

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**DESIGNING, PRODUCTION & CONDUCTION ACTIVITIES IN RELATION TO**  
**FINANCIAL LITERACY PROGRAM**  
**OF**  
**MACHHAPUCHCHHRE BANK LIMITED (MBL)**  
**APRIL, 2018**

Head Office  
Machhapuchchre Bank Limited  
Lazimpat, Kathmandu  
Tel No:977-01-4428556  
Email: [admin@mbl.com.np](mailto:admin@mbl.com.np)  
Website: [www.machbank.com](http://www.machbank.com)

[www.machbank.com](http://www.machbank.com)



Machhapuchchre Bank Limited

माछापुच्छ्रे बैंक लिमिटेड

बचत, विकास एवं निष्कारित

## Table of Contents

SECTION I: REQUEST FOR PROPOSAL FOR DESIGNING, PRODUCTION & CONDUCTION ACTIVITIES IN RELATION TO FINANCIAL LITERACY PROGRAM .....	3
SECTION II: CONTRACT DETAILS .....	4
SECTION III: TERMS AND CONDITION OF THE CONTRACT AGREEMENT .....	5
SECTION IV: INSTRUCTION TO THE BIDDING FIRM .....	5
SECTION V: SECURITY .....	7
SECTION VI: OPENING & EVALUATION OF PROPOSALS .....	8
SECTION VII: SELECTION OF FIRM/ENTITY FOR CONDUCTION OF FINANCIAL LITERACY PROGRAM .....	9
SECTION VIII: PROPOSAL FORMS .....	10

## SECTION I: REQUEST FOR PROPOSAL FOR DESIGNING, PRODUCTION & CONDUCTION ACTIVITIES IN RELATION TO FINANCIAL LITERACY PROGRAM

1. Interested Eligible Firms/Agencies/Entities, based in Nepal, may request for “Request for Proposal (RFP)” against payment of NPR 3,000 (non-refundable) in the form of Cash or /TT/Draft favoring Machhapuchchhre Bank Ltd from the following address:

***General Administration & Procurement Department  
Head Office,  
Lazimpat, Kathmandu, Nepal***

2. Eligible Firms/Agencies/Entities shall submit their sealed Technical Proposal and Sealed Financial proposal enclosing in another sealed envelope. The activity schedule shall be as follows:

S. N.	Activity	Date/Venue
1.	Submission of Proposals	Proposals are to be submitted by April 18, 2018 by 3:00 PM before close of Office Hours. All proposals should be submitted in person to:  <b><i>General Administration &amp; Procurement Department Head Office Lazimpat, Kathmandu, Nepal</i></b>  Proposals received after the deadline will not be accepted. Proposals sent through Mail/Courier will neither be accepted for any consideration nor will they be returned to the sender.
2.	Opening of Technical Proposal	May 22, 2018 at 3:00 PM Venue: MBL Tower, Head Office, Lazimpat, Kathmandu
3.	Presentation	Top Firms/entities based on the Technical Evaluation done by the Bank shall be asked to make their presentation on technical proposal. The time/ date for presentation will be advised to the firms/entities after the Technical Evaluation.
4.	Financial Proposal	Financial proposal of Top Three firms on the basis of Technical Proposal and Presentation shall only be opened. The time, date and venue of opening of Financial Proposals will be advised to those firms only.

3. All proposals must be valid for a period of 3 months from the last date of submission as mentioned above (i.e. up to close of business of August 19, 2018.). No proposal shall be withdrawn during the proposal validity period and proposals having validity period lower than as mentioned above shall be rejected;
4. The Technical Proposal comprising of self-attested documents as specified in “Request for Proposal (RFP)” including self-attested copies of valid registration/ VAT certificates, tax clearance certificates should be submitted in a sealed envelope marked “**Technical Proposal for Conducting Financial Literacy Program for MBL**”.
5. The Financial Proposal comprising of self-attested documents as specified in “**Request for Proposal (RFP)**” including bid bond security should be submitted in a separate sealed envelope marked as “**Financial Proposal for Designing, Production and Conduction of Financial Literacy Program for MBL**”.

6. Envelopes containing the Technical and Financial proposals are to be sealed in an envelope marked **“Proposal for Designing, Production and Conduction of Financial Literacy Program for MBL”** and is to be submitted, in person, within the deadline and to the address mentioned in **Clause 2** above. The bidder must provide following information on envelopes of both the Technical and Financial Proposals:

Name of the Firm:

Contact Person:

Contact Telephone:

7. The bidding firm must be a registered firm/agency or entity having at least 3 years’ experience in conduction of financial literacy program for Banks and Financial Institutes in Nepal. The bidding firm shall furnish such details of experience as specified in the **“Request for Proposal (RFP)”**
8. The bidding firm must have a team of experts and adequate resources for Designing, Production and conduction of financial literacy program. The bidding firm shall furnish details of their team as specified in the **“Request for Proposal (RFP)”**
9. The bidding firm not meeting the minimum eligibility criteria shall be disqualified in the Technical Proposal Evaluation;
10. Any bidding firm will be liable to disqualification if it has:
11. Made misleading or false representation or deliberately suppressed information in the forms, statements and enclosures submitted in its “Technical Proposal”
12. Not submitted all relevant documents as specified in the “Request for Proposal (RFP)” and
13. Record of poor performances. The Banks may collect information and apply its own judgment in this regard.
14. In the event that the last date of submission of proposals and/or date of opening of Proposals happens to be a public holiday, these events will be carried on immediate next working day.
15. The Bank reserves all rights to accept a proposal wholly or partly or reject any and/or all proposals with or without assigning any reason whatsoever and to negotiate / re-negotiate with the shortlisted firms in the best interest of the Bank.

## SECTION II: CONTRACT DETAILS

Contract Details are as per the Terms of Reference (TOR) which forms an integral part of this Request for Proposal (RFP).

### SECTION III: TERMS AND CONDITION OF THE CONTRACT AGREEMENT

Terms and Condition of the Contract agreement are as per the Terms of Reference (TOR) which forms an integral part of this Request for Proposal (RFP).

### SECTION IV: INSTRUCTION TO THE BIDDING FIRM

1. The bidding firm shall study the Request for Proposal (RFP) thoroughly and understand the scope and quality of work expected. Prospective firm/agencies requiring any clarification of the Document shall contact the General Administration & Procurement Department in writing at the address of the Banks indicated in the **Request for Proposal (RFP)**. However, such enquires shall be in written format only, telephonic enquiries are strictly prohibited;
2. The bidding firm/entity shall submit the proposal as mentioned in the notice for “Request for Proposal”.
3. The bidding firm/entity is not allowed to make any alteration or amendments in the scope of work and descriptions as incorporated in this document except where specifically allowed.

#### 4. Document required:

##### A. Technical Proposal

A-1 The bidding firm/entity shall furnish following details as per the related schedules provided:

S.N	Criteria	Purpose	Compliance requirement/ attachments	Related Form
1	Experience, Capability, and Reputation in Conduction of Financial Literacy Program	To demonstrate the ability of the bidding firm to conduct Financial Literacy Program as per the expectation and requirement of the bank.	List of past experience in Conduction Financial Literacy Program.	Schedule C
2	Quality and Strength of the human resources of the bidding firm/entity	To demonstrate the Human Resources availability with the firm/entity	Document to support the number & profile of the Human Resource of the bidding firm/entity	Schedule D
3	Quality and Strength of the Staff proposed to be involved in the conduction of Financial Literacy Program.	To demonstrate that qualified and capable staff will be involved in the proposed Financial Literacy Program.	Submission of the comprehensive details of the proposed team.	Schedule E
4	Experience of Conducting Financial Literacy Program of	To demonstrate the ability of the bidding firm to conduct the Financial Literacy	Submission of list of financial literacy program conducted for Financial	Schedule F

	Financial Institutions	Program	Institutions till date	
5	Current Involvement in conducting Financial Literacy Program	To demonstrate the current capability and involvement of the firm/entity in conduction of Financial Literacy Program	Submission of list of ongoing Financial Literacy Program undertaken by the firm/entity and/or the program which has been awarded but yet to be commenced	Schedule G
7.	Description of the Methodology and Work Plan for Performing the Assignment	To Demonstrate the adequacy of the methodology used and is in line with the (TOR) and reasonable time frame is taken to complete the program	List of methodology, time line for the work	Schedule H
8.	Comments & Suggestion of the firms on the Terms of Reference and on Data, Services and Facilities to be provided by the Bank	To seek any logical and constructive comments/ suggestion which will help the Financial Literacy Program to be smooth and finish in time.	List of comments/ suggestions.	Schedule I
9.	Activity (The work) Schedule	To see the timeline for the assignment to be completed.	A complete timeline of the work.	Schedule J

A-2 The bidding firm/entity shall also submit documents as indicated below

- a) The entire original RFP documents along with TOR which forms integral part of RFP duly endorsed (signed and stamped)
- b) Updated copy of the Registration Certificate
- c) Updated copy of PAN/VAT Registration Certificates
- d) Tax clearance certificate for FY 073/74
- e) Profile of the Firm (Please also state the involvement in previous as well as current financial literacy program)
- f) Signed declaration that the firm is eligible to carry out the Financial Literacy Program for the bank.

A-3 The bidding firm/entity shall also submit indicative financial literacy program, plan, coverage, and program conducting methodology.

***Failure to provide any of the above documents as stated in point A-1, A-2 and A-3 may lead to disqualification.***

## B. Financial Proposal

The bidding firm shall submit the financial proposal as per **SCHEDULE K: STANDARD FORM FOR FINANCIAL PROPOSAL**

5. On the written acceptance of the proposal by the Bank, the successful firm/entity requires entering into a formal agreement within 7 days from the date of written notification. The contract shall be awarded to another firm/entity in case the successful firm/entity fails to sign the agreement within 7 days from the date of written notification;

### 6. Contract Period

The date of commencement of the program shall be as per the schedule advised by the Bank at the time of signing contract agreement. The intended completion timeline for completion of the financial literacy program shall be as agreed while awarding the Contract. No further extension shall be provided.

7. The Banks shall provide all the documents/information required to accomplish the program.
8. The Banks shall not entertain any meeting with the bidding firm/agencies prior to the submission of the proposals.
9. The Opening and Evaluation of the proposals shall be as governed by **Section VI: Opening & Evaluation of Proposals**.

## SECTION V: SECURITY

### a) Bid Bond Guarantee

Bid Security of 2.5% of total bid amount must be furnished at the time of submission of proposal from firm/entity respectively. The bid security shall, at the bidder's option, be in the form of a cash/TT/Draft deposit in A/C No. 9999524999998222 (Account name: Sundry Creditors- Bid Margin) at Head Office of the Bank or a Bid Bond issued by a Class "A" commercial bank in Nepal in format as specified in **Schedule L: Bid Bond Guarantee** of RFP Documents. The bid security must be valid for a period of minimum of 3 months. No interest will be payable on BID security.

### b) Performance Guarantee

The successful firm/entity shall be required to submit a "Performance Bond" of 5% of the contract amount respectively issued by a Class "A" Commercial Bank in Nepal with a validity period of at least 180 days from the date of agreement and must be submitted within 7 days of agreement date in the format/wordings as specified in **Schedule M: Performance Guarantee** of the RFP Document.

OR

An equivalent cash margin to be maintained in the Performance Margin Account with the validity as stated above.

### c) Advance Payment Guarantee

Bank can release 25% of contract amount for Production as an advance payment to the selected firm/entity against advance payment guarantee of equivalent amount issued by Class "A" Commercial Bank in Nepal. The advance payment guarantee must be valid for the entire project period.

## SECTION VI: OPENING & EVALUATION OF PROPOSALS

### 1. Opening of ‘Technical Proposals’

- 1.1 The Bank shall open the outer envelope containing both the Technical and Financial Proposal and then open the “Technical Proposal” only on time/ date and at venue as specified in **Clause 2 of Section I: Request for Proposal (RFP) for Designing, Production & Conduction of Activities in relation to Financial Literacy Program of the Bank**” in the presence of designated officials of both the Banks and those representatives of bidders who choose to attend.
- 1.2 Only “Technical Proposals” shall be opened on this day and the Bank will announce the name of the bidder and any other details the bank may consider appropriate to the persons present at the time of opening of “Technical Proposals”.
- 1.3 The Bank, on its own convenience, shall evaluate the “Technical Proposals” and will finalize the top firms.
- 1.4 The Bank may ask the bidding firm to clarify his bid in the event that such clarification is deemed required by the bank.
- 1.5 Bidding firm/entity disqualified in the evaluation of Technical Proposal shall be advised accordingly and their Financial Proposals may be returned unopened.
- 1.6 The top firms/entities qualifying in the evaluation of Technical Proposal shall be advised about the date/ time and venue for making their presentation on “Technical Proposal”.

### 2. Presentation on “Technical Proposals”

- 2.1 The Bank will ask the top firms/entities to make a presentation on “Technical Proposals” on the time/ date and venue as specified in Clause 3 of Section I: **Request for Proposal (RFP) for Designing, Production & Conduction of Activities in relation to Financial Literacy Program of the Bank**” in the presence of designated official of Bank.

Based on the aggregate scores of Submitted Technical Proposal and Presentation, Top three firms/agencies/entities shall be selected.

- 2.2 Only the top three evaluated bidding firms qualifying in the evaluation of Technical Proposal and Presentation shall be advised about the date/ time and venue for opening of the “Financial Proposal”.

### 3. Opening of “Financial Proposals”

- 3.1 The Bank shall open the “Financial Proposals” of top bidding firms evaluated from the Technical Proposal Evaluation process on time/ date and at venue as advised to the qualifying bidders by the Banks in the presence of designated officials of the Banks and those representatives of bidding firms who choose to attend.
- 3.2 The Bank will announce the name of the bidding firm, its financial offer and any other details the Banks may consider appropriate to the persons present at the time of opening of “Financial Proposals”.
- 3.3 The Bank may ask a bidding firm to clarify its bid in the event that such clarification is deemed required by the Bank.



#### 4. Evaluation of “Proposals”

4.1 Evaluation of “Technical Proposals” will be based solely on the content of the proposal, responses made, submitted documents and presentation made, applying the evaluation criteria, sub criteria and point system specified in the **Schedule O: Data Sheet for Technical Proposal & Presentation** No assumptions should be made that the Banks has any previous knowledge of the bidding firm’s qualifications/ experience other than that service rendered by the bidding firm pursuant to this document.

4.2 Once the “Technical Proposal” is qualified in the evaluation criteria set by the Bank, the proposals shall be subject to the evaluation on the basis of the presentation made by the Bidding Firms. The evaluation of the presentation will be based solely on the content of the presentation, applying the evaluation criteria, sub criteria and point system specified as below:

Clarity Displayed	: 30
Technicality displayed	: 30
Organization of the subject matter	: 20
Queries Addressed	: 20

The aggregate score for the proposals and presentation shall be used as Technical score to select Top three forms for the opening of financial proposal.

4.3 The consolidated marking of submitted Technical Proposal vis a vis presentation shall be the overall marking for Technical Proposal. The final evaluation shall be on the basis of “Financial Proposal”. The financial proposal unqualified from the evaluation of “Technical Proposal” may be returned without opening.

4.4 “Financial Proposal” shall be evaluated on the low cost basis i.e. the lowest bid will get the full marks and the higher cost then will be evaluated on proportionately.

4.5 For the purpose of overall evaluation of bidders, the weight for Technical Proposal shall be 70 (50 for submitted proposal & 20 for the presentation) and the weight for Financial Proposal shall be 30.

#### **SECTION VII: SELECTION OF FIRM/ENTITY FOR CONDUCTION OF FINANCIAL LITERACY PROGRAM**

Appointment of firm/entity to conduct Financial Literacy Program shall be the bidding firm/entity who secures highest score in aggregate of all the score from Technical Evaluation (Proposal & Presentation), and Financial Evaluation of the proposal.

The Bank reserves the right to award the project or part of the project to specific firm/entity fully or partially.

The successful bidding firm/entity shall signs “Agreement” specified in **Schedule B of Section VIII: Standard Agreement**.

## SECTION VIII: PROPOSAL FORMS

### TABLE OF STANDARD PROPOSAL FORMS

1. **Schedule A: Letter for Technical Proposal**
2. **Schedule B: Standard Agreement**
3. **Schedule C: Experience, Capability and Reputation in Conducting Financial Literacy Program**
4. **Schedule D: Quality and Strength of the Staff of the firm/entity/agency**
5. **Schedule E: Quality and Strength of the Staff Proposed to Be Involved in Conducting Financial Literacy Program**
6. **Schedule F: Experience of Conducting Financial Literacy Program**
7. **Schedule G: Current Involvement in Financial Literacy Program**
8. **Schedule H: Description of The Methodology and Work Plan for Performing the Assignment**
9. **Schedule I: Comments and Suggestions of the Firms on The Terms of Reference and on support/Facilities to Be Provided by The Bank**
10. **Schedule J: Activity (The Work) Schedule**
11. **Schedule K: Standard Form for Financial Proposal**
12. **Schedule L: Bid Bond/Tender Guarantee**
13. **Schedule M: Performance Guarantee**
14. **Schedule N: Advance Payment Guarantee**
15. **Schedule O: Data Sheet for Technical Proposal & Presentation**

## SCHEDULE A: LETTER FOR TECHNICAL PROPOSAL

[Letterhead of the firm]

[Date]

Title of Contract: Design, Production & Conduction of Activities in relation to Financial Literacy Program of the Bank

To: **General Administration & Procurement Department**  
**Head Office**  
**Lazimpat, Kathmandu, Nepal**

Having examined the Request for Proposal (RFP) for “Design, Production & Conduction of Activities in relation to Financial Literacy Program of the Bank” we hereby submit proposal in accordance with the conditions of contract accompanying this document.

This Proposal and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any proposal you receive.

Our proposal shall be valid for a period of ---days from the last date of proposal submission in accordance with the Request for Proposal (RFP) for Design, Production & Conduction Activities in relation to Financial Literacy Program of the Bank and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our proposal is accepted, we commit to conduct the Financial Literacy Program in accordance with the “Request for Proposal (RFP) for Design, Production & Conduction Activities in relation to Financial Literacy Program of the Bank”

We hereby confirm that this Proposal complies with all the requirements of “Request for Proposal (RFP) for Design, Production & Conduction Activities in relation to Financial Literacy Program of the Bank”.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

## **SCHEDULE B: STANDARD AGREEMENT**

Standard Agreement shall be as per the Terms of Reference (TOR) which forms an integral part of this document.

**SCHEDULE C: EXPERIENCE, CAPABILITY AND REPUTATION IN CONDUCTION OF FINANCIAL LITERACY PROGRAM**

<b>Financial Literacy Program Conducted in past 3 years</b>			
<b>S.N</b>	<b>Name of the units (for which Financial Literacy Program has been conducted other than Bank and Financial Institutions)</b>	<b>Involvement Year</b>	<b>Nature of Assignment</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Note:**

1. It is mandatory to fill the details of Experience, Capability and Reputation in conduction of financial literacy program in the prescribed format only.
2. Insert additional rows as required.

**SCHEDULE D: QUALITY AND STRENGTH OF THE HUMAN RESOURCES OF THE FIRM/AGENCY/ENTITY**

**D-1 Quality and Strength of the Staff**

S.N	Name	Designation	Qualification	Years of Experience with the Bidding Firm/Entity	Total Experience in Conduction Financial Literacy Program	Key Responsibilities & Assignment
1.		Partner/ Proprietor/Owner				
2.		Partner/ Proprietor/Owner				
3.		Partner/ Proprietor/Owner				
4.		-----,Staff				
5.		-----,Staff				
6.		-----,Staff				

**Note:**

1. It is mandatory to fill the details of Partner/ Proprietor or Staff in the prescribed format only
2. The CVs for each of the partner are to be attached mandatorily. The CVs should bear original signature of the partner
3. Insert additional rows OR DESIGNATION as required.

**D-2 CV of the Partner/ Proprietor/Owner**

<b>Name of Firm / Company/Entity</b>
--------------------------------------

<b>Position</b>		
<b>Personnel information</b>	<b>Name</b>	<b>Date of birth</b>
	<b>Father's Name</b>	<b>Address</b>
	<b>Telephone</b>	<b>Email</b>

	<b>Professional Qualification</b>	<b>Academic Qualification</b>
<b>Present employment (if relevant)</b>	<b>Name of employer</b>	
	<b>Address of employer</b>	
	<b>Telephone</b>	<b>Contact (manager / personnel officer)</b>
	<b>Fax</b>	<b>E-mail</b>
	<b>Job title</b>	<b>Years with present employer</b>

Summarize professional experience. Indicate particular technical and managerial experience relevant to conduction of Financial Literacy Program.

S. No.	From	To	Organization	Nature of Job/Assignment undertaken
1				
2				
3				
4				
5				
6				
7				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications and my experience and that I agree to commit for the project during the proposed timeframe if the contract is awarded to this firm / company.

Signature of the Staff Member

Date

**SCHEDULE E: QUALITY AND STRENGTH OF THE TEAM PROPOSED TO BE INVOLVED IN CONDUCTION OF FINANCIAL LITERACY PROGRAM**

**E-1 Quality and Strength of the Staff**

S.N	Name	Designation (Proposed Team)	Qualification	Years of Experience with the Bidding Firm/Entity	Total Experience in Conduction of Financial Literacy Program	Key Responsibilities in the Assignment
1		Team Leader				
2		Involving Team Member				
3		Involving Team Member				

**Note:**

1. It is mandatory to fill the details of the Staff in the prescribed format only
2. The CVs for each of the staff are to be attached mandatorily. The CVs should bear original signature of the partner.
3. The no. of staff to be involved should be at least five who have their own expertise in the field for conducting different Financial Literacy Program as mentioned in Terms of Reference (TOR).
4. Insert additional rows OR DESIGNATION if required.

**E-2 CV of the Involving Team Member**

<b>Name of Firm / Company/Entity</b>
--------------------------------------

<b>Position</b>		
<b>Personnel information</b>	<b>Name</b>	<b>Date of birth</b>
	<b>Father's Name</b>	<b>Address</b>
	<b>Telephone</b>	<b>Email</b>



	Professional Qualification	Academic Qualification
<b>Present employment</b>	<b>Name of employer</b>	
	<b>Address of employer</b>	
	<b>Telephone</b>	<b>Contact (manager / personnel officer)</b>
	<b>Fax</b>	<b>E-mail</b>
	<b>Job title</b>	<b>Years with present employer</b>

Summarize professional experience. Indicate particular technical and managerial experience relevant to conduction of Financial Literacy Program.

S. No.	From	To	Organization	Nature of Job/Assignment undertaken
1				
2				
3				
4				
5				
6				
7				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications and my experience and that I agree to commit for the project during the proposed timeframe if the contract is awarded to this firm / company.

Signature of the Staff Member

Date

**SCHEDULE F: EXPERIENCE IN CONDUCTING FINANCIAL LITERACY PROGRAM FOR BANKS AND FINANCIAL INSTITUTIONS**

Bidding firm/entity should provide information on the commitment of the ongoing financial literacy program /or the financial literacy program which has been awarded but yet to be commenced

S.N	Name of the Bank/ Financial Institutions	Employer/ Contact Address/ Fax	Commencement/ Commencement Date	Expected Date	Estimated Date	Completion	Nature of Assignment
1.							
2.							
3.							
4.							
5.							

**Note:**

1. It is mandatory to fill the details of the Current Involvement in conducting financial literacy program in the prescribed format only
2. Insert additional rows if required.

**SCHEDULE G: CURRENT INVOLVEMENT IN CONDUCTING FINANCIAL LITERACY PROGRAM**

Bidding firm/entity should provide information on the commitment of the ongoing financial literacy program /or the financial literacy program which has been awarded but yet to be commenced

S.N	Name of the units	Employer/ Contact Address/ Fax	Commencement/ Expected Commencement Date	Estimated Completion Date	Nature of Assignment
6.					
7.					
8.					
9.					
10					

**Note:**

3. It is mandatory to fill the details of the Current Involvement in conducting financial literacy program in the prescribed format only
4. Insert additional rows if required.



**SCHEDULE H: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
DESIGNING, PRODUCTION AND CONDUCTION OF ACTIVITIES IN  
RELATION TO THE FINANCIAL LITERACY PROGRAM OF THE BANK**

---

*{Insert additional pages if required}*



**SCHEDULE 1: COMMENTS AND SUGGESTIONS OF THE FIRMS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE BANK**

**On the Terms of Reference (TOR):**

- 1.
- 2.
- 3.
- 4.
- 5.

**On the SUPPORT and Facilities to be provided by the bank:**

- 1.
- 2.
- 3.
- 4.
- 5.


**SCHEDULE J: PROPOSED ACTIVITY (THE WORK) SCHEDULE**
**J – 1 Tentative Plan for Designing, Production of Campaign Materials & Conduction of Financial Literacy Program.**

S.N.	Particulars			*Week 1	Week 2	W 3	W 4	-	-
1	Designing the Financial Literacy Program (Community based awareness program etc.)								
2	Production of campaign materials (video, audio, flyers, Presentation, Texts etc. for the campaigns)								
3	Implementation of the Literacy Program								
	Districts	No. of &BLB Units	No of FL Activities						
	Rupandehi	4	4						
	Dang	2	2						
	Kanchanpur	4	4						
	Surkhet	3	2						
	Banke	3	3						
	Dhading	3	3						
	Kailali	2	2						

**\*Add Week column as per your proposed Plan & BLB: Branch Less Banking**

**Note:**

**\*\* Propose Time Line by shading the Weeks as appropriate**


**SCHEDULE K: STANDARD FORM FOR FINANCIAL PROPOSAL**

Financial Proposal for Design, Production & Conduction Activities in relation to Financial Literacy Program of the Bank

*(To be printed in the letterhead of the bidding firm)*

*[Date]*

Subject: Letter of Financial Proposal for Design, Production & Conduction Activities in relation to Financial Literacy Program of the Bank

To: **General Administration & Procurement Department**  
**Head Office**  
**Lazimpat, Kathmandu, Nepal**

Having examined the Request for Proposal (RFP) documents we offer to execute and conduct Financial Literacy Program of the Bank in accordance with the terms / conditions accompanying this proposal for the cost proposed as under:

Particulars	Inner Column	Amount
Design of Financial Literacy Program	<ul style="list-style-type: none"> <li>• Booklets/textbooks/flyers/banners/badges</li> <li>• Audio/video/presentation and training materials</li> <li>• Promotional materials/souvenir/interactive drama/story/ social media campaign</li> <li>• Or any other proposed by Firm/agency/entity</li> </ul>	
*Production of Proposed Campaign Materials		
Flyers		
Text Books		
Audio Clips		
Visual Clips		
Promotion Material	(Cap, Pen, File, folder, Book or any other proposed by the Firm/agency/ entity)	
Others if any		
*Conduction of Financial Literacy Programs	Cost Per Program * Number of Program	
Add: Value Added Tax (VAT)		
Add: Other taxes if applicable		
<b>Grand Total</b>		

*\*You may attach cost breakdown sheet separately as Annex K1 for Proposed cost of conduction of financial literacy programs in the designated Places as mentioned in schedule J1*

This proposal and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any proposal you receive.

Our proposal shall be valid for a period of --- days from the last date of submission of proposal in accordance with the RFP document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_


**SCHEDULE L: BID BOND GUARANTEE**

To

..... (Beneficiary)

..... (Address of the Beneficiary)

Date: .....

Bid Bond/Tender Guarantee

Guarantee No :

Expiry Date :

Guarantee Amount :

We have been informed that [name of Company & address] (hereinafter called “the Bidder”), has submitted to you its Bid dated..... (hereinafter called “the Bid”) for the execution of ..... (name of Contract) (hereinafter called “the Contract”) under Invitation for Bid No. .... (“the IFB”). Furthermore, we understand that, according to your conditions, Bids must be supported by a **Bid-Bond Guarantee**.

At the request of the Bidder, we, (**name of issuing bank**), hereby irrevocably undertake to pay you any sum or sums not exceeding the maximum aggregate of ..... (**Currency, amount in figures and words hereinafter called “the Guaranteed Sum”**) upon receipt by us of your first written demand in writing accompanied by this original guarantee and a written statement in paper form stating that the Bidder is in breach of its obligation(s) under the terms of the IFB, because the Bidder:

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the IFB; or
- (b) having been notified of the acceptance of its Bid by the Employer during the period of Bid validity,
  - (i) fails or refuses to execute the Contract or (ii) fails or refuses to furnish the performance guarantee, in accordance with the terms of the IFB.

This guarantee shall be effective from ..... and expire on .....

NOTWITHSTANDING anything hereinabove stated, our liability under this guarantee will be limited to (amount in figures) (amount in words) and any claim under this guarantee must be lodged to the Guarantor on or before the expiry date, i.e. .... within banking hour, after which the liability of the Guarantor would be extinguished under this guarantee. After the Expiry date, this Guarantee shall be null and void and our liabilities hereunder shall cease automatically, notwithstanding that the original of this Guarantee is not returned to us for cancellation.

**THIS GUARANTEE IS SUBJECT TO THE UNIFORM RULES FOR DEMAND GUARANTEES (URDG), 2010 REVISION, ICC PUBLICATION NO. 758.**

In all the communications related to this guarantee, please state our guarantee reference number.....

For and on behalf of ..... Bank Ltd.,

 \_\_\_\_\_  
 Authorized signature

 \_\_\_\_\_  
 Authorized signature




**SCHEDULE M: PERFORMANCE GUARANTEE**

To

..... (Beneficiary)

..... (Address of the Beneficiary)

Date: .....

Performance Guarantee

Guarantee No :

Applicant :

Expiry Date :

Guarantee Amount :

Contract :

In consideration to your allowing..... (name of applicant and address) to perform above specified contract, we, ----- Bank Limited, ..... (Issuing Branch), (hereinafter called the Bank), being the guarantor under this guarantee, hereby, subject to no other conditions than those specified in this document, to pay on demand to the above beneficiary upon their request in writing any sums or sums up to the aggregate maximum amount of NPR..... (in words ..... ) that the claim is submitted along with the statement of the beneficiary stating that..... (name of applicant) has failed to perform their obligation under the contract specifying the failure concerned and that as a result thereof the beneficiary has become entitled to payment of the amount claimed and that the said amount has not been otherwise been paid to them.

This guarantee shall be effective from ..... and expire on .....

Provided that in the event of war (whether declared or not) hostilities, rebellion, Act of God, any change of law, refusal on the part of any government, government agency, Bank or other competent authority to grant any necessary permit, license or sanction, or deciding to revoke or qualify any such permit etc, or in the event of any other supervening clause rendering performance or further performance by us of our obligation under this guarantee or by you, your constituent or any other parties above mentioned of any obligation under your, or their respective contracts aforesaid, impossible in accordance with the most liberal interpretation of the doctrine of frustration of contracts, then and in any such case this guarantee shall cease and determine and our liability shall thereupon be extinguished

Notwithstanding anything stated hereinabove the value of this guarantee shall not exceed NPR..... (Amount in words.....) and any claim under this guarantee must be received in writing by this Bank within banking hours on or before..... (expiry date/Validity) along with the Guarantee Original and if no such claim has been received by this Bank by that time and date, all your rights under this guarantee will cease.

This guarantee is not transferable or assignable.

After the Expiry date, this Guarantee shall be null and void and our liabilities hereunder shall cease automatically, notwithstanding that the original of this Guarantee is not returned to us for cancellation.

**THIS GUARANTEE IS SUBJECT TO THE UNIFORM RULES FOR DEMAND GUARANTEES (URDG), 2010 REVISION, ICC PUBLICATION NO. 758.**

In all the communications related to this guarantee, please state our guarantee reference number.....

For and on behalf of ..... Bank Ltd.,

 \_\_\_\_\_  
 Authorized signature

 \_\_\_\_\_  
 Authorized signature


**SCHEDULE N: ADVANCE PAYMENT GUARANTEE**

To

..... (Beneficiary)

..... (Address of the Beneficiary)

.....

Date: .....

Advance Payment Guarantee

Guarantee No. :

Applicant :

Expiry Date :

Guarantee Amount :

Underlying relationship: Contract No. ....dated....., for the  
 ..... [Description of goods/services] (the "Contract")

We have been informed that [name of Company] (hereinafter called "the Contractor"), has entered into contract with you. Furthermore, we understand that, according to the conditions of the contract, an advance payment in the sum of (amount in figures) (amount in words) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of (amount in figures) (amount in words) upon receipt by us of your first written demand in writing accompanied by this original guarantee and a written statement in paper form stating that:

1. that the Contractor is in breach of its obligation under the underlying contract; and
2. the respect in which the Contractor is in breach.

Your demand for payment must also be accompanied by the copy of the contract entered between you and the Principal under which the advance payment has been made and for which this guarantee has been issued.

It is a condition for any claim and payment to be made under this guarantee that the advance payment referred to above must have been received by the Contractor on its account.

This guarantee shall be effective from ..... and expire on .....

NOTWITHSTANDING anything hereinabove stated, our liability under this guarantee will be limited to (amount in figures) (amount in words) and any claim under this guarantee must be lodged to the Guarantor on or before the expiry date, i.e. .... within banking hour, after which the liability of the Guarantor would be extinguished under this guarantee. After the Expiry date, this Guarantee shall be null and void and our liabilities hereunder shall cease automatically, notwithstanding that the original of this Guarantee is not returned to us for cancellation.

**THIS GUARANTEE IS SUBJECT TO THE UNIFORM RULES FOR DEMAND GUARANTEES (URDG), 2010 REVISION, ICC PUBLICATION NO. 758.**

In all the communications related to this guarantee, please state our guarantee reference number.....

For and on behalf of ..... Bank Ltd.,

\_\_\_\_\_  
 Authorized signature

\_\_\_\_\_  
 Authorized signature


**SECCHEDULE O: DATA SHEET FOR TECHNICAL PROPOSAL AND PRESENTATION**

The number of points to be given under each of the evaluation criteria for submitted proposal are:

	<u>Points</u>
(i) Specific experience of the firm/entity related to the assignment [Involvement of Design, Production and Conduction of <i>FL program of Other Organizations</i> ] [Involvement of Design, Production and Conduction of <i>FL program of BFI</i> s] [ <i>No. of Years in FL Program (1 to 3, 3 to 5, 5 and above )</i> ]	[30]
(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	[30]
(iii) Qualifications and competence of the key staffs for the Assignment [ <i>General Qualifications, Adequacy for the project and Experience in the subject matter of Financial Literacy Program</i> ]	[20]
(v) Others [Proposed Timeline] [Value addition by Comments & Suggestions]	[20]
Total Points:	100

**Scoring Guidelines for the Presentation:**

S.N	Particulars	Score
1	Clarity Displayed vide Presentation	30
	About the scope of the project	
	About the project methodology	
	About the project Work plan	
	About the project Deliverables	
2	Technical soundness of the proposal	30
3	Organization of the subject matter	20
4	Queries responses	20