



Terms of Reference (ToR) for Football Sports Material Supply

1. Introduction

Change Action Nepal (CAN) is a women-led organization founded by a group of committed, enthusiastic, and energetic women in June 2016. CAN is based in Lalitpur and its programs are being carried out in Nuwakot, Sindhupalchowk, Kathmandu, Lalitpur, Bhaktapur, Makwanpur, and Bara to organize and empower women and children from marginalized and vulnerable groups to claim their rights and justice. Community empowerment, legal literacy, prevention of human trafficking, education, and capacity building for women and adolescent girls are the major program activities and approaches to address the root causes of gender-based violence, child exploitation, and other human rights violations.

Change Action Nepal, under the **Prayatna Project funded by Tdh Nepal**, seeks authentic and reputable suppliers to supply football **sports materials and medicines** for the students to play football games. This procurement aims to support **100 football-playing students and 2 coaches** providing them with essential equipment/materials and training to enhance their performance safety.

2. Objectives

The primary objectives of this procurement are:

- To equip students playing football with **high-quality sports gear** suitable for professional training and matches.
- To provide **safety and medical supplies** to ensure player well-being.
- To support **team preparedness and training sessions** by providing necessary equipment for football games.

3. Scope of Procurement

The selected supplier(s) will be responsible for supplying and delivering the following sports equipment and medical supplies:

SN	Details of the materials	Unit	Quantity	Specification
Sports Materials				
1	Football jersey set for players	Sets	100	Dry-fit Polyester/light weight breatheable fabric
2	Football jersey for coaches and field team	Pcs	5	Dry-fit Polyester/light weight breatheable fabric
3	Football track suit for players	Pcs	100	Lightweight and Breathable Fabric
4	Socks for players	Pairs	100	Grip Socks
5	Shoes for players	Pairs	100	Durable light weight

6	Gloves for keepers	Pairs	8	Durable light weight
7	Water bottles for players	Pcs	100	Durable light weight (Plastic, steel, metal etc.)
8	Football	Pcs	60	Durable
9	Shin Pad	Pcs	100	Durable light weight
10	Whistle	Pcs	2	Good quality
11	Space maker dice cone	Pcs	4 sets	Durable light weight
12	Football Cone set	pcs	40 pcs	Durable light weight
13	Goal post net	Pcs	6	Standard size 11 A Side
14	Captain Arm Band	Pcs	4	Adjustable velcro
15	Bibs	Pcs	48	Stiched 4 different colours
16	Football pump	Pcs	8	Medium quality
17	Sports bra for female	Pcs	50	Good quality
Medical Supplies 4 Sets Box Includes				
1	Bandages	Pcs	20	Elastic/Compression Bandage
2	Pain relief spray	Pcs	8	35-80 gram
3	Adhesive Bandage	Boxes	4	Small size/ regular
4	Povidone Iodine	Bottles	8	100/200/500 ml
5	Cotton roll	Roll	8	300 gm
6	Gauze	Roll	8	5-10 cm
7	Scissor	Pcs	4	Small
8	Oral rehydration solution (ORS)	Pcs	20	Atleast 2-3 years expiry
9	First-Aid Box	Pcs	4	Material (Cloth) medium size

4. Supplier Requirements

Interested suppliers must meet the following criteria:

- Be a **legally registered** company authorized to supply sports equipment.
- Have prior **experience** in supplying similar products to organizations or teams.
- Be able to **deliver all listed items** within the specified timeframe.
- Provide **warranty and after-sales support**, where applicable.

5. Responsibilities of the Supplier

The selected supplier(s) will be expected to:

- Provide **high-quality, durable** football sports materials that meet professional standards.
- Ensure **timely delivery** of the items to the designated location.
- Offer **product warranties** for relevant equipment.
- Replace or repair any **defective items** identified upon delivery.

6. Bid Evaluation Criteria

The bid will be assessed based on the following:

- **Quality and durability** of the proposed materials.
- **Competitive pricing.**
- **Experience and credibility** of the supplier.
- **Delivery timeline and after-sales service.**

7. Submission Guidelines

Interested suppliers are required to submit a sealed bid that includes:

1. A **detailed price quotation** with specifications for each item.
2. Copies of **company registration documents.**
3. VAT/PAN certificates.
4. References or proof of **experience** in supplying similar goods.

The bid must be submitted **physically** in a **sealed envelope** labeled "**Bid for Football Sports Material Requisition – Prayatna Project**" by **4th April, 2025 5:00 PM** at **Change Action Nepal Office, Tikhidewal, Lalitpur.**

8. Payment Terms

- Payments will be processed upon **successful delivery and verification** of all items as per the contractual agreement
- Any defective or substandard items must be replaced before payment is released.

9. Contact Information

For further details or clarifications, please contact:

Email: adminhr@changeactionnepal.org

Phone: +977-01-5193230,5193042

Change Action Nepal reserves the right to accept or reject any bid without prior justification.