



INVITATION TO TENDER



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1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

2. Summary of the Requirement

Plan international Nepal has been working in Nepal Since 1975 together with local implementing partners to implement wide rang development projects. It has remarkable level of staff size to implement the projects. Plan organized wide range of trainings, workshops, meetings for its staff, partners staff and different stakeholders. Therefore, to organized such events, Plan International needs hotel services in different locations of Nepal to provide food, accommodation, training hall along other accessories to accomplish the events. Plan International country office Kathmandu is looking for hotel services as below; Details of the requirement is mentioned in the annexes.

- *Hotel services at Nagarkot areas of Bhaktapur district*
- *Hotel services at Dhulikhel areas of Kavrepalanchok District*
- *Hotel services at Kathmandu valley i.e Kathmandu, Lalitpur and Bhaktapur districts*

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **[bid for services]** as part of a competitive process for **[the supply of hotel services at Nagarkot, Dhulikhel and Kathmandu valley (Kathmandu, Lalitpur and Bhaktapur)]**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **[exclusive basis]** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9 of this ITT document, **'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **Ref No: 014-023/024- Supply of hotel services at Nagarkot, Dhulikhel and Kathmandu valley.**

- **ANNEX A** – Price Schedule and Requirements
- **ANNEX B** - Supplier Questionnaire (General Information)
- Non-Staff Code of Conduct-Separately provide to the service providers

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; No electronic submission is entertained and only accept the seal bid hard copy of the bid. Offers must be received by the deadline specified in the section ‘**3.3 Key Dates and Timelines.**’

Plan International Nepal,
Nepal Country Office
Maitri Marga, Bakhundole, Lalitpur-3,
Phone: 01-5535580

The offer and all correspondence and documents related to the tender must be written in [English Languages]

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

- Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number as below in the envelop as well as while seeking clarification
- Ref No: 014-023/024 Supply of hotel services at Nagarkot- (if applying for Nagarkot)
- Ref No: 014-023/024 Supply of hotel services at Dhulikhel- (if applying for Dhulikhel)
- Ref No: 014-023/024 Supply of hotel services in Kathmandu valley (if applying for Kathmandu valley)

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	February 9, 2024
Deadline for supplier submission of clarifications questions	On or before February 15th, 2024 by 5.00PM
Deadline for Plan to respond to clarification questions	On or before February 17th, 2024 by 5.00PM
Deadline for submission of offers (Required to submit bid, inclusive of all required annexes-hard copy in a seal bid envelop)	On or before February 26th 2024 by 4.00PM

Note: Late submission of offers than the prescribed date and time will not be accepted and returned back immediately.

3.4 Pricing

Bidders are required to complete the pricing schedule and requirements attached separately in ‘**Annex A – Pricing Schedule and Requirements.**’ All prices must be quoted in [Nepalese currency], and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for one-year period (can be extended for extra **two years** upon the mutual discussion following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract at least the National Living Wage.

4. Specification and Scope of Requirement

Please refer to 'Annex A and B for full details of the requirement.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in 'Annex A –Pricing Schedule and requirements and Annex B-Supplier questionnaire (General Information)' and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate..	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. Agreement to our mandatory policies as set out in 'Annex E- Non Staff Code of Conduct.' The Hotel should be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law. PAN/VAT registration Latest FY tax clearance certificate or evidence letter form IRO about the date extension. Correct bank account in the name of the Hotel to make all payments through cross cheque or through online bank transfers. Vendor must be signed and stamped in each page of this documents including annex. 	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
Quality	Menu of the food	Hotel must provide menu separately for food, for residential and non-residential package.	25%
	Facilities	<ul style="list-style-type: none"> Space, provision of security, rating of the hotels (star rating), location, Commitment of no use of single use of plastics products as much as possible 	30%
Gender Responsive	Gender Sensitive Practices and Policies	<ul style="list-style-type: none"> Mentioned Cleary in annex B- about. Owner of the hotel Staff ratio-Men & Women 	5%
Price	Pricing Schedule	Completion of 'Annex A – Pricing Schedule' & Requirement with all requested information	40%

6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of result will be issued via e-mail.

7. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are 30 days after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

8. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

9. Submission Checklist

Document	Form
Annex A - Pricing Schedule and requirements	Please complete with all requested information and return in format mentioned in this document as Annex A.
Annex B - Supplier Questionnaire (General Information)	Please complete with all requested information and return in the same format mentioned in this document as annex B.
Non-Staff Code of Conduct	Please sign and date this document and return in PDF format which will provide separately.
Company registration (legal documents) Registration/affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> • Copy of company registration, and renewed document • Copy of company affiliation with sectoral business entity (if applicable)
PAN/VAT registration certificate	<ul style="list-style-type: none"> • Copy of PAN/VAT registration,
Tax clearance certificate-latest prevailing financial year must be submitted- FY 2079/080	<ul style="list-style-type: none"> • Copy of tax clearance certificate of FY 2079/080 or letter of extension or any permission doc from IRO
Menu of the food items	<ul style="list-style-type: none"> • Submit your food menu separately what you are offering to PLAN.

ANNEX A – Price Schedule and Requirements

ACCOMMODATION:		<i>Competitive Rate Offered to Plan International Nepal</i>		
S#	Type of Rooms	Unit	NPR	USD
1.	Standard Room- Single occupancy (with complimentary breakfast)	Per Night/Room		
2.	Standard Room- Single occupancy (without breakfast)	Per Night/Room		
3.	Standard Room- Double occupancy (with complimentary breakfast)	Per Night/Room		
4.	Standard Room- Double occupancy (without breakfast)	Per Night/Room		
5.	Deluxe Room- Single occupancy (with complimentary breakfast)	Per Night/Room		
6.	Deluxe Room- Single occupancy (without breakfast)	Per Night/Room		
7.	Deluxe Room- Double occupancy (with complimentary breakfast)	Per Night/Room		
8.	Deluxe Room- Double occupancy (without breakfast)	Per Night/Room		
9.	Residential Training/Meeting package full board - Single occupancy [Breakfast, Tea/Coffee & Cookies, Lunch, Hi-Tea, Dinner and Accommodation]			
a)	Standard Room	Per Night/Room		
b)	Deluxe Room	Per Night/Room		
10.	Residential Training/Meeting package full board - Double occupancy [Breakfast, Tea/Coffee & Cookies, Lunch, Hi-Tea, Dinner and Accommodation]			
a)	Standard Room	Per Night/Room		
b)	Deluxe Room	Per Night/Room		
11.	Residential Training/Meeting package full board - Single occupancy [Breakfast, Tea/Coffee & Cookies, Lunch, Hi-Tea and Accommodation, <u>without dinner</u>]			
a)	Standard Room	Per Night/Room		
b)	Deluxe Room	Per Night/Room		
12.	Residential Training/Meeting package full board - Double occupancy [Breakfast, Tea/Coffee & Cookies, Lunch, Hi-Tea and Accommodation, <u>without dinner</u>]			
a)	Standard Room	Per Night/Room		
b)	Deluxe Room	Per Night/Room		

13.	Non-Residential Training/Meeting in Package [Breakfast, Two times Tea/coffee & Cookies, Lunch]	Per Person/Day		
14.	Non-Residential Training/Meeting in Package [Two times Tea/Coffee & Cookies, Lunch]	Per Person/Day		
15.	Non-Residential Training/Meeting in Package <i>for half day program</i> [Breakfast, one times Tea/coffee & Cookies, Lunch]	Per Person/Day		
16.	Non-Residential Training/Meeting in Package <i>for half day program</i> [Without Breakfast- One times Tea/coffee & Cookies, Lunch]	Per Person		
17.	Lunch box	Per Person		
18.	Breakfast only	Per Person		
19.	Hi-Tea	Per Person		
20.	Lunch	Per Person		
21.	Dinner	Per Person		
22.	Tea	Per Person		
23.	Coffee	Per Person		
24.	Mineral Water	Bottle		
25.	Tea/coffee/cookies	Per person		

a. Requirements for Residential programme;

- Daily buffet breakfast, Lunch, Dinner and two times tea/coffee and cookies.
- Free usage of conference hall with white & soft board, flip-chart and multimedia screen.
- Free cost of pure drinking water in room and conference hall.
- Tea/Coffee Maker in the room or bed tea in the morning.
- 24 hours electricity facilities with backup system.
- Air condition in the conference hall and rooms.
- Free Wi-Fi in training hall and room
- Conference hall
- **PA system: Free/ If chargeable mentioned below;**
If Chargeable: NPR/ day =
Microphone type: Table/ Wireless=

- **Cost for Projector: Free/ Chargeable**
If chargeable: NPR/day=

b. Requirements for non-residential programme;

- Free usage of conference hall with white & soft board, flip chart stands and multimedia screen.
- Free cost of pure drinking water and electricity facilities with backup support.
- AC in the conference hall
- Free Wi-Fi, in training hall
- PA system: Free/ If chargeable mentioned below;
If Chargeable: NPR/ day =
Microphone type: Table/ Wireless=
- **Cost for Projector: Free/ Chargeable**
If chargeable: NPR/day=

C. Location:

Nagarkot: Hotel based in Nagarkot- Those who are applying for Nagarkot, need to provide cost for all package.

Dhulikhel: Hotel based in Dhulikhel, those who are applying for Dhulikhel valley need to provide cost for all package.

Kathmandu Valley: (Kathmandu, Lalitpur and Bhaktpur): Those who are applying for Kathmandu valley need to provide cost for all package.

Preference Note:

- Patan / Kupondole / Sanepa, jawalakhel area with good security and enough parking facility are encourage to apply
- Hotel surrounding of Bagbazar, Sundhara, Pulchowk, Jawalakhel, are encourage to participate in this bidding process

Annex-B- Supplier Questionnaire (General Information)

S. No	Detail	Please provide YES/NO or relevant details
1.	No of Total Rooms in the Hotel	
2.	No of Twin Bed Rooms	
3.	No of Meeting Halls	
4.	How many persons does the Meeting Hall accommodate	Hall -1
		Hall -2
		Hall -3
5.	Does Hotel have area of Outer Space for outdoor activity? Please mention the Square feet of outer space.	
6.	Can Hotel offer proper internet bandwidth for Plan International's event in all rooms and meeting hall?	
7.	Can Hotel offer a vehicle facility in case of emergency to drop at the nearest Hospital/ Airport/ City Center?	
8.	Does Hotel have Power Back up system?	
9.	What is the seating capacity in the restaurant?	
10.	Does Hotel have dedicated Security Guard at entry and exit point?	

11.	Does the hotel have enough parking facility? Mentioned the numbers of vehicle, parking space can accommodate	
12.	Does the hotel have dedicated Assembly point in case of emergency/ disaster?	
13.	Does the Hotel have necessary evacuation route in case of emergency?	
14.	Does the hotel own by women? How many women staff are working How many men staff are working	
15.	Do you agree to use reusable product/materials as much as possible such as no use of one time use plastics bottle?	

Signature of Authorized Person:

Name of Authorized Person:

Cell #.....

Name of Firm/Company:

Address:

Contact #:

E-mail ID:.....

Company Seal/Stamp