

RFQ – Terms and conditions

REQUIREMENT

1. The World Health Organization (WHO) Nepal herein requests your quotation for **Refurbishment and Interior Construction work for WHO Office** with the attached BoQ and drawing.
2. The Bidder shall submit the quotation, providing full description of proposed items as per specification and quantity stated herein this ITB.

SUBMISSION METHOD

Quotations must be submitted in a sealed envelope to WHO Office, UN House, Pulchowk, Lalitpur and/or WHO New Office, Kupondole, Lalitpur, Nepal at the earliest possible but **no later than 10 December 2025** in accordance with the instructions contained in this ITB.

Quotations received after the closing date and time will not be accepted.

VALIDITY OF QUOTATIONS

1. Quotations shall be irrevocable and remain valid for acceptance for a period of not less than 60 days commencing from the closing date and time.
2. If deemed necessary, bidders may be requested to extend quotation for an additional period, in order to finalize the solicitation process. If accepted by the bidder, modification or withdrawal of quotation will not be accepted.
3. WHO reserves the right to place similar orders for other destinations at a later stage within the validity period.

REQUISITE DOCUMENTS FOR SUBMISSION (Mandatory document)

The Bidder shall submit the following information along with Quotation providing prices of proposed items as per specification and quantity stated herein this ITB:

1. Self-Declaration form (duly signed and stamped)
2. Company profile
3. Tax Clearance Certificate (at least previous one year)
4. Previous supply list (if any)

ADDITIONAL INFORMATION

Any Information which the Bidder may consider necessary to guarantee or clarify technical details or compliance with standards, etc. may be included, provided reference is made in the offer and clearly indicated.

EVALUATION CRITERIA AND AWARD

1. All submitted quotations will be evaluated. However, WHO reserves the right to:
 - a. Award the contract to the most responsive bid even if it is not the lowest cost quotation.
 - b. Award separate or multiple contracts for the same or different parts of the work, components or items or only a portion covered by this ITB, in any combination deemed appropriate. If a Quotation is submitted on an 'all or none' basis bids should clearly state such.
 - c. In the best interest of WHO, accept or reject any bid, or reject all bids at any time prior to award of contract, for technical or other reasons without incurring any liability to the affected Bidder or Bidder(s) and without any obligation to inform the affected Bidder or Bidders of the grounds for WHO's action.
 - d. Not reveal the relative evaluation and selection process.
2. This ITB is issued in good faith by WHO. This ITB does not constitute a commitment to award a contract or Purchase Order (PO).
3. The selected Bidder(s) will be notified in writing, NO legal obligation will exist until a formal contract or PO is issued by WHO.

TERMS AND CONDITIONS

1. Any order resulting from this ITB shall contain WHO General Terms and Conditions along with any other specific terms or conditions detailed within this ITB.
2. In case of failure by the bidder to perform under the terms and conditions of the purchase order, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part of the goods/services by the agreed delivery date or dates, WHO may, after giving the Bidder reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:
 - a. Procure all or part of the goods from other sources, in which event WHO may hold the bidder responsible for any excess cost occasioned thereby,
 - b. Refuse to accept delivery of all or part of the goods,
 - c. Terminate the purchase order.

COMMERCIAL INSTRUCTION

1. Price quotation shall be submitted no later than **Wednesday, 10 December 2025**.
2. Standard WHO terms of payment are net 30 calendar days following satisfactory delivery goods, performance of services and the submission of an invoice.
3. The Quotation prices shall exclude all taxes and duties as WHO is exempt from all statutory levies, taxes and duties.
4. By submitting a quotation, the Bidder confirms that he/she has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct.

Thank you.