.

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 and **Appendix 1** Price Schedule

#### **6. Specifications**

##### **Usage**

The machine with this specification can be used for many conditions related to gynecology, obstetrics, urology, abdomen and cardiology.

Some common uses in our service sites are-

1. To determine the gestational size.
2. To scan pelvis and abdomen to know any abnormalities including PID, ectopic pregnancy, uterine perforation, peritonitis and any other anomalies.
3. To assess the health of the mother and fetus in pregnant woman.
4. To determine the status of missing implant and IUD.
5. Have additional features to scan other body parts for Thyroid & parathyroid, scrotus, gall bladder etc.

##### **Required Specification**

- Multi frequency transducer
- Two probe connectivity.
- Packages - Gynecology, Obstetrics, Urology, Abdomen and Cardiology
- Direct Laser printer connectivity for reports.
- Automatic generation of report.
- USB port for computer connectivity.
- 256 frame Cine loop.
- Pen drive connection for storing images.
- Screen size 12 inch.
- Light weight portable.
- Frequency range 2-15 MHZ.

Internal backup system for at least 2 hours required to be provided along with offered product.

**Required: Digital Ultrasound Machine with printer along with Internal Backup System as per attached price schedule (Appendix III) and above specification.**

## **7. Quality Assurance Certificate**

Offered Digital Ultrasound machine should have quality standard that covers:

- Products has CE Certification (or USFDA 501)
- Manufacturing site is compliant with ISO 13845

**Note: Non-compliance on above certification shall lead to disqualification.**

## **8. Testing/Demonstration of Digital Ultrasound Machine:**

The bidder shall be required to do the demonstration of Digital Ultrasound Machine in the presence of our Medical Department Team after submission of bid. Full information shall be required to be provided by bidder during this period. Time shall be informed to you via mail or over the phone.

## **9. Delivery site**

The successful bidder shall be required to do door to door delivery of Digital Ultrasound Machine in our following Marie Stopes centres:

- Biratnagar
- Dang
- Satdobato
- Narayanghat and
- Samakhusi

## **10. Aftersales Service and Spare parts**

The successful bidder shall be required to provide aftersales service for supplied Digital Ultrasound Machine and should be able to offer authentic spare parts as and when required.

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

Bidder shall be required to submit following documents under Technical and Financial proposal along with bid:

### **Under Technical Proposal (Envelop):**

- Signed and Stamped Request for Proposal (RFP)
- Bid Representative Form (Annex I)
- Duly Signed and Stamped Supplier Questionnaire (Annex II)
- Manufacturer's Authorization Letter
- Certification of Quality Assurance with validity date
- Letter of Guarantee/Warranty if any
- Catalogue/Brochure

### **Under Financial Proposal (Envelop):**

- Copy of Company Registration
- Copy of VAT Registration document
- Latest Tax Clearance Document
- Latest Audit Report
- Price Schedule (Annex III)

The bidder shall be required to submit offered Ultrasound machine manufactured with CE Certificate (or USFDA 501)/ International Organization of Standardization (ISO) certified companies (ISO 13845)

### **12. Submission of Bid**

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

- 1) Technical Proposal for Supply, Delivery and Installation of Digital Ultrasound Machine
- 2) Financial Proposal for Supply, Delivery and Installation of Digital Ultrasound Machine

The envelop shall be addressed to:

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

### **13. 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.

### **14. Bid Evaluation Criteria**

#### **14.1 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 product: quality and certification as per mentioned above
- Bidder's must confirm and sign all the bidding documents along with attached supplier questionnaire and code of conduct.

#### **14.2. Weighting criteria:**

The evaluation criteria are scored as follows:

Technical proposals will be assessed against the below criteria and weighing for a total of 50%:

	<b>Technical Proposal Evaluation Criteria</b>	<b>Max Score (50%)</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 (2-3 years)	5
2	Specification conformity	30
3	Lead Time/Delivery at site	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 (50%)</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 product	40

### 14.3 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.

### 15. List of Appendixes

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