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**Enlistment of hotels in Practical Action roster (2023)**

Practical Action is in the process of enlisting potential hotels inside and outside Kathmandu valley operating in accordance with the recommended health and safety guidelines of local as well as national health authorities. The purpose of this call for enlistment in roster is to place potential hotels/resorts in Practical Action Roster for any upcoming meetings and events for following services:

* Accommodation facilities
* Conference/Meeting hall facilities: Standard facilities with enough space for physical distance
* Audio/Visual & Other equipment’s rental

(***In addition, facilities should adhere to COVID-19 safety protocols recommended by local as well as national authorities***)

Interested hotels may apply with their profile along with the completed RFQ form (Template for RFQ form is provided in Annex 1). Submit the Submit the sealed quotation for the year 2023 along with the cover letter; Copy of Company registration certificate; Copy of PAN/VAT registration; Tax clearance for last fiscal year 2077-78/latest renewal certificate; and A copy of Health and Safety operating guidelines to below address by Wednesday, 07 December 2022.

**Practical Action**
**House No. 1114**
**Panipokhari, Lazimpat
Kathmandu, Nepal**

If you need any further clarification, please feel free to contact us.

Thank you and we look forward to receiving your quotations.
Kind Regards,

**Practical Action**
T +977 4423639/640

Website: [www.practicalaction.org](http://www.practicalaction.org/)

**Annex 1: Request for Quotation (RFQ) form**

|  |  |
| --- | --- |
| 1. **Basic Information**
 |  |
| 1. | Name of the Hotel: |  |
| 2. | Category: |  |
| 3. | Address: |  |
| 4. | Year of Establishment: |  |
| 5. | Company Registration No: | *(Please attach a copy of company registration certificate)* |
| 6. | VAT/PAN No: | *(Please attach a copy of company VAT/PAN certificate)* |
| 7. | Tax Clearance Certificate (FY 2077/78) | *(Please attach a copy of latest tax clearance certificate or extension letter)* |
| 8. | Name of the Focal Person |  |
| 9. | Contact Details [Email, Website and Phone Number]: |  |
| 10. | Do you have a standard Health, Hygiene and Safety operating guidelines? | *(If yes, please attach a copy of Health and Safety operating guidelines)* |
| 11. | Total number of Rooms with category/type *(Suite, Deluxe, Super deluxe, Standard, others)*: |  |
|  |  |  |
| **B. Day Conference Package Rate** | **Per person rate**  |
| 1. | Day Conference Package: Lunch + Two times Tea/Coffee with Cookies |  |
| 2. | Day Conference Package: Breakfast, Lunch +Two times Tea/Coffee with Cookies  |  |
| 3. | Late Afternoon Package: Plain dinner with One time tea/coffee with cookies |  |
| 4. | Late Afternoon Package: Hi Tea with One time tea/coffee with cookies |  |
| 1. **Residential Conference Package Rate**
 | **Per person rate**  |
| 1. | Breakfast, Lunch with Two times tea cookies, Dinner and Deluxe Room (Single) – Nepali Guest |  |
| 2. | Breakfast, Lunch with Two times tea cookies, Dinner and Deluxe Room (Double) – Nepali Guest |  |
| 3. | Breakfast, Lunch with Two times tea cookies, Dinner and Deluxe Room (Single) – Foreigner Guest |  |
| 4. | Breakfast, Lunch with Two times tea cookies, Dinner and Deluxe Room (Double) – Foreigner Guest |  |
|  | (Please provide details of the facilities included in Residential Conference Package) |  |
| 1. **Room Rates in BB Plan**
 | **Per person rate**  |
|  | Deluxe Room: Foreigner Guest - Single Occupancy |  |
|  | Deluxe Room: Foreigner Guest - Double Occupancy |  |
|  | Deluxe Room: SAARC Countries - Single Occupancy |  |
|  | Deluxe Room: SAARC Countries - Double Occupancy |  |
|  | Deluxe Room: Nepali Guest - Single Occupancy |  |
|  | Deluxe Room: Nepali Guest - Double Occupancy |  |
|  | Airport transfer Charges: (If not included in room rate) Per transfer |  |
|  | (Please provide details of the facilities included in BB Plan) |  |
| **E.** | **Room rates in MAP Plan** | **Per person rate** |
| 1. | Deluxe Room: Foreigner Guest - Single Occupancy |  |
| 2. | Deluxe Room: Foreigner Guest - Double Occupancy |  |
| 3. | Deluxe Room: SAARC Countries - Single Occupancy |  |
| 4. | Deluxe Room: SAARC Countries - Double Occupancy |  |
| 5. | Deluxe Room: Nepali Guest - Single Occupancy |  |
| 6. | Deluxe Room: Nepali Guest - Double Occupancy |  |
| 7. | Airport transfer Charges: (If not included in room rate) Per transfer |  |
|  | (Please provide details of the facilities included in MAP Plan) |  |
|  |  |  |
|  |
|  |  |
| **F. Extra Meals Items: (Break Down Rates)** | **Per person rate**  |
| a. | Breakfast |  |
| b. | One Time Tea/Coffee with Cookies |  |
| c. | Lunch |  |
| d. | Hi tea |  |
| e. | Plain Dinner |  |
| f. | Cocktail Dinner |  |
| g. | Snacks (8 items -Non veg and Veg) |  |
| h. | Fresh Juice |  |
| i. | Soft Drink |  |
| j. | Mineral Water |  |
| k. | Lime Soda        |  |
| **G.** | **No. of Conference/ Meeting Hall available** | **Hall Room Setup and Maximum Capacity**  |
|  | Conference/Meeting Hall 1 (Name) | *(Please provide details of hall: Size of hall/Capacity of Hall in Round table setup, Theatre style, U shape and others)* |
|  | Conference/Meeting Hall 2 (Name) | *(Please provide details of hall: Size of hall/Capacity of Hall in Round table setup, Theatre style, U shape and others)* |
|  | Conference/Meeting Hall 3 (Name) | *(Please provide details of hall: Size of hall/Capacity of Hall in Round table setup, Theatre style, U shape and others)* |
|  | Conference/Meeting Hall 4 (Name) | *(Please provide details of hall: Size of hall/Capacity of Hall in Round table setup, Theatre style, U shape and others)* |
| **H.** | **Distance (in km) from your hotel to Practical Action Office:** |  |
| **I.** | **Parking Space/Capacity:** |  |
| **J.** | **Back up/Generator facility?** |  |
| **K.** | **Direct internet connectivity in the hall (2mbps): Per day rate** |  |
| **L.** | **Free WIFI facility: Please mention if any** |  |
| **M.** | **Electronic Equipment: (LCD Projector, PA System, wireless mike etc) per day rate** |  |
| **N.** | **Transportation cost (Hiace 22-Seater) from your hotel to our office:** |  |
| **O.** | **Quotation Validity period**  |  **One year: (From 01 January 2023 to 31 December 2023)** |

*\* Quotation must be inclusive of VAT and other applicable taxes.*

 Name of the Authorized person:

Signature:

Designation:

Official stamp:

Date: