

Description of Quotation

1. Eligible Bidders:

- The bidding company/firm must be officially registered in Nepal.
- The bidder may be a natural person, business firm, or company that is duly registered, renewed, a regular taxpayer, has conducted regular audits, and complies with all applicable company regulations under the laws of the Government of Nepal.
- Bidders must not have any conflict of interest. Any bidder found to be in a conflict of interest will be automatically disqualified. United Mission to Nepal (UMN) reserves the sole right to assess and determine the existence of a conflict of interest. If any, disclose it.

2. Automatic disqualification

Bidders will be automatically disqualified from the selection process if any of the following conditions apply:

- Suppliers who have been blacklisted, suspended, or barred from participating in procurement by any government, international agency, or donor-funded organisation. Suppliers are involved in any form of corruption, fraud, collusion, or coercive practices.
- Suppliers are currently under investigation or have been convicted of criminal offences, especially those related to business conduct.
- Suppliers who have engaged in child labour, forced labour, or environmentally harmful practices.
- Suppliers who are bankrupt, under receivership, or involved in insolvency proceedings.
- Suppliers are unable to demonstrate adequate financial capacity to fulfil the contract obligations.
- Suppliers who fail to provide valid registration documents, tax clearance certificates, or relevant certificates for business transactions.
- Any supplier that provides false, misleading, or incomplete information in their submission.
- Suppliers or individuals associated with groups or activities that are classified as terrorist, illicit, or extremist under national or international law.
- Involved in, relationship or any other activities that are against the law of the government of Nepal.
- If any of the documents submitted are found to be false or forged.

3. The Instructions for Responding and Submitting Bids

- The bidder must submit the bid document with their firm's official stamp and the authorised signature on each page.
- The bidder must quote prices for all listed materials. Failure to do so may result in disqualification, as UMN reserves the right to reject incomplete bids.
- The bidder must clearly fill in the rates in both figures and words. In the event of any discrepancy, the amount written in words will prevail during the bid evaluation.
- The prices quoted must be inclusive of all applicable local/national taxes, transportation costs, and any other charges related to the supply of the materials.
- Bids must be submitted no later than by email to procurement@umn.org.np, 17:00 on 31 December 2025.

4. Required Legal Documents to be submitted via email (Mandatory)

- Cover letter with authorised signature and stamp.
- Copy of the company/firm registration certificates with the latest renewal.
- Copy of VAT registration certificate.
- Copy of tax clearance certificates for fiscal years 2081/2082. In case of tax clearance certificate is not ready, you must submit an extended certificate from the Inland Revenue Department (Tax Office).

5. Payment Terms

- The payment will be made via bank transfer to the selected supplier bank account, which will deduct the applicable government tax from the total agreed amount.