

## **Terms of Reference**

### **Production of Conversation with Adolescent (Kishora Awastha) four series of books**

**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.

#### **Objective:**

The objective of printing the books is to strengthen AFIC schools with Comprehensive Sexuality Education components for Adolescents.

#### **Scope of work:**

Under the coordination and supervision of Evidence to Action team of SPN, the printing press shall print 1000 pc of each copies of 4 series of books. The details have been mentioned below:

SN	Particulars	Specification	Quantity
1	Book 1 60 inner pages 4 cover pages	Cover page: 250 gsm matt lamination Inner page -130gsm art paper Size: B4	1000 pc
2	Book 2 105 inner pages 4 cover pages		1000 pc
3	Book 3 52 inner pages 4 cover pages		1000 pc
4	Book 4 72 inner pages 4 cover pages		1000 pc

#### **Deliverables:**

Print the listed items as per the specification provided within the timeframe given by SPN.

#### **Time frame:**

Timeframe for the completion of the production of the books will be as per the agreement between both the parties.

#### **Terms and Payment:**

The payment will be released in three installments. The payment modality is as follows:

Installment	Percentage	Deliverables
1 <sup>st</sup> Installment	20%	Upon signing of the contract
2 <sup>nd</sup> Installment	30%	Delivery of series 1 & 2 within a week
3 <sup>rd</sup> Installment	50%	Final payment after the submission of final invoice and completions of all series 1, 2, 3 & 4 within 15 days

Please tick ✓ in following whether "Yes, No or Not Applicable"					
S. No.	Documents Required	YES	NO	NOT APPLICABLE	Remarks if any
	<b>Technical</b>				
1	Application Letter				
2	Signed and Stamped RFP Submission Form /Term of Reference ( <i>Appendix 1</i> )				Compulsory
3	List of the technical equipment owned by the company				Compulsory
4	Experience letter with Client List				Compulsory
5	Catalogues/Brochures/Leaflets				If relevant
6	Other Supporting Documents				If relevant
	<b>Financial</b>				
7	Copy of Company Registration				Compulsory
8	Pan/Vat Registration with renewal documents				Compulsory
9	Tax Clearance Certificate (Year 2076/77)				2075/76 certificate accepted if 2076/77 not yet available
10	Latest Audit Report (year 2076/77)				2075/76 certificate accepted if 2076/77 not yet available
11	Price Schedule/Quotation ( <b>Appendix 5</b> )				Compulsory
12	Other Certificates if any				
	<b>Other</b>				
13	Signed Code of Conduct ( <b>Appendix 2</b> )				Compulsory
14	Supplier Questionnaire ( <b>Appendix 3</b> )				Compulsory
15	Bidders Representation Form ( <b>Appendix 4</b> )				Compulsory