

**Instruction and Template for  
PROPOSAL Submission**

**Consultancy Title: Technical Assistance for Designing and Monitoring of Construction of  
Four (4) Provincial Medical Warehouses in Nepal**

**PR No. PR358939**

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

**Section A: Instruction for Proposal Development**

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
  - It is received after the deadline.
  - It is not submitted in designated email ID.
  - There are any missing documents mentioned in the ToR.
  - Information submitted by the company is found to be false.
  - It is incomplete.
2. A proposal submitted through email should have four (4) separate files:
  - 1<sup>st</sup> for essential documents
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal
  - 4<sup>th</sup> for other supporting documents as per ToR
  - All attached documents should be clearly labelled so it is clear to understand what each file relates to.
  - Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
  - Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. Shortlisted bidder/s will be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

**Section B: Proposal Development Form**

**I. Organization Information (NA in case of individual consultant)**

Name of the organization : .....

Address : .....

District/State : .....  
 Country : .....  
 Phone number : .....  
 E-mail : .....  
 Website : .....

**II. Details of contact person**

Name : .....  
 Position : .....  
 Phone Number : ..... (Landline) ..... (Mobile)  
 E-mail : .....

**III. Major topics and sub-topics for proposal development**

**1. Organization Background (NA in case of individual consultant)**

1.1 Work experience.

Date (From and to)	Details of Design and construction Management	Client Details	Attach experience / recommendation letter

*Please add rows to the above table as required.*

1.2 Existing and current human resource and organization organogram:

**2. Signatory and Proposed Consultants Information:**

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification

*Please add rows to the above table as required.*

**3. Proposed Methodology and work plan to conduct this assignment**

*Please outline your proposed approach to this assignment including an outline as to the methodology to be used.*

.....  
 .....  
 .....  
 .....

You can use separate sheet if required.





Note: 1. Please add rows to the above table as required. 2. Please use a separate sheet to provide project details.

**5. Please respond to following questions if you are bidding for Package 2.**

**a. Please provide details of your proposed site supervisors.**

S.No.	Full Name of Site Supervisor	Inhouse available OR to be outsourced	Attach copy of appointment letter
1.			
2.			
3.			
4.			

*Please add rows to the above table as required.*

**Note: Please respond to above question no. 4 (a, b & c) and 5 (a) if you are bidding for both the packages.**

**6. Please provide all staff details of your organization:**

S. No.	Full Name of Staff	Position	Gender	
			Male	Female
1				
2				
3				
4				
5				
6				
7				
	<b>Total</b>			

*Please add rows to the above table as required.*

**7. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of applicable taxes in Nepal)**

Please provide your financial proposal in a separate excel file with file name – “financial proposal”.



## Section C: Essential Evaluation Questions

### ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="363 792 1082 1144"> <tr> <td>Terms &amp; Conditions of Bidding</td> <td> 1. Terms &amp; Conditions of Bidir</td> </tr> <tr> <td>Terms &amp; Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td><a href="#">Click Here to Access</a></td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidir							
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>							
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting							
f)	Have you attached a copy of VAT registration certificate with this proposal?							
g)	Have you attached a copy of tax clearance certificate of FY 2078/079							
h)	<b>For Package 1 only:</b> Does your organization have at least 5 years of experience in design and construction management of buildings? If yes, is this reflected in section B question no. 1.1 working experience.							
i)	<b>For Package 1 only:</b> Does your organization have experience in designing at least 3 warehouse or public / commercial buildings? If yes, is this reflected in section B question no. 1.1 working experience.							

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Date: 18<sup>th</sup> September 2023

Request for Proposal (RFP) Reference No: PR358939

Dear Sir/Madam,

Save the Children requests submission of proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to enter into a contract for the following services: consultancy assignment entitled “Technical Assistance for Designing, Monitoring and Site Supervision of Construction of Four (4) Provincial Medical Warehouses in Nepal”.

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>

Your proposal must be received in the following format:

- Full completion of the “Consultancy Proposal Form” document in order that your proposal may be regarded as compliant. Those proposals not completed may be treated as void.
- Proposal to be submitted via email to [nepal.bids@savethechildren.org](mailto:nepal.bids@savethechildren.org)

The email subject should indicate “Proposal for PR358939 “Provincial warehouse”.

Your proposal must be received at [nepal.bids@savethechildren.org](mailto:nepal.bids@savethechildren.org) not later than **26<sup>th</sup> September 2023** (“the Closing Date”). Failure to meet the Closing Date may result in the proposal / proposal being void. Returned proposals must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the proposal requirements, please contact Mr. Asesh Baidya (Contact Person) in writing at the following address: [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours faithfully,

Asesh Baidya

Procurement Coordinator - Consultancy

Request For proposal

## PART 1: PROPOSAL INFORMATION

### Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

### Provisional timetable

<u>Activity</u>	<u>Date</u>
Publication / Circulation of Request for proposal	18 <sup>th</sup> September 2023
Last day for bidders to send clarification questions to Save the Children	22 <sup>nd</sup> September 2023
Last day for SCI to answer clarification questions to bidders	25 <sup>th</sup> September 2023
Return of Proposals (Closing Date)	<b>26<sup>th</sup> September 2023</b>
Award Contract and "Go-Live" with Supplier	13 <sup>th</sup> October 2023

### Indicative information

#### **Background**

Save the Children in Nepal is the sole Principal Recipient (PR) implementing the Global Fund's program in country. The Global Fund disburses nearly USD 4 billion a year in grants, with nearly 50% invested in health products to support implementation of selected HIV, TB & Malaria prevention, and treatment interventions. The purpose of the Global Fund is to attract, manage and disburse additional resources through public-private partnerships that make sustainable and significant contribution to the reduction of infections, illness, and death, thereby mitigating the impact caused by HIV/AIDS, tuberculosis, and malaria.

The Global Fund bases its work on programs that reflect national ownership and respect country partnership-led formulation and implementation processes. The Global Fund promotes partnerships among all relevant players within the country and across all sectors of society. It builds on existing coordination mechanisms and promotes new and innovative partnerships. Building resilient and sustainable systems for health is a pillar of the Global Fund corporate strategy 2017/2022. The Global Fund recognizes that a well-functioning and responsive supply-chain is critical to building resilient health systems. Implementation of the full range of program interventions/services is not possible without the uninterrupted availability and appropriate use

of core health products. To date, Global Fund investments in supply chain have focused on supporting the national systems to improve supply chain performance and public health outcomes; however, these improvements have been tenuous and short lived, and sustainable systems have yet to be built in majority of countries.

For more information, please visit the Global Fund website: <http://www.theglobalfund.org>

*About Nepal Health product SC and the provincial warehouse gap analysis*

The constitution aims to promote public health and equal free access to primary health care through strengthening the health system at all levels and by collaborating with Provincial and Palika governments to advocate for increased investments to strengthen coverage of the primary health care system and services, including the referral system. The current arrangements of the supply chain system have five tiers: the supply chain functionality starts from 1 Central store (Logistics Management Section) to 7 Provincial Health Logistics Management Centres (PHLMC) to 77 District Health Office (HO) stores to 753 Palikas (Local Level Governments) to about 6000 Health Facilities. These arrangements have provisioned the Province and Palikas as core entities in a national supply chain system operationalized. Provinces/Palikas are responsible for quantification of needs, supply planning, procurements management, warehousing, and last mile distribution to health facility sites in a cost-effective and efficient manner.

Government cannot fulfil its mission to ensure continuous availability of essential medicines and health products to support implementation of critical disease prevention, diagnostic and treatment interventions including for HIV, TB & Malaria without efficient provincial warehouse and distribution operations. There are many supply chain management challenges, but the lack of basic infrastructure makes it most difficult for the province to implement best practices to ensure good warehousing and distribution practices as well as ensuring quality of products throughout the supply chain.

The current design and size of the provincial storage facilities is not fit for purpose and presents a major risk to health product handling including a threat to the quality of medicines and health products. For example, products are exposed to the elements, there is poor housekeeping, and the store is ill equipped and its size too small to accommodate the projected volume of goods. In addition, there are no standard distribution plans or route plans; the practice of health facilities picking products from the province is inefficient and costly given the number of staff and persons involved.

As such, Ministry of Health & Population, Government of Nepal through the Save the Children and in collaboration with provincial health authorities seeks to apply part of the C19RM funding to provide technical assistance in the design and/or development/improvement of four provincial stores.

### **Award criteria**

Award of the contract will be based on the following criteria:

#### **ESSENTIAL CRITERIA (Exclusion if not met)**

Bidders must meet the following criteria:

- That the bidder has legitimate business /official premises, or that they are registered for trading and tax as appropriate.
- That they are not any prohibited parties or on government blacklisting
- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, Supplier Sustainability Policy and the included mandatory policies.
- Organization is registered with relevant Government Authority.
- VAT Registration and Tax Clearance of FY2078/079.

**For Package 1 only**

- At least 5 years of experience in design and construction management of buildings.
- Experience in designing at least 3 warehouse or public / commercial buildings.

**Evaluation Criteria**

The following criteria are considered very important in the evaluation of this proposal.

**Capability Criteria (Technical Proposal): 50**

**For Package 1:**

Criteria	Weight	Sub-Criteria	% Weight
<b>Capability (Package 1)</b>	<b>50</b>	<b>Background and Experience 20</b>  <u>Experience in warehouse or similar structure buildings (hybrid structure of RCC and steel) design/construction management (equal to or more than 3000 sq ft) experience (10)</u> <ul style="list-style-type: none"> <li>• 5 and above design (only on pharmaceutical warehouse): 10</li> <li>• 5 and above design (Similar structure building): 7</li> <li>• 1 to 4 design (only on pharmaceutical warehouse): 7</li> <li>• 1 to 4 design (Similar structure building): 5</li> </ul> <u>Experience working with I/NGO/UN system (5)</u>  5 for building design projects with I/NGO or UN system	<b>20</b>

Criteria	Weight	Sub-Criteria	% Weight
		<p>0 for no building design projects with I/NGO or UN system.</p> <p><u>Coordination and collaboration with government related entities (5)</u></p> <p>5 for experience in at least 1 government building project.</p> <p>0 for no experience in government building project.</p>	
		<p><b>Proposed approach and methodology</b></p> <p>Precise and contextual plan to achieve the deliverables aligned with proposed schedule of work (5)</p> <p>Excellent: 5, Good: 3 Satisfactory: 2 Poor: 0</p>	5
		<p><b><u>Team Composition</u></b></p> <p><u>Team lead/Architect (5)</u></p> <p>Masters in architecture with minimum 3 years of experience – 5</p> <p>Bachelors in architecture with minimum 5 years of experience – 3</p> <p>Below academic and experience – 0</p> <p><u>MEP engineer (5)</u></p> <p>Masters in electrical, Mechanical, or related subject and minimum 3 years of experience – 5</p> <p>Bachelors in electrical, Mechanical, or related subject and minimum 5 years of experience – 3</p> <p>Below academic and experience – 0</p> <p><u>Structural Engineer (2.5)</u></p>	15

Criteria	Weight	Sub-Criteria	% Weight
		<p>Masters in structural engineering and more than 5 years of experience (2.5)</p> <p>Below academic and experience - 0</p> <p><u>Quantity Surveyor (2.5)</u></p> <p>More than 5 years of experience as quantity surveyor 2.5</p> <p>Below 5 years of experience - 0</p>	
		<p>Interview / Presentation (for shortlisted bidders only)</p>	<b>10</b>
<b>Remark</b>	<b>For Package 1:</b> Bidders shall secure minimum of 24 marks out of 40 in capability to be eligible for financial evaluation / review and presentation / interview.		

**For Package 2:**

Criteria	Weight	Sub-Criteria	% Weight
<b>Capability (Package 2)</b>	<b>50</b>	<p><u>Site supervisors with sufficient experiences (40)</u></p> <p>10 for each site supervisor with Bachelor in civil engineering and 3 years of working experience in supervision works OR Diploma in civil engineering with 5 years of working experience (10X4 site)</p> <p>0 for each supervisor not meeting academic or experience requirement.</p>	<b>40</b>
		<p><u>Inhouse capacity (10)</u></p> <p>At least 3 of the Supervisors available inhouse - 10</p> <p>Less than 3 professionals available inhouse - 0</p> <p>(Evidence - copy of appointment letter)</p>	<b>10</b>
<b>Remark</b>	<b>For Package 2:</b> Bidders shall secure minimum of 35 marks out of 50 in capability to be eligible for financial evaluation / review.		

**Sustainability Criteria: 10%**

Criteria	Sub-Criteria	% Weight
<b>Sustainability</b>	At least 33% of the total employee is female. Yes = 10, No = 0	<b>10</b>

**Commercial Criteria (Financial Proposal): 40%**

Financial proposal will be scored in inverse proportionate basis.

**How to apply for the services**

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **26<sup>th</sup> September 2023**

- Required Documents-
  - Filled out Consultancy Proposal Form (enclosed with this ToR)
  - CVs of the proposed consultant/s with full date of birth in dd/mm/yyyy format.
  - Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
- A proposal should have four (4) separate files:
  - 1<sup>st</sup> for essential documents
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal
  - 4<sup>th</sup> for other supporting documents as per ToR

Each of the above should be properly labelled respectively as “essential documents”, “technical proposal”, “financial proposal” and “other supporting documents as per ToR”

Proposals should be submitted via email to [nepal.bids@savethechildren.org](mailto:nepal.bids@savethechildren.org)

**Proposals submitted in another email addresses will not be considered in the process. (Please note that, consultant must not cc / bcc / forward proposals to any other email addresses).**

## TECHNICAL ASSISTANCE FOR DESIGNING AND MONITORING OF CONSTRUCTION OF FOUR (4) PROVINCIAL MEDICAL WAREHOUSES IN NEPAL

PR358939

### Terms of Reference (ToR)

#### **Background on Save the Children**

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development, and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity, and integrity.

We are committed to ensuring our resources are used as efficiently as possible, to focus them on achieving maximum impact for children.

#### **Background information/context**

Save the Children in Nepal is the sole Principal Recipient (PR) implementing the Global Fund's program in country. The Global Fund disburses nearly USD 4 billion a year in grants, with nearly 50% invested in health products to support implementation of selected HIV, TB & Malaria prevention, and treatment interventions. The purpose of the Global Fund is to attract, manage and disburse additional resources through public-private partnerships that make sustainable and significant contribution to the reduction of infections, illness, and death, thereby mitigating the impact caused by HIV/AIDS, tuberculosis, and malaria.

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outcomes; however, these improvements have been tenuous and short lived, and sustainable systems have yet to be built in majority of countries.

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As such, Ministry of Health & Population, Government of Nepal through the Save the Children and in collaboration with provincial health authorities seeks to apply part of the C19RM funding to provide technical assistance in the design and/or development/improvement of four provincial stores.

**Objective**

The objective of this TA is to provide consultancy services for a) designing, preparation of BOQ and periodic monitoring [Package 1] and b) Full time supervision of construction of pharmaceutical warehouse [Package 2] with 500 square meters plinth area (approx.) in different four provinces of Nepal. The service includes site survey, detailed architectural designs based on conceptual design provided, structural analysis and designs, electrical layout design, sanitary layout design, landscaping design, approval process with concerned authorities, stores workflow map, preparation of BOQ, building material technical specifications and periodic overview and monitoring of sites in different stages by professional experts and / or full-time supervision. The architectural design of the building for all locations will be typical, however, landscaping plan and structural analysis and designs should be site specific for all 4 sites.

The consulting firm can participate in either or different packages. Save the Children reserves the right to award either or different packages to one or different consulting firms.

### **Location and official travel involved**

The Consulting firm must travel to construction sites (4 provinces) frequently as per the need and scope of work. The construction of pharmaceutical warehouses is planned in Dhangadhi of Kailali, Birendranagar of Surkhet and Hetauda of Makwanpur districts. The one location will be Butwal or Biratnagar (TBD).

### **Services the Supplier will provide**

#### **A) Design, BOQ and Periodic monitoring of site [Package 1]**

- Collaborate with key stakeholders (MOHP, PLHMC, SCI) to provide services to prepare a standard warehouse design document that includes architectural designs, structural designs, electrical layout design, sanitary layout design, landscaping design and detailed 3D artistic impression of the warehouse.
- Conduct site survey for each site and preparation of site layout details with building location and landscaping concept.
- Provide recommended stores workflow map.
- Facilitation for soil test (if required, test will be directly carried out by SCI), conduct structural analysis and structural design of the building.
- Preparation of all the document required and facilitate the process of approval of architectural, structural, electrical, and sanitary designs with department of urban development and building construction or other concerned authorities.
- Preparation of detailed quantity and cost estimation, building material technical specifications and support for preparation of bid document, tender process and bid evaluation process for selection of Construction Contractors.
- Prepare a schedule of construction works for this project to inform bidder responses that will be a basis for further negotiation with vendors and construction project milestone management.
- Provide working drawings, modification drawings and related documents prior to construction work and in different stages as per requirement.
- Prepare a brief Environmental Impact Checklist and possible mitigation measures for consideration during project implementation.
- Periodic monitoring of site by experts of different categories and provide visit reports, expert's opinion and recommendations (including design modification and variations)
- Verification of testing and commissioning of different equipment and system, preparation of handover document and verification of as built drawings submitted by the contractor.

#### **B) Site Supervision [Package 2]**

- Provide full time site supervision by qualified technical staff (one for each site) to ensure that construction complies with the requirements of approved design and BOQ.
- Verification of payment requests from the contractor and recommendation for interim and final payment.
- Ensure that contractor is following minimum safety and security requirements mandated by SC.
- To ensure the schedule control of construction works

### Experience and skill set required

#### Essentials:

- a) Firm- Registration/License/ VAT/Tax Clearance for FY 2078/79.
- b) Experience- At least 5 years of experience in design and construction management of buildings.
- c) Experience in designing at least 3 warehouse or public / commercial buildings.

#### Preferred:

- d) Extensive experience working with government preferred.
- e) Working knowledge/Experience with I/NGOs, UN system's compliance.
- f) Available human resource to cater the project need.
- g) For site supervisor (4nos): 5 years of experience for diploma in civil engineering or 3 years of experience for bachelor's in civil engineering. **This is applicable for package 2 only.**

### Expected Deliverables

SCI expects the following deliverables to be provided:

<i>Deliverable number</i>	<i>Deliverable</i>	<i>Delivery timeline</i>
<b>A. Design &amp; BOQ preparation [Package 1]</b>		
i.	<i>Familiarization with site, site survey and layout</i>	30 October
ii.	<i>Facilitation for soil test – (if required, cost for soil test to be borne by SCI in actual basis)</i>	30 October 2023
iii.	<i>Develop detailed design that suits the requirement of international standard pharmaceutical warehouse - Plan, elevations, sections, site plan, structural drawings, electrical drawings, sanitary drawings, landscaping drawings considering warehouse workflow requirements</i>	15 November 2023
iv.	<i>Develop 3D graphical presentation of the warehouse building</i>	20 November 2023
v.	<i>Incorporate review comments from stakeholders</i>	30 November 2023
vi.	<i>Prepare the documents required for and secure approval from DUDBC, concerned Municipality and other concerned authorities</i>	15 December 2023
vii.	<i>Preparation of detailed quantity and cost estimation and BOQ, building materials technical specification</i>	15 December 2023
viii.	<i>Preparation of work schedule / Gantt chart</i>	15 December 2023
<b>Periodic monitoring and support [Package 1]</b>		
i.	<i>Provide working drawings/stage drawings and other information/instruction during construction</i>	Ongoing during construction
ii.	<i>Provide periodic supervision by Lead Architect and MEP expert (at least once in a month for each site)</i>	Monthly basis
iii.	<i>Preparation of handover documents</i>	last week of June 2024
iv.	<i>Verification of as built drawings</i>	last week of June 2024
v.	<i>Provide monthly and final reports of the construction</i>	Monthly reports- each month and

		final report by end of June 2024
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<b>B. Site Supervision [Package 2]</b>		
i.	Provide full time supervision in each location with full time qualified engineer	Ongoing during construction Monthly basis
ii.	Bill verification, Recommendation for interim and final payment to the contractor	Based on Payment Schedule of Contractor
iii.	Verification of as built drawings	last week of June 2024
iv.	Provide monthly and final reports of the construction	Monthly reports- each month and final report by end of June 2024

### **Timeline**

This assignment will follow a very strict deadline to ensure adequate time for implementation. Please refer above table for detail timeline of activities.

Estimated Commencement Date: 13<sup>th</sup> October 2023

Estimated End Date: 31<sup>st</sup> June 2024

### **General assumptions and dependencies**

The consulting firm should understand basic requirements of the pharmaceutical warehouse design and how it operates. The consulting firm can appoint an expert who has constructed such warehouses in other countries in its team if it deems so. The consulting firm will work closely with SC Engineer in Kathmandu and in field offices as per the instructions and guidance.

### **Payment information**

The following payment schedule will be applied separately for three types of service for this consultancy services, consultants are requested to segregate their cost proposal accordingly.

1. Design, BoQ and Tender process – whole sum amount.
2. Periodic monitoring and support – based on Level of Effort.
3. Site Supervision – Level of effort.

For periodic monitoring and support, payment will be made in level of effort (LOE) basis. Estimated LoE for experts are as below:

Expert	Field LoE	Office LoE	Total	Remarks
Lead Architect	24	6	30	4 sites 3 visit for each
MEP expert	24	6	30	4 sites 3 visit for each

Consultants are requested to provide per day rate of experts for monitoring and support during construction.

For site supervision, payment will be made on a level of effort (LOE) basis. Estimated LoE for 4 site supervisors are as below:

Expert	Field LoE	Total	Remarks
Site Supervisor – 4 nos.	Monthly	6 months	Full time station at 4 sites.

*Consultants are requested to provide per month rate of site supervisors for daily supervision. Payment will be made on a quarterly basis based on actual time sheet and reports.*

### **How to apply for the services**

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **26<sup>th</sup> September 2023**

- **Required Documents-**
  - Filled out Consultancy Proposal Form (enclosed with this ToR)
  - CVs of the proposed consultant with full date of birth in dd/mm/yyyy format.
  - Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
  
- A proposal should have four (4) separate files:
  - 1<sup>st</sup> for essential documents
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal
  - 4<sup>th</sup> for other supporting documents as per ToREach of the above should be properly labelled respectively as “essential documents”, “technical proposal”, “financial proposal” and “other supporting documents as per ToR”

Proposals should be submitted via email to [nepal.bids@savethechildren.org](mailto:nepal.bids@savethechildren.org)

**Proposals submitted in another email addresses will not be considered in the process. (Please note that, consultant must not cc / bcc / forward proposals to any other email addresses).**