

## Call for Expression of Interest (EOI)

**Habitat Nepal is developing a roster of potential vendors/suppliers.** Habitat Nepal invites “Expression of Interest” (EOI) from the competent suppliers for the following category:

1. **Grocery Supplies:** Cleaning, pantry, kitchen and other grocery items.
2. **Vehicle Rental:** Vehicles such as cars, vans, bus etc.
3. **Travel and Tours:** Air ticketing, travel and tours related services, visa processing.
4. **Office Supplies:** Stationery supplies, ink cartridges, toner refill and other office consumables.
5. **Technology and IT Services:** Computer hardware, software, networking and IT equipment.
6. **Furniture and Fixtures:** Supply of various furniture items.
7. **Printing and Promotional Materials:** For office merchandise along with printing, graphic design, illustration, proofreading, translation, videography, photography, animated video production etc.
8. **Advertisement Services:** In various audio, visual and print media.
9. **Office Maintenance Services:** Office maintenance for facility management, cleaning services, pest control, electrical / electronic repairs, plumbing, carpentry, paintings etc.
10. **Catering and Refreshments:** For various office events.
11. **Courier Services:** National and International courier services.
12. **Construction Materials and Equipment:** All types of construction materials and engineering equipment.
13. **Shelter kits, emergency equipment and relief supplies:** Tarpaulins, PP-Foam, Blanket, Portable toilet, PPE Kits, Hammer, Rope etc.

Interested vendors/suppliers are requested to submit in hard copy or email EOI letter clearly mentioning the category along with the required documents: PAN/VAT, company registration, latest tax clearance certificate and company profile to the undersigned address.

**Deadline for EOI Submission: 31 July, 2023.**

**HR/Admin. Department**  
**Habitat for Humanity Nepal**  
**House No. 126, New Colony Marg, Dhobighat, Lalitpur**  
**Email: [procurement@habitatnepal.org](mailto:procurement@habitatnepal.org)**