

**Instruction and Template for  
PROPOSAL Submission**

Laboratory architect to review status and adequacy of the Provincial Public Health  
Laboratory Building design in relation to desired capacity of provincial laboratory services  
CRF No. PR22457

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

**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 sealed properly (NA in case of email proposals)
  - 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 should have three (3) separate envelopes (NA in case of email proposals):
  - 1<sup>st</sup> for CVs of Proposed Consultants listed in Section B, Part 2 below.
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** (*laha chhap*).

3. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
4. Shortlisted bidder/s will be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.
5. Client Reference Check will be done for shortlisted bidder/s.

**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
- 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

**3. Proposed Methodology to conduct this assignment**

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

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**4. Please list out the number of Biosafety assessments of Health Lab completed by proposed consultant:**

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**5. Please list out the similar assessment in similar context / Countries completed by proposed consultant:**

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**6. Do you have experience working in Nepal? If yes, please detail activities conducted:**

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

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**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.

**Note:** Please tick on YES/NO option.

- a. Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities:

Yes	No
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- b. Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFP?

Yes	No
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- Save the Children's Terms and Conditions of Purchase
- Save the Children's Child Safeguarding policy
- Save the Children's Anti-Bribery and Corruption policy
- Save the Children Human Trafficking and Modern Slavery policy
- Protection from Sexual Exploitation and Abuse Policy
- Anti-Harassment, Intimidation & Bullying Policy
- IAPG Code of Conduct
- Global Fund Code of Conduct for Suppliers
- The Data Protection Policy

- 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?

Yes	No
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- 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?

Yes	No
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- e. Have you attached a copy of Evidence / Certificates related to Bio Safety assessment of Health Lab.?

Yes	No
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If No, please specify.....

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f. Have you attached a copy of relevant professional license / registration (if applicable).

Yes	No
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If No, please specify.....

g. For Consultants registered in Nepal Only – Have you attached a copy of Firm Registration, VAT registration certificate and Tax clearance certificate (for FY 2076/077)?

Yes	No
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If No, please specify.....

**h. For International consultant only** – Have you attached a copy of firm registration documents as per the prevailing act of the country where the firm is legally registered.

Yes	No
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If No, please specify.....

**i. For International Individual consultant only** – Have you attached a copy of valid passport?

Yes	No
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If No, please specify.....

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