



Terms of Reference

Hotel / Venue for Residential Capacity Building Training

1. Background

The Non-Resident Nepali Association (NRNA) Secretariat plans to conduct a 4-day residential institutional capacity building training. For this purpose, NRNA invites hotels/venues to provide accommodation, training hall, and related services.

2. Training Details

- **Duration:** 4 days
- **Tentative Time:** Second week of February
- **Participants:** 20–30 persons
- **Location:** Within Kathmandu Valley or nearby

3. Scope of Services

The hotel/venue should provide:

- Residential accommodation (Single Occupancy Room; Double/ Sharing Room)
- Conference hall with seating for 30 participants
- Audio-visual facilities (LCD projector, screen, sound system, mic)
- High-speed Wi-Fi
- Tea/coffee breaks (2 per day)
- Lunch and dinner for participants
- Safe and hygienic environment

4. Eligibility Criteria

- Registered hotel/venue with valid legal documents
- Experience in hosting trainings/workshops
- Competitive and transparent pricing

5. Deliverables

- Complete residential and training services for 4 days
- Final invoice with tax details after completion

6. Submission Requirements

Interested hotels/venues are requested to submit:

- Company profile
- Detailed financial quotation (per person per day rate)
- Copy of registration, PAN/VAT

7. Evaluation Criteria

Selection will be based on:

- Cost-effectiveness
- Quality of facilities
- Location and accessibility
- Past experience

8. Submission Deadline

Interested hotels/venues are requested to submit their proposals to the NRNA Secretariat **no later than 14 January 2025**.

Application Process

Interested individuals or organizations should submit:

- Letter of Interest with relevant legal documents (Registration, VAT Registration, Pan No. Tax Clearance and experience letter)
- Organizational profile highlighting relevant experience.
- Technical proposal
- Financial proposal, including applicable taxes.

Applications should be sent to **procurement@nrna.org** by **14 January 2025**. For any information, please contact +977-1-4511530/ 4526005.