

## Terms of Reference Medicine

### Introduction

**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, mobile outreach, Marie Stopes (MS) Ladies. It is the local implementing partner of MSI Reproductive Choices (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 is delivering health services through over 100 service delivery points, including static clinics (Marie Stopes Centers) and mobile teams. Each service delivery point manages stock between 20 and over 100 pharmaceutical items such as small clinical tools and equipment, drugs, clinical consumables.

SPN seeks interested vendors that can supply products that are of high quality, safe and effective. Interested vendors must submit all the below document to be eligible for the technical and financial evaluation. Vendors that does not submit any of the below documents will be disqualified.

- Company Registration document
- VAT/registration
- Latest tax clearance document (2076-77)
- Latest Audit report (2076-77)
- MoU/ Article of Association

The evaluation criteria area as below:

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 (100%)</b>
The potential capability to have quality supplies and equipment, capacity and coverage to be provided to SPN will be considered based on the following:		
1	Relevant Experience (minimum 2 years)	5
2	Specification conformity (Listed Manufacturer in Sample evaluation)	70
3	Lead Time/Delivery at site	5
4	Submission of Quality Assurance documents	20

1. **Relevant Experience:** The vendor must submit documents that clearly states relevant experience in the field. The list of current clients with reference letters is a requirement.



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2. **Specification conformity:** The vendor must confirm that SPN's approved manufacture products are available with them and if they are not, specify products from an alternative manufacturer in the attached **excel sheet**. As SPN strictly follows the quality guidelines given by the donor organisation, the vendor that can provide products from the approved manufacture will be given top priority. **All the samples of the medicines mentioned in the excel sheet must be provided during the submission of the bid documents.**
3. **Lead Time/Delivery at site:** The vendor must clearly state the lead time for delivery and supply of the medical equipment.
4. **Submission of Quality Assurance documents:** The interested company must submit all the documents mentioned below.

For pharmaceuticals (not required for pre-approved products)

- GMP certificate available
- COA available
- Pharmacopoeial specification – whether BP, USP, Eur Ph, Int Ph or none

Vendors shall be required to submit valid DDA registered certificate along with other documents.

Only bids which conform to the technical requirements set out in these instructions will qualify for financial evaluation. After the vendor has been approved technically, the vendor with lowest bid would be awarded the bid.

### **Terms and Condition**

1. All required medicines like ancillary, other medicines, clinical supplies like surgical items, diagnostic items need to be supplied as per program's requirement and manufactured at the reputed companies (WHO accredited companies).
2. The vendors should ensure that they supply the same products that they committed to SPN in written agreement. In the case when vendors are unable to supply as per the commitment, they must consult SPN management prior to well ahead of time.
3. The vendors must maintain their medical store in terms of quality storage of the products. Products must be stored in a way to minimize exposure to environmental factors that may affect their quality, for example temperature and humidity, sunlight, water, etc. All products should be kept in well-ventilated condition.
4. The vendors must be consistent in supplying the same quality product that committed to SPN.
5. Incomplete offer or offers which do not comply with any of our bidding conditions will not be considered. SPN reserves the right to make an award on any item or all items at the unit price quoted. Quantities mentioned in the Excel are the estimated ones which may change while placing the orders.
6. Quality assurance must be supported by GMP and dossier assessment; Vendor should be able to provide complete document (manual, brochure, GMP certification of each product they supply to SPN).
7. Vendor should be able to provide products that having long self-life (long expiry date).



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8. Vendor should have acceptable inventory system in place – like storage of drugs, transport of drugs and cold chain system.
9. All drugs (medicines and vaccines) to be supplied must have a minimum of 2 (two) years shelf life from the date of supply. Medicines which have a short shelf life (i.e. less than 2 (two) years) must be supplied with a minimum of 70% remaining shelf life. For vaccines, a minimum 60% of shelf-life is required.
10. Ancillary and other medicines are to be delivered by fresh corrugated cartons. Packaging shall be worthy enough to ensure the safety of the pharmaceutical preparations in order to keep them free from contamination, hinder microbial growth and ensure product safety through the intended shelf life.
11. Ancillary and other medicines must be supplied from original source with certificate of analysis, batch no., expiry date, importer name etc. Ancillary and other medicines to be delivered by standard packaging with relevant documents. All billing must include batch number, expiry date etc.
12. Ancillary medicines should be provided in an original packaging
13. Any temperature-controlled item should be delivered maintaining proper cool/cold chain.
14. Any delivered item expires or not consumed within the expiry date, the manufacturer / supplier / trader / contractor on contract will take back the short-dated items at no extra cost for replacement if it so happens. SPN Policy is to return medicines to Support office from its centres/outreach/camp/MS Ladies 3 months before expiry.
15. Materials brought for delivery shall be examined, weighed, counted and measured as deemed necessary by the persons authorized by SPN. Any item found below the standards specified/set by the SPN or inferior than the sample provided with the price quotation shall be rejected and the rejected materials should be taken back by the supplier without delay at his own cost. Repetition of attempt to supply sub-standard materials might lead to cancellation of the enlistment.
16. If the party on contract fails to supply any/or all items within the stipulated date mentioned in the purchase order, then SPN has the right to purchase the material from other vendors.
17. The award will be also subject to successful Vet Check processes.
18. SPN reserves the right to cancel the bidding process at any stages.

### **Cost of proposals**

A Bidder shall bear all costs associated with the preparation and submission of the proposals. Sunaulo Parivar Nepal (SPN) will not be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

The Bidder is expected to examine all corresponding instructions, forms, and Terms of Reference contained in the Solicitation Documents. Failure to furnish all information required, or submission of proposals not substantially responsive to the RFP will be at the Bidder's risk and may result in rejection of the proposals. There must be written batch number, manufacture date in each individual item they supply to SPN.

### **Financial proposal**

Prices quoted by the Bidders shall remain fixed and valid until completion of the contract performance and will not be subject to variation on any account. Low quality drugs/ items will



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not be acceptable to SPN. Contract might be breached if found substandard items, expired or nearly expired drugs are found time and again in our cross checking.

### **Preliminary examination of proposals**

SPN shall examine the proposals to determine whether they clinical supplies are as per organization requirement, whether they have put complete information about clinical supplies., whether they have mentioned the manufacturer names with certificates, current GMP audit /ISO certificates with valid dates on them, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order.

A proposal, which does not meet the requirements set out above shall be rejected by SPN.

### **Evaluation and comparison of proposals**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR). The product quality proposal will be opened only if they meet the following condition:

### **Inspections;**

SPN will be allowed to inspect any goods (and the supplier's premises) during manufacture and storage so long as an inspection is requested by reasonable notice. If as a result of the inspection SPN is not satisfied that the quality of the goods or the standards of their manufacture, storage or handling comply with the contract, supplier will take such steps as are necessary to ensure compliance. If after that, SPN is still not satisfied; SPN can cancel the contract without penalty.

Vendor shall be required to submit their samples and upon inspection and approval only, bid shall be finalized.

### **Scope of work**

This policy applies to all supplies in SPN. It relates to the quality assurance (QA) of core ancillary products, which include select pharmaceutical products and diagnostic devices, and surgical equipment.

This policy must be followed for all procurement. Where required by a donor, additional quality assurance rules and regulations shall be followed as a supplement to this policy.

Bidders who supplies medicines must be registered in DDA and should supply the key ancillary medicines like Amoxicillin, Metronidazole, Ibuprofen, Oxytocin, Diazepam, lidocaine from MSI recommended pharmaceuticals.

You are kindly requested to email the excel sheet with your quoted price to [procurement.spn2021@gmail.com](mailto:procurement.spn2021@gmail.com).