



CALL FOR PROPOSAL

Date of First Publication	20 th June 2022
CFP No.	01/EOL/2021-22
Contract Title	Procurement of hotel services for event.
Closing Date	30 th June 2022
Required Tentative Date	25 th to 29 th July 2022
Contracting Authority	Street Child of Nepal

Street Child of Nepal hereby invites eligible hotel to submit their proposal to this invitation for “Hotel Services for Event”.

1 About Us

Street Child of Nepal provides education for children in marginalized rural and urban communities across Nepal. From building schools in earthquake-affected communities to giving the most marginalized children a chance to go to school, we believe in long-term solutions. We are now working to ensure that no child is forgotten and has access to the learning opportunities that they deserve.

2 Scope of Purchase

Street Child of Nepal is looking to conduct a cross-country conference with approximately 200 participants from different countries to enhance and expand alliance and intensify accountability to commitments – across the region.

3 Instruction to Hotels

Each hotel shall submit only one proposal. Hotel who submits or participates in more than one proposal will cause all the proposals to be disqualified. The Hotel is expected to examine all instructions, forms, terms, and specifications in the Proposal Document. Failure to furnish all information or documentation required by the Proposal Document may result in disqualification.

4 Clarification of Proposal Document

A prospective Hotel requiring any clarification about the proposal document shall contact Street Child in their office located in Sanepa, Lalitpur-02 or via email at streetchildofnepal@outlook.com. After receiving

such requests, Street Child shall make available as soon as possible the answer to such question or curiosity in writing. Likewise, to assist in the examination, evaluation, and comparison of proposals, Street Child may, at their discretion, ask any hotel for clarification of their proposal, including breakdowns of the prices and other relevant information that we may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered during the evaluation of the proposals. No Hotel shall contact Street Child on any matter relating to its proposal from the time of the proposal opening to the time the contract is awarded.

5 Preparation of Proposal

The language of the proposal shall either be in English or Nepali. The hotel shall bear all costs associated with the preparation and submission of the proposal, and Street Child shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal. Proposal received in unsealed envelope or tampered envelope will not be accepted. The hotel shall clearly indicate whom the proposal is being submitted to and the contact information of the hotel outside the main envelope. Technical and financial proposals must be in separate envelopes inside the main proposal envelope.

6 Mandatory Documents Required

- 6.1 Copy of registration or equivalent documents from the federal, state or local government whichever is or are required;
- 6.2 Documents establishing the nature of business and license to conduct such business in Nepal;
- 6.3 Copy of tax registration and copy of tax clearance report for the last financial year;
- 6.4 Independent Auditor's Report for the last two FY;
- 6.5 Certification by required professional body depending upon the nature of their business;

7 Proposal Submission

Hotels must submit their proposals in sealed envelope and within the deadline mentioned above. Any proposals received after the deadline shall be rejected.

Proposals must be submitted in the following address:

STREET CHILD OF NEPAL
Procurement and Logistics Unit
Sanepa, Lalitpur Ward No. 02
Tel No. – 01 5544045

8 Proposal Opening

The proposals will be opened in the presence of Street Child's procurement committee members in their office in Sanepa, Lalitpur. The Hotel representative may or may-not be invited for the proposal opening

process. Street Child will prepare minutes of the proposal opening session.

9 Examination and Determination of Responsiveness

Street Child’s procurement committee will examine the proposals and prior to its detailed evaluation, Street Child will determine the following criteria during the proposal opening session:

- 9.1 Whether the proposals submitted before the deadline or not;
- 9.2 Whether the proposals are submitted in a sealed envelope or not;
- 9.3 Whether all the requested mandatory documents are submitted or not and;
- 9.4 Whether this proposal document is duly filled, signed and stamped or not.

Only those proposals that fulfil the aforementioned criteria will be qualified for further evaluation. The rest of the proposals will be rejected.

10 Evaluation and Comparison

The procurement committee of Street Child will evaluate all the qualified proposals. Proposal will be technically and financially evaluated in a points-based system within the following criteria.

Criteria		Weigh tage	Means of Verification
Technical Evaluation			
TC1	Rating, Reputation and Certification of the hotel by International Associations and Standards (like star rating, IHRA certification, or any other relevant certification that establishes the quality of the hotel).	10	Copy of certificates submitted by the hotel alongside the proposal.
TC2	Capacity of the hotel’s conference hall to accommodate 200 pax at once in a classroom style setup. Quality of the conference halls (available space, ventilation, heating and cooling system, PA system, audio-visual equipment, lighting, space for activities, sound proofing and parking availability).	20	Photographs of the facilities and areas of the hotel submitted with the proposal, as well as the physical inspection carried out by Street Child.
TC3	Capacity of the hotel’s catering services to deliver food to 200 pax at the same time. Capacity of the banquet, dining area and quality of food and beverages.	20	Photographs of the facilities and areas of the hotel submitted with the proposal, as well as the physical inspection carried out by Street Child.
TC4	Quality of standard hotel room(s) and the amenities provided therein.	10	Photographs of the facilities and areas of the hotel submitted with the proposal, as well as the physical inspection carried out by

			Street Child.
TC5	References, letter of appreciation, recommendation provided by other reputable clients and companies to the hotel.	5	Documents submitted with the proposal.
TC6	Location, accessibility and parking capacity. The premises and facilities must be wheelchair friendly.	5	Photographs of the facilities and areas of the hotel submitted with the proposal, as well as the physical inspection carried out by Street Child.
Sub-Total		70%	
Financial Evaluation			
FC1	Hotel with the lowest quoted price.	30	Financial proposal submitted
Sub-Total		30%	
Grand Total		100%	

The hotels will be ranked according to the points scored by them, the highest being rank 1. Information relating to the examination, evaluation and comparison of proposals and recommendation of Contract award, will not be disclosed to hotels or any other person not officially concerned with such process until information on contract award is communicated to all hotels. Any attempt by a hotel to influence any Street Child’s employee in the evaluation of the proposals or contract award decisions may result in the disqualification of their proposal.

11 Selection and Award of Contract

The hotel with the highest grand total score will be recommended for the award of the contract. All other hotels will be notified of the result along with the name of the winning hotel and the winning price via email.

12 Declaration Form

To,
Procurement & Logistics Unit,
Street Child of Nepal
Sanepa, Lalitpur-02, Nepal.

We the undersigned declare that:

1. We have examined and accept in full the content of this document and hereby accept its provisions in their entirety, without any reservation or restriction;
2. All the information and statements provided by us in this proposal are true and correct and we accept that any misinterpretation contained in this proposal will lead to our disqualification;
3. We offer to deliver hotel services to the best of our capability and in conformity with this document and in accordance with the Price Schedule attached herewith and made part of this proposal;
4. We understand that failure to furnish the supporting papers or proof/evidence mentioned in this document to verify the information given by us, will lead to our disqualification;
5. We agree to comply with this proposal for a period of three calendar months from the date fixed for the proposal submission deadline, it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
7. We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive;
8. We are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a professional or business-related offense;

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign the proposal for and on behalf of _____

13 Hotel's Information Form

1	Hotel's Legal Name:	
2	Hotel's VAT Number:	
3	Hotel's Postal Address:	
4	Hotel's Official Email Address:	
5	Hotel's Telephone number:	
6	Hotel's Bank Account Details:	Name of Bank:
		Account No.:
		Branch:
7	Hotel's Authorized Representative:	Name:
		Designation:
		Mobile No.:
8	Hotel's Authorized Representative's Signature:	
9	Hotel's Seal	

14 Price Schedule

Instructions

- Prices must be quoted in Nepalese Rupees (NPR).
- Prices must be quoted for all the particulars. If there is any particular for which the price is not quoted, this financial bid shall be considered unresponsive and hence disqualified.
- All Prices quoted should be the final price and must be inclusive of service charge and VAT.
- If there is a discrepancy between the unit price in figures and unit price in words, the unit price in words shall be considered as true and correct.
- If there is an arithmetic error in calculating total price by multiplying unit price and quantity, in calculation subtotals and grand total, Street Child shall correct it on the basis of unit price and quantity.

	Particulars	Unit	Qty	Unit Cost (In Figures)	Unit Cost (In Words)	Total Cost (Figures)
A	Day 1 - Arrival Day					
A.1	Airport Pickup	trip(s)	6			
A.2	Accommodation (Non-sharing standard rooms only)	pax	25			
A.3	Dinner	pax	25			
SUB-TOTAL A						
B	Day 2 - Small Internal Workshop with Partners (Around 30 pax)					
B.1	Breakfast	pax	30			

B.2	Lunch	pax	30			
B.3	Hi Tea	pax	30			
B.4	PA System with podium mic	day	1			
B.5	Additional Cordless Mic	per mic	2			
B.6	Projector with Screen	pc(s)	1			
B.7	Hall Rent	day(s)	1			
B.8	Standard meeting amenities like flipchart, flipchart stand, notebook, pen, whiteboard, markers, drinking water etc.	lumpsum	1			
B.9	Accommodation (Non-sharing standard rooms only)	pax	25			
B.10	Dinner	pax	25			
				SUB-TOTAL B		
C	Day 3 - Small Internal Workshop with Partners (Around 30 pax)					
C.1	Breakfast	pax	30			
C.2	Lunch	pax	30			
C.3	Hi Tea	pax	30			

C.4	PA System with podium mic	day	1			
C.5	Additional Cordless Mic	per mic	2			
C.6	Projector with Screen	pc(s)	1			
C.7	Hall Rent	day(s)	1			
C.8	Standard meeting amenities like flipchart, flipchart stand, notebook, pen, whiteboard, markers, drinking water etc.	lumpsum	1			
C.9	Accommodation (Non-sharing standard rooms only)	pax	25			
C.10	Dinner	pax	25			
SUB-TOTAL C						
D	Day 4 - Big Conference Day (Around 200 pax)					
D.1	Breakfast	pax	200			
D.2	Lunch	pax	200			
D.3	Hi Tea	pax	200			
D.4	PA System with podium mic (big enough for the hall)	day	1			
D.5	Additional Cordless Mic	per mic	8			

D.6	Projector with Screen	pc(s)	3			
D.7	Hall Rent	day(s)	1			
D.8	Breakout Room (may be required during the session)	day(s)	1			
D.9	Standard meeting amenities like flipchart, flipchart stand, notebook, pen, whiteboard, markers, drinking water etc.	lumpsum	1			
D.10	Accommodation (Non-sharing standard rooms only)	pax	25			
D.11	Dinner	pax	25			
SUB-TOTAL D						
E	Day 5 - Departure Day					
E.1	Breakfast	pax	25			
E.2	Airport Drop	trip(s)	6			
SUB-TOTAL E						
GRAND TOTAL (A+B+C+D+E)						
