



The Non-Resident Nepali Association (NRNA) plans to conduct a **4-day residential institutional capacity building training**. For this purpose, NRNA invites hotels/venues to submit a quotation for the event facilities for the upcoming seminar of NRNA.

Some requirements and details are mentioned below:

**Seminar Details:**

Number of Participants: 20-30 Participants

Duration: Four Days

Date: Third Week of April

Location: Around Kathmandu Valley

**Seminar Required:**

Conference Hall Capacity: Able to accommodate 20-30 Participants

Audio-Visual Equipment: Including projectors, screens, microphones, and sound systems.

High-Speed Internet System: Seamless internet access with technical support throughout the events.

**Catering Services:**

Buffet Lunch Arrangements: Lunch and Dinner with 2 times Tea-Cookies (Conference package)

Wi-Fi: Complimentary Wi-Fi access in conference hall.

**Accommodation Requirements:**

Guest Rooms: At least 12 twin rooms and 3 single rooms to accommodate participants and secretariat staff.

Wi-Fi: Complimentary Wi-Fi access in all rooms and common areas.

**Other Amenities:**

Security and Safety Measures: Ensuring the safety and security of all attendees. Flexibility: Kindly note that specific requirements may vary based on NRNA's preferences and budget. We request you to kindly provide us with a comprehensive quotation outlining the costs and details of the services mentioned above. Please feel free to include any other value-added services or special offers your hotel can provide for our event. Additionally, we would appreciate any information on early booking discounts or promotions available. As this is a significant event, we are keen to secure the necessary arrangements well in advance.

Please send your quotation to the email: **pramila.lama@nrna.org** by 7 April 2026, 5:00 PM. If you have any further information or queries, do not hesitate to contact us at +977-9801861127.

We look forward to receiving your quotation and the opportunity to collaborate with your esteemed hotel for our upcoming events.