



REQUEST FOR PROPOSAL (RFP) BY BNNI

ALL BIDDERS ARE REQUESTED TO READ THIS RFP AND ALL SPECIFIC ATTENTION TO THE INSTRUCTIONS AND REQUIREMENTS.

SECTION 1: INTRODUCTION

Baliyo Nepal Nutrition Initiative (BNNI) is an independent not-for-profit organization that envisages a collective effort to tackle malnutrition with the aim to garner support from like-minded leaders across the Government, Private Sector, International and Non – Governmental Organizations and Civil Society that believe that with the right nutrition, the next generation will attain their full potential and realize their dreams.

The purpose of this Request for Proposals (RFP) is to select a vendor that will provide best value to BNNI, combined with both technical and financial factors.

SECTION 2: ELIGIBILITY OF BIDDERS

This RFP is open to Event Management Company/Firms legally registered under the law of Nepal Government entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics, and that meet the eligibility requirements stated in this Section.

Bidders that submit proposals in response to this RFP must meet the following requirements:

1. The bidding company should have **minimum experience of 2 years** in the field of sports, preferably cricket event management.
2. Minimum Annual Turnover of the company should be NPR 10.00 million
3. The bidding company should have organized a National level cricket tournament recognized by National Sports Council (NSC) and International Cricket Council (ICC).
4. The bidding company should have an experience and motive of working to decentralize the cricketing activities in Nepal and should have organized an event outside Kathmandu Valley.
5. The bidding company should have constitute its team member with an experience of more than 5 years in the field of Nepali cricket.
6. The bidding company should have the capacity to bring national/ international players and coaches on the management board during the tournament.
7. The bidding company that has worked on promoting age level and women cricket in Nepal will be preferable.
8. The bidding company shall submit a company profile, team member profile during the submission of the tender.

SECTION 3: SCOPE OF WORK

BNNI will evaluate all proposals received in response to this RFP in accordance with the set evaluation criteria by BNNI.

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A. PROGRAM BACKGROUND

BNNI is progressing into final phases of Province 5 activation program and we are looking forward to work with an event management company that is able to share our vision and portray the same inspiration in planning the **SCHOOL ACTIVATION PROGRAM (NUTRITION AWARENESS PROGRAM & YOUNG TALENT DEVELOPMENT PROGRAM)** that promotes importance of nutrition and benefits of nutritious foods for physical and cognitive development among students in schools.

B. SCOPE OF WORK, KEY OBJECTIVES AND ACTIVITIES

I. YOUNG TALENT DEVELOPMENT PROGRAM

The program aims to highlight the importance of nutrition in physical development and increase awareness in general public via a Province Level Cricket Tournament of students.

II. NUTRITION AWARENESS PROGRAM AT 40 SCHOOLS

The program aims to increase awareness among students at schools about the benefit of nutritious foods and its increase intake in cognitive development, empower students as advocate of nutritious foods at household level and ways to prepare nutritious foods.

C. DELIVERABLES

1. Nutrition Awareness Program in selected 40 schools in 20 selected municipalities of Province 5.
2. Organizing Province level cricket championship among 12 districts of Province 5.
3. Production of content for all media and promotion such as photographs, press meet, video production of the Program

SECTION 4: PROPOSAL INSTRUCTIONS

The Bidder's proposal will consist of two separate documents:

- ❖ **Part 1 - Technical Offer**
- ❖ **Part 2 - Financial Offer**

The Technical Offer and the Financial Offer (altogether "proposal") must be submitted separately.

Proposals that are incomplete or do not address these criteria may not be considered in the review process. Both the Technical Offer and Financial Offer must include the following information and must be signed and stamped on each page by an authorized representative of the Bidder organization:

- a. Cover Letter/ Application Letter
- b. Date of proposal submission
- c. Company Profile including detail brief of events organized
- d. Copy of Company registration certificate

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- e. Copy of VAT/PAN registration certificate
- f. Copy of latest tax clearance certificate.
- g. CV of promoters and key staffs
- h. Copy of latest audit report
- i. List of recognition, if any

Part 1: TECHNICAL OFFER

The Technical Offer should include the following:

1) Bidder past performance record/relevant experience – {2} pages maximum

Information related to Bidder's past performance/prior experience in conducting work in the country/region similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

2) Technical approach – {3-5} pages maximum

The technical approach must describe the proposed approach to achieving the program objectives and must address the following:

- a) A brief description of the Bidder's understanding of the objectives and scope of work for the consultancy.
- b) An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.

3) Team Structure requirements – {2-3} pages maximum, excluding CVs

- a) Team structure: Bidders must describe the structure of the team that will deliver against the objectives and scope of work described in this RFP. Team structures must identify the Team Leader or In charge of the project and other team members and the roles and responsibilities that each will have over the duration of the consultancy.
- b) A current CV for the proposed personnel with the most recent experience and summarizing relevant experience and qualifications.

Part 2: FINANCIAL OFFER:

As part of the Financial Offer, Bidders must include a detailed budget, submitted in **Microsoft Excel**. Bidders are required to include and clearly mention all costs in detail necessary to complete the work called for hereunder. The Financial Offer template can be found in **Annex A**.

A full proposal submission will include the following documents:

- ❖ Cover Letter
- ❖ Technical Offer
- ❖ Financial Offer



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SECTION 5: DEADLINE FOR SUBMISSION OF PROPOSAL

Deadline for the submission of Proposal: October 05, 2020

All required documents should be submitted in a sealed envelope marked "PROPOSAL FOR SCHOOL ACTIVATION PROGRAM" should be sent to the following address:

<p style="text-align: center;">ADMINISTRATION DIVISION Baliyo Nepal Nutrition Initiative Sanepa - 2, Lalitpur</p>
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Alternatively, the password protected proposal can be submitted via email at procurement@baliyonepal.com.

SECTION 6: CONTACT DETAILS

If you have any queries, please contact us at procurement@baliyonepal.com.

NOTE:

1. PROPOSAL RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED
2. QUERIES VIA TELEPHONE CALLS WILL NOT BE ENTERTAINED