



Shailung Rural Municipality Office of the Municipal Executive

(social security and Vital Event Registration section)

Published date: - 2020-07-10(2077/05/25)

REQUEST FOR QUATATION (RFQ)

For

Digitization services of vital events Registration Civil Registration form

(Date of issue of Request: 2020-07-10(2077/05/25))



Employer: **Shailung Rural Municipality**

Project: Strengthening systems for social protection and civil Registration (SSSPCR) in department of National ID and civil Registration

Types of procurement: Non-consulting services

Title: Digitization services of vital events registration information form

IDA credit no: 5912-NP

Refences no: NP-DoCR-183661A-DS

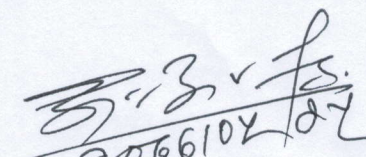
To: Firm or company's name, address

Sir/Madam:

1. The **Shailung Rural Municipality** (Employer) hereby requests you to submit price quotation(s) for the Digitization services of vital event Registration Information form described in the shopping document issued herewith.
To assist you in the preparation of your price quotation the necessary
Eligibility experience and technical specification, service requirements and price schedule with required quantity are enclosed herewith.
2. You shall submit one original of the price Quotation with the form of Quotation, and clearly marked original. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered till 12 Noon of 16/07/2020(2077/05/31) to the following address:
Employer's Address: **Shailung Rural Municipality, Katakuti, Dolakha**
Telephone: **049419507, 049419502**
Email address: **ito.shailungmun@gmail.com**
[Option:- your price quotation in the form attached may be submitted electronically to the above email addresses:]
3. Your quotation must be accompanied by adequate eligibility documentation (copy of firm registration, VAT/PAN registration, Tax clearance for FY 2075/76. A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings, has profession or business-related offense, showing experiences and CV of personnel (s) and other printed material or pertinent information(in English language) including names and addresses of firms providing similar type of service facilities.
4. The deadline to submit your quotation to the employer is 16/07/2020 (2077/05/31)

Raju Prasad Sah
Chief Administrative Officer

5. You shall submit only one set of quotation for the above items: your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your form of quotation will not proceed further.
6. Your quotation should be submitted as per the showing instruction and in accordance with the attached form of contract. The attached terms and conditions of supply is an integral part of the conditions of contracts.
- PRICE:** The prices should be quoted for Digitization services of vital event registration information form for **Shailung Rural Municipality** (place of destination)
 - EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the eligibility requirements and then will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions and specifications in this request for quotation and it will not quotations determined to be substantially responsive. In evaluating the quotation, the employer will adjust for any arithmetical errors as follows:
 - Where there is a discrepancy between amounts in figure and in words, the amount in words will govern:
 - Where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern: and
 - If a service provider refuses to accept the correction, his quotation will be rejected.
 - AWARD OF PURCHING ORDER:** the award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a contract as per attached form Request for Quotation.
 - VALIDITY OF THE OFFER:** your quotations should be valid for a period of seven 7 days from the deadline for receipt of the quotations indicated in paragraph 5 of this request for quotation.
 - If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of service providers for the project for two years.
7. The bidder whose quotation has been accepted will be notified of the award of contract through the letter of acceptance issued by the employer within 7 days from the date of submission of quotation.
8. Under the world banks anticorruption policy, bidders shall observe the highest standard of ethics during the assignment and execution of such contracts. The **Shailung Rural Municipality** will reject a proposal for award, and will recommend to impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt fraudulent, collusive or coercive practices in competing for, or in executing, the contract.
9. Please confirm by email the receipt of this request and whether or not you are willing to submit the price quotation.
10. Further information can be obtained from:
Office of the **Shailung Rural Municipality**
Address: **Katakuti, Dolakha**
Telephone: **049419507, 049419502**
Email address: **ito.shailungmun@gmail.com**


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Chief Administrative Officer