Request for Quotation (RFQ)

Hotel and Event Venue Services for Calendar Year 2027

(January - December 2027)

First Notice: 22 Sep 2026

Second Notice: 16 October 2026 (Republished)

Habitat for Humanity Nepal invites eligible hotels, resorts, conference centers, and event venues to submit quotations for the provision of hotel accommodation, meeting facilities, conference halls, training venues, catering, and related event management services for various programs and events to be conducted during calendar year 2027 (January - December 2027).

Submission Requirements

Interested firms must complete and submit the RFQ forms and related documents as provided by Habitat for Humanity Nepal. The prescribed RFQ forms can be obtained from: **www.habitatnepal.org/opportunities**

Required Documents

Interested service providers should submit:

- Completed RFQ Form (Signed pdf and excel copy)
- Company Registration Certificate
- VAT Registration Certificate
- Latest Tax Clearance Certificate

Submission Deadline

Completed RFQ documents must be submitted no later than **02 November 2026.**

Submission Method

Please submit your quotation proposal via email to **procurement@habitatnepal.org** with **"Hotel RFQ_[Company's Name]"** in the subject line of the email.

Note:

Service providers who have already submitted their quotations are not required to submit them again.

Queries

For any queries regarding this RFQ, please contact: +977 1 5421182, 5454976 or np.info@habitatnepal.org

Ethical Standards

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights.

*****Only shortlisted firms/bidders will be notified.*****