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## INFORMATION TO BIDDERS

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1. **To be eligible for this call for proposals**, bidding organisations (or consortia) must meet the following minimum eligibility criteria:
  - Media/communication company registered **for the last 4 years**.
  - Proven-track record in producing and **disseminating radio announcements on foreign employment** through wider local FM radio (examples of the programs/sample work needs to be provided)
  - Proven experience **on reporting on foreign employment**.
  - Experience in the **development and production of videos** (screenplay and video production)
2. **Technical proposals** and **financial proposals** shall be submitted in accordance with the structure and templates provided in the Terms of Reference (ToRs) and other bid documents available at: <https://www.helvetas.org/en/nepal/how-you-can-help/follow-us/public-announcements>.
3. Bid amounts shall be quoted in Nepalese Rupees and payment shall be made in Nepalese Rupees.
4. The bidders shall quote rates and total amounts both in figures and words.
5. In case of a difference in the rates quoted in figures and in words, the rates quoted in words shall apply.
6. While quoting rates, bidders will not be allowed to use correcting fluid or other erasing materials; neither bidder will be allowed to overwrite the quoted rates. It may result into rejection of the bid document.
7. In case of re-write the rates, it shall bear the initials of authorized signatories and official stamp.
8. Bids received after expiry of the submission date shall not be considered as valid.
9. The bid must be valid for a period of 100 days after the submission deadline.
10. Acceptance or rejection of bid documents and award of the job or cancellation of bid notice shall remain within the jurisdiction of Helvetas Nepal.
11. Financial proposals of only those bidders whose technical proposals are accepted, shall be opened. To be accepted, technical proposals must reach a minimum of 70% of the total points allocated (meaning **52 points** – rounded up).
12. No reimbursement can be made for the bidder's costs in preparing and submitting his or her offer.
13. The bidding entity can be a consortium. The division of responsibilities between the consortium partners shall be detailed in the technical proposal and annexes (i.e. a draft consortium agreement is to be annexed)



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Foreign Affairs FDFA  
**Swiss Agency for Development and Cooperation SDC**  
स्वीस सरकार बिकास सहयोग एसडिसि

14. The following documents shall form an integral part of the contract:
- Contract Agreement and annexes
  - General Conditions of Contract
  - Biding Documents (technical + financial proposals)
- In case of contradictions, the terms of the contract agreement shall prevail.
15. The bidder must sign on each page of the biding document and put office seal on every page.
16. **Copies of the following documents are to be submitted with the bid document:**
- Up-to-date Registration Certificate
  - Authorization to represent the organisation
  - Copy of PAN/VAT registration certificate
  - Tax clearance certificate of 2074/75 or tax exemption letter (if applicable)
  - Affiliation to the Social Welfare Council (for NGO) (up-to-date)
  - Constitution / "Bidhan" (for NGO )
  - Memorandum of Association & Articles of Association (for companies)
  - Audit Reports of 2072/73, 2073/74, 2074/75
  - Contract Agreement / Work certificates from clients to validate the work experience
  - Signed CVs of proposed key experts
  - Self-declaration by the director (one signature is sufficient in case of several persons having authority) of the organization about neutrality from the political parties/affiliation
  - Letter of self-declaration of non-involvement in proven corruption case

**If the bidding entity is a consortium**, relevant annexes need to be submitted for all members of the consortium.

**In addition**, the consortium shall add:

- **Draft consortium agreement** specifying the roles and responsibilities of each member, including identification of the lead organization and the identification of single point of contact.

**In addition**, please also do not forget to submit:

- **the references sheets** and
- **lists of products** requested as evidence of work in the technical proposal.

The contracting authority reserves itself the right to exclude biding organizations if they fail to submit the above listed documents.

17. Bidders are invited to submit their questions of clarifications on the bid documents to [sami.np@helvetas.org](mailto:sami.np@helvetas.org) **by the 9<sup>th</sup> of September**.
18. The answers will be published on <https://www.helvetas.org/en/nepal/how-you-can-help/follow-us/public-announcements> **on the 13<sup>th</sup> of September at the latest**.