

BID RESPONSE FORM

UNICEF Invitation to Bid (LITB) No.: LITB-2024-9189966; Date: 09 May 2024
Supply of Student Kits under Long Term Arrangement (LLTA)

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR EACH ITEM BEING OFFERED

Name of Supplier: _____

SI	Item details*	Quantity	Unit price (DAP) Excluding VAT Currency - NPR	Delivery lead- time (DAP)
10	<p>Student Kit - Girls, Junior (Contains the following items) Applicable: Age group 6-10 and Grade 1-5 Purpose: One kit per student</p> <p>1. Geometry Box (steel): Each box will contain the following items: a. Protractor 180 deg - composed of robust, hard wearing, clear plastic; b. Divider - composed of metal with a sturdy and durable screw; c. Compass - composed of metal with sturdy and durable screw ring and pencil; d. Set square 60 deg (Triangle) - composed of robust, hard wearing, clear plastic; e. Set square 45 deg -composed of robust, hard wearing, clear plastic; f. Sharpener - Body: Best quality plastic material. Blade Size: Approx. 1-inch rust-free metal; g. Pencil - black lead (core min. 2 mm, max. 3 mm), HB grade, quality wood casing; h. Scale - composed of robust, hard wearing, clear plastic. i. Scissors Quantity: 1 box per Kit</p> <p>2. Terry cotton cloth unstitched for skirt (dark blue): 1.5 meter (150 length x 140 breadth) should be more cotton so that proper pleats can stay while stitching the pant/skirt Quantity: 1 piece per Kit</p> <p>3. Terry cotton cloth unstitched for shirt (light blue) 2 meter (200 length x 110 breadth) should be more of a cotton mix) Quantity: 1 piece per Kit</p> <p>4. Girls Underwear, Junior Size: Free size Material: 100% cotton, soft and durable cotton Quantity: Set of 2 each per Kit</p> <p>5. Skipping Rope with wooden handle</p>	Each Kit		

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	<p>Material - Composite, Handle materials - Wood, Color-Multi colors, Length 4.5 m/15 Ft, Rope diameter - 9mm/0.35", Handle Size - 13x2.5 cm/5.1" x 1.0" Quantity: 1 piece per Kit</p> <p>FINAL KIT PACKING</p> <p>a) The above-listed pre-packed items of the kit are to be over-packed in a good quality waterproof transparent plastic bag and labeled.</p> <p>b) A detailed packing list of the kit contents should be prepared and inserted in the finally packed carton</p> <p>c) Besides that, UNICEF logo, PO number, name of the kit, list of items, and consignee name are to be printed on each carton;</p> <p>d) All packing materials should be New and offer waterproof protection to the contents</p> <p>e) Supplier will be responsible for packing the kit items.</p>			
20	<p>Student Kit - Girls, Adolescent (Contains the following items) Applicable: Age group 11+ and Grade 6+ Purpose: One kit per student</p> <p>1. Geometry Box (steel): Each box will contain the following items:</p> <p>a. Protractor 180 deg - composed of robust, hard wearing, clear plastic;</p> <p>b. Divider - composed of metal with a sturdy and durable screw;</p> <p>c. Compass - composed of metal with sturdy and durable screw ring and pencil;</p> <p>d. Set square 60 deg (Triangle) - composed of robust, hard wearing, clear plastic;</p> <p>e. Set square 45 deg -composed of robust, hard wearing, clear plastic;</p> <p>f. Sharpener - Body: Best quality plastic material. Blade Size: Approx. 1-inch rust-free metal;</p> <p>g. Pencil - black lead (core min. 2 mm, max. 3 mm), HB grade, quality wood casing;</p> <p>h. Scale - composed of robust, hard wearing, clear plastic.</p> <p>i. Scissors</p> <p>Quantity: 1 box per Kit</p> <p>2. Terry cotton cloth unstitched for skirt (dark blue): 1.5 meter (150 length x 140 breadth) should be more</p>	Each Kit		

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	<p>cotton so that proper pleats can stay while stitching the pant/skirt Quantity: 1 piece per Kit</p> <p>3. Terry cotton cloth unstitched for shirt (light blue) 2 meter (200 length x 110 breadth) should be more of a cotton mix) Quantity: 1 piece per Kit</p> <p>4. Girls Underwear, Adolescent Size: Free size Material: 100% cotton, soft and durable cotton Quantity: Set of 2 each per Kit</p> <p>5. Skipping Rope with wooden handle Material - Composite, Handle materials - Wood, Color- Multi colors, Length 4.5 m/15 Ft, Rope diameter - 9mm/0.35", Handle Size - 13x2.5 cm/5.1" x 1.0" Quantity: 1 piece per Kit</p> <p>FINAL KIT PACKING</p> <p>a) The above-listed pre-packed items of the kit are to be over-packed in a good quality waterproof transparent plastic bag and labeled.</p> <p>b) A detailed packing list of the kit contents should be prepared and inserted in the finally packed carton</p> <p>c) Besides that, UNICEF logo, PO number, name of the kit, list of items, and consignee name are to be printed on each carton;</p> <p>d) All packing materials should be New and offer waterproof protection to the contents</p> <p>e) Supplier will be responsible for packing the kit items.</p>			
30	<p>Student Kit - Junior, Boys (Contains the following items) Applicable: Age group 6-10 and Grade 1-5 Purpose: One kit per student</p> <p>1. Geometry Box (steel): Each box will contain the following items:</p> <p>a. Protractor 180 deg - composed of robust, hard wearing, clear plastic</p> <p>b. Divider - composed of metal with a sturdy and durable screw</p> <p>c. Compass - composed of metal with sturdy and durable screw ring and pencil</p> <p>d. Set square 60 deg (Triangle) - composed of robust, hard</p>	Each Kit		

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	<p>wearing, clear plastic</p> <p>e. Set square 45 deg -composed of robust, hard wearing, clear plastic</p> <p>f. Sharpener - Body: Best quality plastic material. Blade Size: Approx. 1-inch rust-free metal</p> <p>g. Pencil - black lead (core min. 2 mm, max. 3 mm), HB grade, quality wood casing</p> <p>h. Scale - composed of robust, hard wearing, clear plastic.</p> <p>i. Scissors</p> <p>Quantity: 1 box per Kit</p> <p>2. Terry cotton cloth unstitched for trousers (dark blue): 1.5 meter (150 length x 140 breadth) should be more cotton so that proper pleats can stay while stitching the pant</p> <p>Quantity: 1 piece per Kit</p> <p>3. Terry cotton cloth unstitched for shirt (light blue) 2 meter (200 length x 110 breadth) should be more of a cotton mix)</p> <p>Quantity: 1 piece per Kit</p> <p>4. Boys Underwear, Junior</p> <p>Size: Free size</p> <p>Material: 100% cotton, soft and durable cotton</p> <p>Quantity: Set of 2 each per Kit</p> <p>5. Skipping Rope with wooden handle</p> <p>Material - Composite, Handle materials - Wood, Color- Multi colors, Length 4.5 m/15 Ft, Rope diameter - 9mm/0.35", Handle Size - 13x2.5 cm/5.1" x 1.0"</p> <p>Quantity: 1 piece per Kit</p> <p>FINAL KIT PACKING</p> <p>a) The above-listed pre-packed items of the kit are to be over-packed in a good quality waterproof transparent plastic bag and labeled.</p> <p>b) A detailed packing list of the kit contents should be prepared and inserted in the finally packed carton</p> <p>c) Besides that, UNICEF logo, PO number, name of the kit, list of items, and consignee name are to be printed on each carton;</p> <p>d) All packing materials should be New and offer waterproof protection to the contents</p> <p>e) Supplier will be responsible for packing the kit items.</p>			

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40	<p>Student Kit - Adolescent, Boys (Contains the following items) Applicable: Age group 11+ and Grade 6+ Purpose: One kit per student</p> <p>1. Geometry Box (steel): Each box will contain the following items:</p> <ul style="list-style-type: none"> a. Protractor 180 deg - composed of robust, hard wearing, clear plastic b. Divider - composed of metal with a sturdy and durable screw c. Compass - composed of metal with sturdy and durable screw ring and pencil d. Set square 60 deg (Triangle) - composed of robust, hard wearing, clear plastic e. Set square 45 deg -composed of robust, hard wearing, clear plastic f. Sharpener - Body: Best quality plastic material. Blade Size: Approx. 1-inch rust-free metal g. Pencil - black lead (core min. 2 mm, max. 3 mm), HB grade, quality wood casing h. Scale - composed of robust, hard wearing, clear plastic. i. Scissors <p>Quantity: 1 box per Kit</p> <p>2. Terry cotton cloth unstitched for trousers (dark blue): 1.5 meter (150 length x 140 breadth) should be more cotton so that proper pleats can stay while stitching the pant Quantity: 1 piece per Kit</p> <p>3. Terry cotton cloth unstitched for shirt (light blue) 2 meter (200 length x 110 breadth) should be more of a cotton mix) Quantity: 1 piece per Kit</p> <p>4. Boys Underwear, Adolescent Size: Free size Material: 100% cotton, soft and durable cotton Quantity: Set of 2 each per Kit</p> <p>5. Skipping Rope with wooden handle Material - Composite, Handle materials - Wood, Color-</p>	Each Kit		

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	<p>Multi colors, Length 4.5 m/15 Ft, Rope diameter - 9mm/0.35", Handle Size - 13x2.5 cm/5.1" x 1.0" Quantity: 1 piece per Kit</p> <p>FINAL KIT PACKING</p> <p>a) The above-listed pre-packed items of the kit are to be over-packed in a good quality waterproof transparent plastic bag and labeled.</p> <p>b) A detailed packing list of the kit contents should be prepared and inserted in the finally packed carton</p> <p>c) Besides that, UNICEF logo, PO number, name of the kit, list of items, and consignee name are to be printed on each carton;</p> <p>d) All packing materials should be New and offer waterproof protection to the contents</p> <p>e) Supplier will be responsible for packing the kit items.</p>			

SPECIAL NOTES:

1) Bids will be evaluated on the basis of reviewing the technical specification as per UNICEF standard quality and durability. Based on the acceptability of the product, successful bidders will be selected as per the lowest price and minimum delivery lead time. Bidders must submit price quote with consideration of fulfilling all the requirements as mentioned in the detailed specification.

2) Following mandatory documents need to be submitted with the bids:

- a. Bidder needs to submit updated legal documents (Trade License, VAT/BIN Certificate) and NID of Owner/MD/CEO. Specially, this is required for bidders who are not registered with UNICEF.
- b. Bidder should present proof of its experience for supply of similar products within the past three years clearly indicating the Client name and contacts. Please submit a client list with reference as well as copy of successfully completed orders in the form of purchase/work order or work/job completion certificate.

3) The LTA will be initially effective for a **period of 2 years** from the date of award. The LTA can be extended further upon mutually agreed terms and conditions. However, UNICEF is not obligated to order any minimum quantity of Goods from the Supplier pursuant to the LTA.

4) Delivery lead time means total time required to make the goods readily available at the consignee (DAP) from the date of issue of purchase order.

DAP – Delivery At Place means delivery of goods to the consignees at UNICEF-Nepal Office.

5) This ITB is only for **local companies/suppliers registered in Nepal**.

6) Interested bidders may bid any combination of items or all items depending on their capacity and expertise.

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The bidders are requested to provide genuine, branded product which is acceptable subject to pre-delivery and/ or post-delivery inspection.

7) Supplier must mention "**realistic delivery time**" i.e. number of days require for delivery including time for formal pre-delivery inspection.

9) Unit price of item should include cost of packaging, cost of transportation during transit, and risk involved up to the consignee for Delivery At Place (DAP).

10) Price of the item must be given without VAT.

11) Please refer to Contractual Provisions for related terms and conditions.

12) Maintaining UNICEF Visibility and Branding is mandatory (Logo design/copy will be provided by UNICEF).