

OVERVIEW OF BIDDING DOCUMENT

GOODS

SBD ...?

VS

BD ?

नमूना बोलपत्र कागजात

Standard Bidding Document

- गुरुकपी (Master Procurement Document)
- बोलपत्र कागजात नमूना ढाँचा (Structure)
- बोलपत्रसँग सम्बन्धित सम्पूर्ण प्रावधानको क्रमबद्ध लेखाङ्कन (Provisions regarding bid)

नमूना बोलपत्र कागजात

महत्व

- सबै निकाय र सरोकारवालाको लागि बोलपत्रका हरेक प्रावधानबारे बुझाईमा एकरूपता
- Uniformity & Efficient
- बोलपत्रको General विषयको General व्याख्या तथा Special विषयको प्रावधानका लागि दिशानिर्देश गर्ने
- Fare Ground & Transparency to bidder

नमूना बोलपत्र कागजात तयार गर्ने दायित्व सार्वजनिक खरिद अनुगमन कार्यालय (दफा ६५ को उपदफा (१) को ग) तथा जारी नभएका तयार गरी सहमति लिनुपर्ने

नमूना बोलपत्र कागजात

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स्वागतम्

नेपाल सरकार
प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालय
सार्वजनिक खरिद अनुगमन कार्यालय
ताहाचल, काठमाडौं

३० फाल्गुन २०८०, बुधबार ०९:२७ बजे

NP अ अ अ+ कम ब्यान्डविथ

ताजा समाचार

हाम्रो बारे • सेवाहरू • सूचना केन्द्र • मिडिया केन्द्र • डाउनलोडहरू • सम्पर्क गर्नुहोस् • सूचना • एसबीडी • e-GP • पुरानोसाइट

लेख रचना उपलब्ध गराउने सम्बन्धी सूचना • विद्युतीय खरिद प्रणालीमा बोलपत्रको म्याद सम्बन्धी सूचना • वि

EPC Document
Procurement of Works
Procurement of Goods
Consulting Services
Procurement of Other Services

सम्बन्धी सूचना (२०८०-०५-१७)



पदाधिकारीहरू
**श्री पुष्पकमल दाहाल प्रचण्ड**
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**श्री भरतमणि सुवेदी**
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निर्देशक तथा सूचना अधिकारी

हाम्रा सेवाहरू

सबै हेर्नुहोस्

Standard Bid Documents - Goods

- ❖ NCB Goods single stage single envelop (NCB Goods 1S1E)
- ❖ NCB Goods single stage two envelop (NCB Goods 1S2E)
- ❖ ICB Goods single stage two envelop (ICB Goods 1S2E)
- ❖ Sealed Quotation
- ❖ Direct Purchase

- ❑ **Single** vs **Double** envelope
- ❑ **Pre-Qualifications** vs **Post Qualification**

बोलपत्र कागजात

Structure of Bidding Document: Goods

PART I Bidding Procedures

Section I Instructions to Bidders (ITB)-

Section II Bid Data Sheet (BDS)

Section III Evaluation and Qualification Criteria (EQC)

Section IV Bidding Forms (BDF)

PART II Supply Requirements

Section V Schedule of Requirements (SR)

- Goods and Related Services
- Delivery and Completion Schedule
- Specifications
- Drawings

बोलपत्र कागजात

Structure of Bidding Document: Goods

PART III Conditions of Contract and Contract Forms

Section VI	General Conditions of Contract (GCC)
Section VII	Special Conditions of Contract (SCC)
Section VIII	Contract Forms (COF)

Invitation For Bids (IFB)

Provides information that enables potential Bidders to decide whether to participate.

Indicates any important bid evaluation criteria:

- Qualification requirement;
- Prequalification/Post Qualification;
- Minimum level of experience required
- Domestic preference;

Invitation for Bids is not a part of the Bidding Document.

Invitation for Bids

- Publication of Procurement Notice
- Place and Period in Which the Bidding Documents are Made Available
- Date of Closing and Extensions, if any
- Pre-bid Conference
- Place of Submission of Bids
- Date and Time of Public Bid Opening

Instruction to Bidders (ITB)

- This section specifies the procedures to be followed by Bidders in the preparation and submission of their Bids.
- Provides information to bidders to prepare responsive bids and how it will be evaluated
- Contents in ITB can not be changed
- ITB will not be a part of contract,

Bid document preparation...

Contents of instruction to bidders (ITB)

- 1) **General** : Scope of bid, Source of fund, Fraud and corruption, Eligible bidders, Eligible goods and related services, Site visit
- 2) **Contents of bidding documents** : Sections of bidding documents, Clarification of bidding document, Pre-bid meeting, Amendment of bidding documents
- 3) **Preparation of bids**: Cost of bidding, Language of bid, Documents comprising the bids, Bid submission letter and price schedules, Alternative bids, Bid price and discounts, Currencies of bid, Documents establishing the qualifications of the bidder, Documents establishing the conformity of goods and related services, to the bidding document, Documents establishing the qualification of bidders, Period of validity of bids, Bid security, Format and signing of bid

Bid document preparation...

Contents of instruction to bidders (ITB)...

4) Submission and opening of bids

Sealing and marking of bids, Deadline for submission of bids, Late bids, Withdrawal and modification of bids, Bid opening

5) Evaluation and comparison of bids

Confidentiality, Clarification of bids, Deviations, Reservations and Omissions, Determination of responsiveness, Non-materials Non-conformities, Correction of Arithmetical Errors, Evaluation and Comparison of bids, Post qualification of the bidder, Purchaser's right to accept any bid, and to reject any or all bids

6) Award of contract

Award criteria, Notification of intention to award, performance security, Signing of Contract, Complain and review, Publication of contract award notice, Provision of PPA and PPR

Bid Data Sheet (BDS)

- This section consists of provisions *specific to each procurement and supplements the information or requirements included in Instructions to Bidders (ITB)*
- BDS must refer to Instructions to Bidders (ITB) Clauses,
- Bidding data is used to specify the ITB clauses by inserting specific data (name, days, amount etc.) and required changes,
- Bidding data replaces the ITB clauses, if changed,
- Bidding data to be filled out by the Employer before issuance of the Bidding documents.

Section 3 - Evaluation and qualification criteria (EQC)

- ❖ The purpose of the Evaluation and Qualification Criteria (EQC) is to specify the criteria that the Purchaser will use to evaluate the Bids and post-qualify the lowest-evaluated Bidder.
- ❖ The Procuring Entity shall prepare the EQC by taking into account the nature, quantity and or amount of the procurement and its related services and include it as a part of the Bidding Document.
- ❖ In determining the Evaluation and Qualification Criteria, the Procuring Entity should not limit the competition or make onerous criteria.
- ❖ The EQC is not a part of contract document.

Evaluation Criteria

- **Technical Criteria**
- **Economic Criteria**
 - Adjustment for Scope (**Local Handling and Inland Transportation, Minor Omissions or Missing Items**)
 - Adjustment for Deviations from the Terms of Payment
 - Adjustment for Deviations in the Delivery and Completion Schedule
 - Operating and Maintenance Costs
 - Spare Parts and after Sales Service Facilities
 - Performance and Productivity of the Goods
 - Specific additional Criteria
- **Multiple Contracts**

Qualification Criteria

1. Eligibility

- Conflict of Interest
- Government / DP Eligibility
- Government – Owned Entity
- UN Eligibility
- Nationality
- Other Eligibility
 - Firm Registration Certificate
 - Business Registration Certificate
 - VAT and PAN Registration Certificate (only for domestic bidders)
 - Tax Clearance Certificate/Tax return (only for domestic bidders)

Qualification Criteria ...

- Pending Litigation
- Financial Situation
 - Historical Financial Performance
 - Average Annual Turnover
 - Financial Resources
- Experience
 - General Experience
 - Specific Experience
- Technical Experience
- Production Capacity

Bid document preparation...

Contents of evaluation and qualification criteria (EQC) for Goods

1) Evaluation

Delivery schedule, Deviation in payment schedule, Cost of spare parts, Spare parts and after sales service facilities, Operation and maintenance costs

2) Qualification

Production capacity/Experience in production, Performance of offered model, Bidder's overall experience, Specific experience, Average annual turnover, Net worth, Credit facility, Pending litigation

Pending Litigation

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner
Pending Litigation				
All pending litigation, arbitration or other material events impacting the net worth and/or liquidity of the bidder, if any, shall be treated as resolved against the Bidder and so shall in total not represent more than 50 (Fifty) percent of the Bidder's net worth calculated as the difference between total assets and total liabilities.	Must meet requirement	Not applicable	Must meet requirement	Not applicable

Financial Situation

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner
Historical Financial Performance				
Submission of audited balance sheets and income statements for the last..... (1) years to demonstrate the current soundness of the Bidder's financial position. As a minimum, the Bidder's net worth for the last year calculated as the difference between total assets and total liabilities should be positive.	must meet requirement	not applicable Range is 1 to 3 Years	must meet requirement	not applicable

Financial Situation

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner
Average Annual Construction Turnover				
Minimum average annual turnover of..... (2) calculated as total payments received by the Bidder for supply contracts completed or under execution over the last three years.	must meet requirement 60 to 80 %	must meet requirement of estimated value	must meet 25 ...%... of the requirement	must meet 40 ...%... of the requirement

Financial Situation

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner
Financial Resources				
The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, and other financial resources, (other than any contractual advance payments) to meet the cash-flow requirement of ... (3)	must meet requirement	must meet requirement	must meet 25% of the requirement	must meet 40% of the requirement
(Liquid Assets mean cash and cash equivalents, short-term financial instruments, short term available-for-sale-securities, marketable securities, trade receivables, short-term financing receivables and other assets that can be converted into cash within ONE YEAR.)				

50 % to 80 % of the estimated cost

Experience

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner
General Experience				
Experience under supply contracts in the role of prime supplier (single entity or JV member) or subcontractor for at least the last (1)..... years prior to the applications submission deadline. Time Period is 1 to 3 Years.	must meet requirement	not applicable	must meet requirement	not applicable

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner
Specific Experience				
Experience under supply contracts in the role of prime supplier (single entity or JV member) or subcontractor in at least(2).... Contract (s) within the last three (3) years, with a value of at least NRs(3).... (total of all contracts) with nature, and complexity similar to the scope of supply described in Section V (Schedule of Supply).	must meet requirement	must meet requirement	not applicable *	not applicable
	(2)	The range is 1 to 3		
	(3)	The amount stated should be 60 % to 80 % percent of the estimated cost without VAT		

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner

Technical Experience (Optional)

The Bidder shall demonstrate that the goods offered have: I. been in production for at least....(3).... years or if the offered model is a new the manufacturer must have experience in producing the similar model for a minimum of(3).....years; II. been sold a minimum of(4).... units of similar type and specification over the last three years; and III.been in operation for a minimum of..... (3)..... years. The bidder shall furnish a list of users who had purchased same/similar goods/equipment during the period stated, number of equipment sold to them and the contract amount. They will be used as references to check the performance of the offered model, if necessary.	must meet requirement	must meet requirement	not applicable*	not applicable
		(3) 1 (one) to 3 (three) years		
		(4) 3 x Q/T, where Q is the value which is 80 % of the number of units specified in Price Schedule (in above round figure), T is contract duration in years. Contract duration less than one year shall be considered one year. The multiplier 3 (three) can be reduced to 1 (one) in accordance with complexity of the supply.		

Criteria	Compliance Requirement			
Requirement	Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner
Production Capacity (Optional) For procurement that involves high-value and technically complex items only				
The Bidder or manufacturer shall demonstrate that it can supply the type, size, and quantity of the goods as required by Purchaser in accordance with the Delivery and Completion Schedule in Section V (Schedule of Supply).	must meet requirement	must meet requirement	not applicable *	not applicable
	Bidder or Manufacturer shall provide evidence of production output			

Bidding Forms

Forms provided by the Employer which are to be completed by Bidder and submitted as part of its bid

Standard Bidding Forms are:

Letter of Bid (Technical/Price)

Constitutes formal confirmation by bidder to execute and complete the works specified

Information Form (ELI):

Bidder's Information form, JV Information form

Pending Litigation Form (LIT)

Bidding Forms

Financial Information Form (FIN)

Financial Situation Form, Average Annual Turnover Form, Financial Resources Form,

Experience Form (EXP)

General Experience, Specific Experience Form, Technical Experience, Production Capacity

Bid Security: Form of unconditional bank guarantee

Purpose: To ensure that validity of bid will be maintained until contract is awarded or until expiration of bid validity, and until performance guarantee is furnished

Bidder's proposed Specification Form (Spec), Bidder's proposed Delivery Date (Del), Price Schedule for Goods, Manufacturer's Authorization Letter

Part II : Supply Requirements

Section 5 – Schedule of Requirements (SR)

Contents of Schedule of requirements (SR)

- ❖ List of goods and related services, Delivery and completion schedule, Specification: Purchaser Requirement, Drawings
- ❖ The purpose of the List of Goods and Related Services (LGRS) is to briefly describe and specify the quantities of each of the Goods and Related Services that the Purchaser requires the Bidder to include in its Bid.
- ❖ If the Goods and Related Services are grouped in lots, the Purchaser must state here whether Bidders are permitted to submit Bids for individual lots or not.

General Conditions of Contract (GCC)

This Section of the Bidding Documents should provide:

- Information on Matters governing the performance of the Contractor
- Payments under the Contract
- Matters affecting the risks, rights, and obligations of the parties

If duplication of a subject is inevitable in the different sections of the documents, care must be exercised to avoid contradictions between clauses dealing with the same matter.

General Conditions of Contract (GCC)

- To be read in conjunction with the Special Conditions of Contract and other documents as listed in Bidding document,
- Should fairly express the Rights & Obligations of both parties,
- To be written in Simple language and Standard clauses with no change,
- Standard CoC can be different for Large, Medium, Small, admeasurement, lump sum and design and build contracts
- **GCC cannot be Changed /modified-** Modification shall be made in SCC, If new clauses is necessary then such clauses need to be added in SCC and the information to this regard need to mention in GCC to that extent

Special Conditions of Contract (SCC)

- Special Conditions of Contract shall supplement the GCC.
- Whenever there is a conflict, the provisions in SCC shall prevail over those in the GCC.
- Special Conditions of Contract provides contract specific information in relation to Clauses in CoC,
- If provisions in CoC are not relevant to the Contract, those should be marked “NA” (Not applicable).
- If provisions in CoC are not sufficient to describe the contract specific information, those clauses may be modified or some new provisions may be added, as needed.
- Special Conditions of Contract to be filled by the Employer before issuance of Bidding documents

Contract forms (COF)

This Section contains forms which, once completed, will form part of the Contract.

Contents contract forms (COF)

Letter of intent, Letter of acceptance, Agreement form, Performance security, Advanced payment security

Any Questions?

Thank You