

**REQUEST FOR QUOTATION**



**PROCUREMENT OF MEDICAL AND NON-MEDICAL EQUIPMENT  
FOR THE HEALTH FACILITIES FROM POSHAN PROJECT**

**RFQ DOCUMENT # 01/11/2025**

**RFQ ISSUE DATE: [27<sup>TH</sup> NOVEMBER 2025]**

**QUOTATION SUBMISSION DEADLINE: [10<sup>TH</sup> DECEMBER 2025]**

**CARE NEPAL  
WARD NO 4, EKANTAKUNA, LALITPUR**

**CONFIDENTIAL DOCUMENT**

*PREPARED BY  
CARE®*



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## 1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

For more information about CARE and our work, <https://www.care.org/our-work/>

## 2. GENERAL CONDITIONS AND CLAUSES

### 2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a quotation in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFQ
- To contact any bidder after quotation submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a quotation in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted quotation
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFQ
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the quotation.

- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFQ or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

## **2.2. CONFIDENTIALITY/ NON-DISCLOSURE**

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this quotation. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to request a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFQ will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFQ is confidential and is not to be disclosed or used for any other purpose by the vendor.

## **2.3. PUBLICITY**

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

## **2.4. LIABILITY**

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

## **2.5. FORCE MAJEURE**

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease



Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party’s reasonable control.

- b. The Party that seeks to invoke this Force Majeure provision (the “Affected Party”) shall provide the other Party (the “Unaffected Party”) with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

**2.6. ERRORS AND OMISSIONS**

CARE expects the vendor to provide all labor, coordination, support, and resources required based on the vendor’s quotation and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the quotation made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

**2.7. OWNERSHIP OF WORK**

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

**2.8. CONFLICT OF INTEREST**

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

**3. BIDDER’S DECLARATION**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> By submitting this Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFQ; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFQ and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.

<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFQ process.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

#### 4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF QUOTATION

This Request for Quotation represents the requirements for an open and competitive process. Interested eligible registered companies may obtain the Request for Quotation (RFQ) documents containing detail requirements from CARE Nepal office from **Thursday, 27<sup>th</sup> November 2025 to Tuesday 09<sup>th</sup> December 2025** (10:00 am till 4:00 pm) or may also download the ITB documents from CARE Nepal website [www.carenepal.org](http://www.carenepal.org) and clicking on RFQ # 01/11/25 - detail requirements. Offers must be sent in sealed envelope marked clearly with specific subjects: ***PROCUREMENT OF MEDICAL AND NON-MEDICAL EQUIPMENT***. The BID documents must be delivered at the latest by **Wednesday 10 December 2025 before 4:00 pm** to the address below:

The Front Desk  
CARE Nepal,  
Ekantakuna, Ward No 4, Lalitpur  
Phone (5422800)

Quotation should be submitted with the vendor stamp and signature that must have followed information:

- 1) Description/Item Name
- 2) Quantity and Unit
- 3) Unit price and total price including all taxes
- 4) Specification of each item
- 5) Price Validity Period
- 6) Warranty Period of each item
- 7) Delivery time of each item

Pre-Bid meeting will be held at CARE Nepal office on **Wednesday, 3<sup>rd</sup> December 2025 at 02:30 PM**. We encourage interested/potential bidders to attend the pre-bid meeting.

Additionally, all costs included in quotations must be all-inclusive. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFQ. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFQ. Only such corrections or addenda as are issued in writing by CARE to all RFQ participants shall be official. CARE will not be responsible for verbal instructions.

## 5. SCHEDULE OF REQUIREMENTS

### PROCUREMENT OF HEALTH AND NON\_HEALTH EQUIPMENT

- 1) Vendor should install the goods in the health post and also provide on-site coaching. Vendor should provide after-sales service within the warranty period.
- 2) Multicolor visible branding logo should be used for each item.
- 3) The Supplier shall bear full responsibility for conducting inspection and testing of all items prior to delivery. Upon completion of the final delivery, the Supplier shall furnish CARE with a duly signed and authorized certification confirming once the delivery is completed. Failure to comply with these obligations may constitute a material breach of contract and may result in rejection of goods.

Item #	Description	Specification	Qty	Unit of Measurement
1	AUTOCLAVE 12 LTR	<ul style="list-style-type: none"> <li>▪ Made of aluminum but steel finish</li> <li>▪ Seamless construction (Jointless) from extra thick aluminum sheet</li> <li>▪ Light, Compact, Portable Easy to use, top loading autoclave</li> <li>▪ Easily operate anywhere, anytime.</li> <li>▪ Weight type safety valve and pressure regulation devices for better performance and safety.</li> <li>▪ Equipped with Two stages “Over Pressure” and Pressure release weight valve.</li> <li>▪ Good quality synthetic rubber gasket for longer performance and Hygiene.</li> <li>▪ Equipped with 1hr. Rotary timer.</li> <li>▪ Customized designed Heating Element for better</li> </ul>	170	Pieces

		<p>efficiency &amp; longer life.</p> <ul style="list-style-type: none"><li>▪ Color-coded Pressure Gauge</li><li>▪ Equipped with Heat resistant handles and steam release/control valve.</li><li>▪ Model: Electric with gasoline fuel</li><li>▪ Finish: Epoxy Powder coated</li><li>▪ Vol. Capacity: 12 liters</li><li>▪ Power supply: 220V.</li><li>▪ Sterilizing Temperature: 121 degrees Celsius.</li><li>▪ Operating Pressure: 15 psi.</li><li>▪ Accessories with Autoclave.<ul style="list-style-type: none"><li>- Outer MS Stand</li><li>- Inner Tripod Stand</li><li>- Dressing Drum</li><li>- Power Cable</li></ul></li><li>▪ Packaging: 1 UNIT<ul style="list-style-type: none"><li>▪ Warranty: at least one year.</li></ul></li></ul>		
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2	WEIGHING SCALE AND CARRY BAG	Weighing Scale with hanging/holding cloth, hanging scale for child, Capacity: 25 Kg/55LB, Division 100g/40Z, White & bright dial for easy reading, Body Material: Steel, (Plastic Body not Acceptable), Waterproof Trouser for Child with Carry Belt for easy to weigh 2 nos.	95	Set
3	WALL CLOCK FOR BC/OTC	Analog wall clock, 12-inch diameter, clear dial, battery operated.	219	Piece
4	SURGICAL DRUM	Stainless steel, Drum for delivery set and other equipments 9"X11" (Seamless -heavy)	247	Piece
5	TIN BOX FOR RUTF	<b>Food-grade metal tin, 15-25L</b>	124	Piece
6	BUCKET WITH TAP	Plastic, 20 L with lid and tap	182	Piece
7	HYGENE KIT SET	Includes cotton towel -1 pc, bathing soap – 2 pcs, cloth washing soap – 2 pcs, Soap Case – 1 pc, Shampoo – 1 Bottle, Toothbrush – 2 pcs, Toothpaste – 1 pc, combs – 1 pc, Nail cutter – 1 pc, kit bag – 1 pc Details in the below ANNEX 1	2000	Set
8	TOWEL FOR OTC/ HF	Cotton towel, size 60x120 cm, <b>400-600 GSM</b> , washable, absorbent.	379	Piece
9	STEEL GLASS & SPOON FOR OTC	Simple steel glass 250 ml and spoon set, food-grade, reusable. (1 glass & 1 spoon)	512	Set
10	MUAC TAPE CHILDREN (10 PER OTC)	MUAC measuring tape suitable for measuring	2800	Piece

		 <p>child's Middle Upper Arm Circumference (MUAC) with a range up to 26.5 cm. Graduated with 1 mm precision with a thicker line at 21.0 cm. Accuracy: ± 1 mm, Front side: Color-coded as follows: Red: from 0 to 11.5 cm, Yellow: from 11.5 to 12.5 cm, Green: from 12.5 to 26.5 cm. Material: Non-tear stretch-resistant polyethylene material. quality as per UNICEF Standard.</p>		
11	MUAC TAPE ADULT	<p>The AnthroFlex mid-upper arm circumference (MUAC) tape measure allows for a quick and easy assessment of nutritional risk of adults over 18 years, and pregnant women. 50cm Length, Graduated 1 mm precision. Precision. Accuracy: ± 1 mm of the maximum measurement (50 cm), Material: Non-tear stretch-resistant polyethylene material. Minimum thickness 0.3mm. <b>Front side should have black print on white tape. Reverse side should include instructions and diagrammatic drawings.</b> Quality as per UNICEF Standard.</p>	700	Piece
12	COLOR CODED BALTIN FOR WASTE MANAGEMENT	<p>Set of 3 bins (red, green, blue), 20 L capacity each, pedal operated.</p>	394	Set

13	DIGITAL WEIGHING MACHINE	<p>General description: Scale, survey, mother/child, batteries, 150 kg</p> <p>Intended use: Electric measuring devices to weigh infants, children and adults in health facilities and for survey field use. Mother/child functions for trouble-free weighing of small children. Portable, for heavy duty use.</p> <p>Technical specifications: Electronic scale for infants, children and adults. Designed for heavy duty use; resistant to shock, excessive humidity and high temperature, dust and water-splash proof. Measuring range: up to 150 kg. Minimum graduation: 100 g. Accuracy: better than <math>\pm 0.15\%</math> / <math>\pm 100\text{g}</math> for operating temperature of 0/45 °C and humidity up to 95%. Precision: better than <math>\pm 0.15\%</math> / <math>\pm 100\text{g}</math> for operating temperature of 0/45 °C and humidity up to 95%. Taring function by push-button with the foot i.e. no need to bend over. Main on/off button has a feature to prevent accidental switching on during transportation.</p>	250	Pieces
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		<p>The on/off button is encased to be protected from rain, dust and humidity.</p> <p>Power saving feature automatically turns off the scale after 2-3 minutes of non-use.</p> <p>Light-grey colored foot mat to avoid heating in case of direct sun exposure.</p> <p>Footprint markings to indicate correct standing position.</p> <p>Leveling feet, non-removable, withstanding load of 300 kg.</p> <p>Material:</p> <p>Base: Corrosion resistant steel frame, powder coated.</p> <p>Weighing platform: medical grade ABS plastics (Acrylonitrile butadiene styrene).</p> <p>Display cover: translucent plastic (PMMA.)</p> <p>Foot mat: thermoplastic elastomer (TPE).</p> <p>Dimensions:</p> <p>Overall: 360 x 321 x 60 mm (WxDxH).</p> <p>Maximum weight: 4.0 kg (including batteries).</p> <p>Portability: Easy to carry in the field.</p> <p>Display:</p>		
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		<p>Easily readable in low light working situations (&lt;450 lumes).</p> <p>Display of final measurement within less than 5 seconds.</p> <p>Display cover made of UV resistant as well as mechanical stress up to 30 psi compliant to ISO 877.</p> <p>Power sources: It can be powered by battery power or power adapter.</p> <p>Batteries: 6 AA batteries (customer replaceable or rechargeable).</p> <p>Up to 10,000 weighing per battery set.</p> <p>Adapter: 100 - 240 V / 50-60 Hz, 0.2 Amp.</p> <p>Environmental conditions: Operating temperature: minimum range: 0 to 45 degrees C.</p> <p>Storage/transport temperature: minimum range: -20 to 65 degrees C.</p> <p>Humidity: 0% to 95% RH with no condensation.</p> <p>Supplied with: Instructions for assembly, use, and cleaning in English, French and Spanish; illustrated with pictograms.</p> <p>Separately packed batteries.</p>		
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		<p>Rain and splash proof carry bags are appropriate for transport by walking up to 2 hours.</p> <p>Contact details for repair service and contact details for recalibration services.</p> <p>Warranty and service: Warranty: 4 years' time from delivery. Product lifespan: 10 years. After sales service available for recalibration and repair in different parts of the world.</p> <p>Optional accessory at extra cost: Adapter</p> <p>Primary packaging: One (1) unit per box Weight 4.74 kg, volume 10 dm<sup>3</sup>.</p> <p>Secondary packaging: 72 units per shipping carton</p> <p>Quality Management System: ISO 13485:2016 Medical devices - Quality management</p> <p>Regulation &amp; classification: Medical Device Regulation (EU) 2017/745, Class Im</p>		
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		<p>Compliance with safety &amp; product performance standards:  EN 60601-1: Medical electrical equipment - General requirements for basic safety and essential performance.  IEC 60601-1-2: Electromagnetic Compatibility of Medical Devices or EN 60601-1-2: Electromagnetic disturbances - Requirements and tests.  IEC 60529: IP53 for dust protection and water resistance.  EN 62262: IK 09 for external mechanical impacts.  ISO 877</p> <p>Nomenclature:  GMDN code: 38211 - Stand-on floor scale, electronic</p> <p>Material safety data sheet information (MSDS)  Scale is provided with Material Safety Data Sheet.</p>		
14	WOODEN HEIGHT AND LENGTH BOARD	<p><b>Infant/Child (0-129 cm):</b> A portable wooden length/height board designed for measuring the length of babies and the height of children up to 120 cm.  Portability: The boards are designed to be portable for easy relocation between sites.</p>	120	Pieces

		<p>Material: The two-part boards are made of wood of high quality.</p> <p>Accuracy: They have a precision of <math>\pm 0.1</math> cm</p>		
15	RADIANT WARMER/RESUSCITATION TABLE WITH WARMER	<p>Radiant warmer, 600W, servo control, 70×50 cm bed, <b>two probes</b>. The Control Panel is also the heart for a completely integrated alarm system with both audible and visual Indicators in the event of</p> <ul style="list-style-type: none"> <li>• Probe Fail</li> <li>• Skin High</li> <li>• Skin Low</li> <li>• Power Fail</li> </ul> <p>support structure consists of radiant heater and reactor with inbuilt LED examination lamp for assessment of Infant color the system is fitted with 2" high quality castors having brakes in front 2 castors with attached spacious baby bed incorporates easy drop-down glasses for maximum access to the patient.</p> <p>Technical Specification: Height - 1920mm Length - 890mm Width - 860mm Power Supply 220V/50Hz, Heater Power 650 Watts Fuse 5 Amp</p>	64	Sets
16	BP SET WITH STETHOSCOPE (ADULT)	<p>Aneroid sphygmomanometer with adult cuff (22–32 cm), latex-free bladder, metal gauge,</p>	100	Sets

		stethoscope (dual head, aluminum chest piece).		
17	DELIVERY BED	<p><b>Overall Dimensions: Approximately 1800–2000 mm (length) x 600– 700 mm (width). Height Adjustment: Fixed height. Approx. 700-750 mm from the ground.</b></p> <p>Stainless steel body Tubular pipe framework in three sections. Side rail Head and foot section adjustable. Perineal "U" shaped cut in leg section. Provided with padded lithotomy crutches with ball and sockets joint with adjustment for new rest shoulder support, hand grip, and SS bowl. Stainless steel body Includes IV stand, mattress and pillow.</p> <p><b><u>Mattress:</u></b> <b>Material: Waterproof, anti-bacterial, and anti-static foam mattress. Thickness: 50–80 mm, high-density foam for patient comfort. Cover: highly tear resistant, non-absorbing, waterproof and cleanable with hospital-grade disinfection products.</b></p>	12	Sets
18	EXAMINATION TABLE WITH MATTRESS	1. Fixed upholstered top in two sections.	165	Sets

		<p>2. Framework made of rectangular &amp; square MS CRC tubes mounted on PVC stumps/shoes.</p> <p>3. Back rest adjustable by hand lever</p> <p>4. Knockdown construction</p> <p>5. Finish: Pre-treated &amp; epoxy powder coated</p> <p>6. Overall Approx. Size: 1900L x 650W x 700H mm.</p> <p>7. Back section 695 x 620 mm</p> <p>8. With mattress- high quality leather, waterproof, <b>50mm thick</b></p>		
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**ANNEX 1: Hygiene Kit for SAM Child**

SN	Item	Unit	Quantity	Specifications
1	Cotton Towel	Pcs	1	Material: 100% Cotton; Size: 20 W x 40 L inches (±2%); <b>400-600 GSM</b> , Color: Any light color (except white and black); Purpose: To absorb water
2	Bathing Soap	Pcs	2	<b>Weight: 100 gms per pcs</b> ; Purpose: Germ protection; TFM: 60% or above; Shelf Life: 24–30 months
3	Cloth Washing Soap	Pcs	2	Weight: 200 gms per pcs; Purpose: To wash clothes; Shelf Life: 22–24 months
4	Soap Case	Pcs	1	Material: Plastic; Type: Transparent/Translucent; Size: Standard; Color: Any; Purpose: To keep bathing soap safe
5	Shampoo	Bottle	1	Size: 650ml; Expiry: 22–24 months; Purpose: For hair wash of Child (Boy, Girls)

6	Toothbrush – Children up to 5 years	Pcs	2	Soft bristles; Shaped to fit children’s mouth; Easy to hold; Color: Any
7	Toothpaste	Pcs	1	Weight: 80gm; Green/blue tag; Shelf life: minimum 22–24 months
8	Combs for Hair (Child)	Pcs	1	Material: Plastic; Size: 16 cm length (±2 cm); Color: Any
9	Nail Cutter	Pcs	1	Material: Stainless steel; Size: Medium; Usage: Fingernail cutting
10	Kit Bag	Pcs	1	Material: Polyester PVC coated fabric; Size: 17" × 16" × 7" (minimum); Finishing: Zipper lock with strap; Color: Blue; Printing: Kit name (Hygiene Kit for SAM Child) + 1x Project logo + 1x government logo

**DELIVERY LOCATION**

*Selected vendors must deliver the equipments to the health post of below district.*



SN	Items	Banke	Dailekh	Kailali	Rautahat	Saptari	Siraha	Surkhet	Total Quantity
1	AUTOCLAVE 12 LTR	22	24	26	20	26	27	25	170
2	Weighing Scale and Carrying Bag	15	20	10	10	10	10	20	95
3	WALL CLOCK FOR BC/OTC	7	44	45	15	28	55	25	219
4	SURGICAL DRUM	38	44	52	17	27	42	27	247
5	TIN BOX FOR RUTF	11	7	25	8	15	40	18	124
6	BUCKET WITH TAP	24	33	44	6	18	33	24	182
7	HYGENE KIT SET	300	200	300	300	300	300	300	2000
8	TOWEL FOR OTC/ HF	104	70	54	13	31	75	32	379
9	STEEL GLASS & SPOON FOR OTC	41	100	62	37	31	150	91	512
10	MUAC TAPE CHILDREN (10 PER OTC)	400	400	400	400	400	400	400	2800
11	MUAC TAPE ADULT	100	100	100	100	100	100	100	700
12	COLOR CODED BALTIN FOR WASTE MANAGEMENT	63	88	50	13	47	90	43	394
13	DIGITAL WEIGHING MACHINE	35	35	35	35	35	35	40	250
14	WOODEN HEIGHT AND LENGTH BOARD	15	15	15	15	20	20	20	120
15	RADIANT WARMER/RESUSCITATION TABLE WITH WARMER	9	10	10	2	8	13	12	64
16	BP SET WITH STETHOSCOPE (ADULT)	0	0	40	30	0	0	30	100
17	DELIVERY BED	2	2	2	2		2	2	12
18	EXAMINATION TABLE WITH MATTRESS	16	20	28	14	24	39	24	165

## 6. EVALUATION CRITERIA

CARE will evaluate all quotations based on the following criteria. To ensure consideration for this Request for Quotation, your proposal should be complete and include all of the following criteria:

- **Meet required specifications:** proposed equipments must meet the required specifications provided by CARE.
- **Previous Work Experience:** Bidders will be evaluated as examples of their work pertaining to the requirement as well as client testimonials and references. Vendor's previous records of performance and service include years of experience in providing the requested goods or services.
- **Delivery Time and Validity Period:** Bidders must provide delivery time and validity period of the quotation. Bidders will be evaluated based on the shortest delivery time and longest validity of the quotation.
- **Installation, on-site coaching, and After Sales Service including warranty:** Bidders must provide the plan for the installation of equipments, on-site coaching, and after sales service.
- **Value and Cost:** Bidders will be evaluated on the quotation submitted by the vendor.

*Note for Country Offices (CO): The specific criteria must closely represent the objective and scope given the nature of the procurement required. Evaluation criteria reflected above can be added and adjusted depending on the requirement and the type of purchase. The final evaluation criteria must be reflected above prior to releasing of this RFQ.*

CARE will review proposed budgets and pricing after the initial review of the criteria above.

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## 7. INSTRUCTION TO BIDDERS

### 7.1. CONTRACTORS ARE NOT ENTITLED TO PARTICIPATE IN COMPETITIVE TENDERING IF:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- They are the subject of proceedings for a declaration of bankruptcy, for winding up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations.
- They have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata (i.e., against which no appeal is possible).
- They are guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established.
- They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established.
- They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract.
- They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same contract with the Contracting Authority or another contract financed with the same Donor's funds.

## 8. ELIGIBLE BIDDERS

- A Bidder shall meet the following criteria to be eligible to participate in CARE Nepal procurement of Work and the bidder, at the time of bid, is not:
  - Insolvent.
  - In receivership.
  - Bankrupt; or
  - Being wound up
  - The bidder's business activities have not been suspended.
  - The bidder is not the subject of legal proceedings for any of the circumstances.
  - The bidder has fulfilled their obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid.
  - The supplier is liable to pay taxes as CARE Nepal is not exempt from taxation.
  - The purpose items do not have any negative impact on environments.
  - The supplier should ensure that providers do not make use of child labor or forced labor and/or practice discrimination (as defined in the core environment of the International Labor Organization).
  
- A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
  - (a) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the CARE Nepal regarding this bidding process; or\
  
- A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the CARE Nepal.

## 9. BID VALIDITY

- Bids shall remain valid for a period of 180 calendar days after the date of the bid submission deadline as prescribed by CARE Nepal. A bid valid for a shorter period shall be rejected as non-compliant
- In exceptional circumstances, prior to the expiration of the bid validity period, the CARE Nepal may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his/her acceptance of the extension. In case of extension, modification of the bid is not permitted.

## 10. CANCELLATION OF TENDER PROCESS

In the event of cancellation of the tender procedure, tenderers will be notified of the cancellation by CARE Nepal. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes shall be returned, unopened, to the tenderers.

Cancellation may occur where:

- The tender procedure has been unsuccessful, i.e. where no qualitatively or financially worthwhile tender has been received or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal performance of the project impossible.
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

## 11. LIQUIDITY DAMAGE

- If the supplier fails to comply with the delivery date, CARE Nepal will have the right to deduct (0.05%) of total contract value for each day of delay i.e. after the end date of goods to be delivered in site/district (which is mentioned in the Purchase Order)

## 12. CONTRACT VALIDITY

- The signed contract will be valid for a total period of 180 days unless otherwise, discussed and mutually agreed in advance by both parties.

## 13. REQUIRED DOCUMENTS TO BE SUBMITTED

Interested eligible companies should submit the following documents:

- 1) Organization Profile
- 2) Legal documents (Business registration, VAT Certificate, Recent Tax Clearance Certificate)
- 3) Previous experience for the support of similar equipments
- 4) Provide 3 or more client experiences or testimonials (References whose environment, size, and scope are most like CARE. Include a summary of the work completed for each account. Include reference contact names, with telephone numbers and email addresses.)
- 5) Should provide product catalogue of each item
- 6) Plan for the installation of equipments, on-site coaching, and after sales service.

