



## Request for Expression of Interest (EOI) From Eligible Suppliers/Vendors

CARE Nepal is an international humanitarian organization working in the country for the past 40 years. It currently works in 60 districts through various programs on issues relating to improving the lives of the poorest and most vulnerable populations through programs that work on the following themes: food security and climate change; emergency preparedness and DRR; migration and urbanization; sexual reproductive and maternal health; gender based violence; women and girls' leadership. Marginalized Women and Adolescent Girls are our two primary impact groups. Core priorities include investment in the empowerment and leadership of women and girls, reaching hard to reach population, good governance and accountability, working in partnership and alliance with like-minded actors, and evidence-based advocacy.

CARE Nepal, is seeking offer from eligible suppliers/vendors who are interested to supply and deliver the following:

S.No.	Item	EOI no
1.	Vehicle hire	EOI#01-11-2018-VH
2.	Consultancy service	EOI#02-11-2018-CSa EOI#02-11-2018-CSTb
3.	Stationery	EOI#03-11-2018-S
4.	Laptop, printer, camera, projector and scanner	EOI#04-11-2018-LPCPS
5.	Accommodation	EOI#05-11-2018-AC
6.	Domestic and international ticket	EOI#06-11-2018-DIT
7.	Courier service	EOI#07-11-2018-CS
8.	Grocery item	EOI#08-11-2018-GI
9.	Security service	EOI#09-11-2018-SS
10.	Internet service	EOI#10-11-2018-IS
11.	Other services (office furniture ,visibility items, printing, housekeeping, plumbing, electrician, dry cleaning, labor)	EOI#11-11-2018-OS

Interested vendors/supplier are encouraged to obtain CARE'S standard format for each item from our website at <http://www.carenepal.org/calls.php> and clicking on specific EOI no.

CARE standard format for submitting the quotation containing detailed requirements can also be collected from CARE Nepal office between Wednesday, November 14 and Wednesday, November 21, 2018 from 10:00 am to 4:00 pm. The offer must be submitted with a cover letter in a sealed envelope marked clearly with specific subject **EOI FOR SUPPLY AND DELIVERY OF "ITEM NAME"** and should be delivered latest by Friday, November 30, 2018, by or before 4 pm to the address below:

**The Front Desk Assistant  
CARE Nepal, 4/288-Samata Bhawan  
Dhobighat, Lalitpur  
P.O.Box 1661  
Phone (5522800)**

Registered vendors in VAT will be considered eligible for supply and delivery of goods and services. Eligible vendors must submit copies of organization registration or equivalent, latest tax clearance certificate, along with renewal (if applicable); PAN/VAT, standard CARE vendor profile form and other legal documents.

For consultancy service, individual consultants are also eligible to submit the EOI in CARE's standard format. The EOI documents must be dropped in the tender box kept in the reception. Please note that the proposal must be valid for a minimum period of twenty four months.

**CARE Nepal reserves the right to accept or reject all or any EOIs fully or partially without stating any reasons whatsoever.**