

## **Terms of Reference (TOR)**

### **Supply of Genuine Spare Parts for Toyota Landcruiser Prado Vehicles**

#### **Background**

The WHO–Immunization Preventable Diseases (IPD) Unit provides technical support to the Ministry of Health and Population (MoHP), Government of Nepal—particularly to the Child Health and Immunization Section (CHIS) of the Family Welfare Division (FWD). The support focuses on controlling, eliminating, and eradicating vaccine-preventable diseases (VPDs) by strengthening the National Immunization Programme and implementing a robust surveillance system. This includes support for polio eradication, Acute Flaccid Paralysis (AFP) surveillance, measles elimination and rubella control, Japanese encephalitis control, and neonatal tetanus elimination through surveillance and immunization activities.

The WHO-IPD network consists of a central office in Kathmandu and 10 field offices across the country, covering all 77 districts. To ensure effective field mobility for Surveillance and Immunization Medical Officers (SIMOs), the central and field offices are equipped with 19 Toyota Land Cruiser Prado KDJ150 vehicles. These vehicles are essential for reaching surveillance sites, conducting timely case investigations, providing on-site technical assistance, and strengthening routine immunization efforts.

Most of the vehicles are stationed outside Kathmandu valley, where reliable suppliers of genuine spare parts—especially for the following two models—are not readily available:

1. **Toyota Land Cruiser Prado KDJ150R-GKFEY: JTEBH9FJ90K224924 (2019 Model)**
2. **Toyota Land Cruiser Prado KDJ150R-GKFEY: JTEBH9FJ20K085140 (2012 Model)**

Timely procurement and delivery of genuine spare parts are critical to ensuring proper vehicle maintenance and uninterrupted field operations.

#### **Objective**

To procure required genuine Toyota spare parts for the above-mentioned vehicle models, ensuring timely delivery and dispatch to the designated locations, including but not limited to : Damak, Biratnagar, Janakpur, Hetauda, Pokhara, Butwal, Nepalgunj, Birendranagar, Dhangadhi, or any other location as communicated by WHO-IPD.

#### **Scope of Work**

The vendor shall:

1. Provide genuine Toyota spare parts compatible with the specified vehicle models.
2. Ensure that all spare parts supplied are brand-new, unused, and meet Toyota's Original Equipment Manufacturer (OEM) standards.
3. Deliver the required spare parts within **one (1) week** from the date of purchase order/request.
4. Arrange and confirm dispatch of the spare parts to designated WHO-IPD locations, including but not limited to: Damak, Biratnagar, Janakpur, Hetauda, Pokhara, Butwal, Nepalgunj, Birendranagar, Dhangadhi, or any other location as communicated by the organization.

**Deliverables**

The supplier must provide:

- Genuine spare parts as specified in the approved list/order
- Delivery challan/receipt confirming dispatch and delivery
- Item-wise invoice per vehicle or order placement

**Delivery Timeline**

- All spare parts must be delivered within **seven (7) calendar days** from the date of order placement and safely packaging and transportation
- Any delays must be formally communicated in writing with valid justification.

**Quality Assurance**

- All supplied parts must be genuine Toyota spare parts.
- Any damaged, incorrect, refurbished, or counterfeit items will be rejected and replaced at the supplier's expense.

**Vendor Qualifications**

Eligible vendors must:

- Be an authorized Toyota spare parts distributor/dealer or a reputable automobile spare parts supplier with proven experience.
- Demonstrate a strong record of timely delivery and reliable supply chain management.

**Payment Terms**

Payment will be processed in accordance with organizational financial policies, subject to:

- Verification of delivery
- Receipt of supplied spare parts
- Submission of invoice and relevant supporting documents

**Contact Information**

All communication—including invoice submission, dispatch updates, and queries—shall be directed to the designated focal person of the organization.