

RFQ Reference: RFQ/NEP/2026/002

Date: 07 January 2026

## **Request for Quotation (RFQ) for the Establishment of Long Term Agreement for Genuine spare parts for vehicles (Toyota Landcruiser Prado)**

**From: World Health Organization, Nepal**

**Subject: Supply of Genuine Spare Parts for Vehicles,  
Toyota Landcruiser Prado**

### **Submission of Bid via SEALED Quotations**

**CLOSING: 20 January 2026**

### **QUOTATIONS**

The World Health Organization (WHO), Nepal invites **SEALED Quotation** for the establishment of a two-year Long- Term Agreement for the procurement of **Genuine Sparre Parts for Toyota Land Cruiser Prado Vehicles**, as per the attached Terms of Reference, item list, and specifications.

### **SUBMISSION METHOD**

Quotations must be submitted in a sealed envelope, together with all required supporting documents, to the address mentioned below no later than **Tuesday, 20 January 2026**. The detailed list and specification of the required items are provided in Annex – 1 **Tender Returned Documents**.

Bidders are requested to submit quotations, that include a complete description of the proposed items, as per specification and quantity stated in this RFQ.

<b><i>Conditions</i></b>	
For the submission of your offer please use courier service/hand delivery, labelled as:	<b>The Administrative Officer World Health Organization Kupondole, Lalitpur</b>  <b>and/or WHO UN House, Pulchowk, Lalitpur</b>  <b>Telephone No. 4290000, 4290444</b>
Country of origin	<b>Please mention Country of Origin of the product</b>
Warranty /guarantee	<b>Minimum One year</b>
Language:	<b>All documentation shall be in English</b>

## **VALIDITY OF QUOTATIONS**

1. Quotations shall be irrevocable and remain valid for acceptance for a period of not less than 90 days commencing from the closing date and time.
2. If deemed necessary, bidders may be requested to extend the quotation for an additional period, in order to finalize the solicitation progress. 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 RFQ:

1. Self-Declaration form (duly signed and stamped)
2. Company profile
3. Company Registration Certificate
4. TAX/VAT clearance certificate
5. Audited Financial Statement for at least the last two fiscal years
6. Authorization paper; 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 RFQ, 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 RFQ is issued in good faith by WHO. This RFQ does not constitute a commitment to award a contract or Purchase Order (PO).

## **TERMS AND CONDITIONS**

1. Any order resulting from this RFQ shall contain WHO General Terms and Conditions along with any other specific terms or conditions detailed within this RFQ.
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 **20 January 2026**.
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.

## **CLARIFICATION**

1. All participating bidder requests for Technical and Commercial Clarifications must be submitted via email no [senepquotations@who.int](mailto:senepquotations@who.int) no later than **15 January 2026**.
2. Clarification received after this date will not be considered. A consolidated 'Questions and Answers' document will be posted in WHO procurement websites to all participating bidders.
3. Quotation/offers must be received no later than **20 January 2026**.

Thank you.



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M. Jahid Hasan  
Administrative Officer