



REQUEST FOR QUOTATION

Residential and Non-Residential Events

Date of Submission: _____

RFQ Issued: September 22, 2026

Quotation Validity: December 31, 2027

Submission Deadline: October 07, 2026

Name of Company:		Minimum Documents Required ☒ Company Registration Certificate ☒ VAT Registration Certificate ☒ Latest Tax Clearance Certificate ☒ Completed RFQ Form
Address :		
Contact Person :		
Contact Number :		
Email :		

REQUIREMENTS

SN	Description	Unit	All rates including service charge, VAT and other applicable taxes.		Remarks
			Rate in NPR	Rate in USD	
1	Non-residential Conference Rate:				
1.01	Breakfast, Lunch, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks.	Per Person			
1.02	Lunch, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks.	Per Person			
1.03	Breakfast, Lunch, Unlimited tea/coffee throughout the day, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks.	Per Person			
1.04	Lunch, Unlimited tea/coffee throughout the day, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks.	Per Person			
1.05	Late Afternoon Package: Afternoon tea/coffee with light veg snacks & Dinner	Per Person			
2	Residential Conference Rate:				
2.01	Deluxe Room (Single Occupancy), Breakfast, Lunch, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks.	Per Person			
2.02	Deluxe Room (Double Occupancy), Breakfast, Lunch, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks.	Per Room			
2.03	Deluxe Room (Single Occupancy), Breakfast, Lunch, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks and Dinner	Per Person			
2.04	Deluxe Room (Double Occupancy), Breakfast, Lunch, Morning tea/coffee with cookies and Afternoon tea/coffee served with light veg snacks and Dinner	Per Room			

REQUEST FOR QUOTATION

Residential and Non-Residential Events

SN	Description	Unit	All rates including service charge, VAT and other applicable taxes.		Remarks
			Rate in NPR	Rate in USD	
3	Room Rate:				
3.01	Single Occupancy Deluxe Room only (EP plan; Bed only)	Per Room			
3.02	Double Occupancy Deluxe Room only (EP Plan; Bed only)	Per Room			
3.03	Extra bed (EP Plan; Bed only)	Per Person			
3.04	Single Occupancy Deluxe room (BB Plan; Bed & Breakfast)	Per Room			
3.05	Double Occupancy Deluxe Room (BB Plan; Bed & Breakfast)	Per Room			
3.06	Extra bed (BB Plan; Bed & Breakfast)	Per Person			
3.07	Single Occupancy Deluxe room (MAP Plan; Bed, Breakfast and Dinner or Lunch)	Per Room			
3.08	Double Occupancy Deluxe Room (MAP Plan; Bed, Breakfast and Dinner or Lunch)	Per Room			
3.09	Extra bed (MAP Plan; Bed, Breakfast and Dinner or Lunch)	Per Person			
4	Extra Meal Items: (Per Meal)				
4.01	Breakfast	Per Meal			
4.02	Tea/Coffee with Cookies	Per Meal			
4.03	Tea/Coffee served with Light Veg Snacks.	Per Meal			
4.04	Lunch	Per Meal			
4.05	Hi tea (Tea/Coffee cookies and options of veg and non veg snacks)	Per Meal			
4.06	Dinner	Per Meal			
4.07	Mineral Water	Per Meal			
4.08	Soft Drinks	Per Meal			

REQUEST FOR QUOTATION

Residential and Non-Residential Events

SN	Description	Unit	All rates including service charge, VAT and other applicable taxes.		Remarks
			Rate in NPR	Rate in USD	
5	Additional Information:				
5.01	Number of Single Rooms in the hotel				
5.02	Number of Twin Bed (Separate Beds) Rooms in the hotel				
5.03	Number of meeting halls in the hotel along with hall capacity				
5.04	Hall charge only, if not complementary				
5.05	Airport pick up and drop off Facility ☐ Yes ☐ No				
5.06	Power back up ☐ Yes ☐ No				
5.07	Internet Facility ☐ Yes ☐ No				
5.08	Dedicated Internet Facility ☐ Yes ☐ No				
5.09	Projector ☐ Yes ☐ No				
5.10	PA System ☐ Yes ☐ No				
5.11	Cord and Cordless Mic ☐ Yes ☐ No				

Rate Confirmation Statement

We hereby certify, confirm and commit that our company will provide the above mentioned services to Habitat Nepal for the period from **1 January 2027** to **31 December 2027** at the rates specified above. The quoted rates are valid and applicable throughout the quotation validity period and shall be applied to all services rendered under this quotation, unless otherwise amended through the mutual written consent of both parties.

We further assure Habitat Nepal of our continued support and professional service delivery, maintaining the highest standards of quality, efficiency, reliability, and compliance with all applicable requirements. We look forward to a productive partnership and to providing dependable services throughout the calendar year 2027.

Name: _____

Position: _____

Date: _____

Signature and Stamp _____