



## REQUEST FOR QUOTATION (RFQ)

For

**Digitization services of vital events Registration Application form**

**(Date of Issue of Request: (21/08 / 2020) (05/05/ 2077 B.S.)**

Employer: **Palata Rural Municipality**

Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR) in Department of National ID and civil Registration

Type of procurement: Non-consulting services

Title: Digitization services of vital event Registration Information form

IDA Credit No.: 5912-NP

Reference No: NP-DoCR-183661A- DS

Sir/Madam:

1. The **Palata 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 specifications, 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 12/ 05/ 2077 to the following address -

Employer's Address: Palata Rural Municipality, Palata Kalikot

Contact: 9842354930, 9858322532, 9864874820

Email address: palatamunmis60.208@gmail.com & ito.palatamun@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 no conflict of interest in the proposed procurement proceedings, and has not been punished for a 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: 28/ 08/ 2020 (12/ 05/ 2077 BS)
  5. You shall submit only one set of quotations 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, your quotation will not be proceeded further.
  6. Your quotation should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the conditions of Contract.

- (i) **PRICES:** The prices should be quoted for Digitization services of vital event Registration Information form for Palata Rural Municipality (place of destination).

राम बहादुर वस्  
नि. प्रमुख प्रशासकीय अधिकृत