

Sealed Bid Quotation for the Supply of Hospitality Service

- As per the call of July 07, 2017

1. Technical Part	
Name of the Company	
Type of the Company	
Contact details	
Established on	
Date started to work:	
Area of expertise & services:	
Major works of last 3 years:	
Financial Section (in a separate envelope or separate file)	
Detail budget (with budget breakdown): You may use extra sheet if needed.	

List of documents to submit

1. Cover letter with duly filled up Technical Section (in the format given) and Financial Section
2. Copies of Organization's Administrative and Financial documents: Registration, VAT/PAN, Tax Clearance Certificate - all for current fiscal year must be submitted if not bid will be rejected

National Society for Earthquake Technology-Nepal
Terms of Reference (TOR) for Hospitality service for 5 days residential conference 22-27,
July 2017

1. Background of PEER Program

National Society for Earthquake Technology Nepal (NSET) has been implementing Program for Enhancement of Emergency Response (PEER) Stage-IV with the funding support from United States Agency for International Development (USAID/OFDA for the year 2014-2019 in four South-Asian countries Bangladesh, India, Pakistan and Nepal.

2. Objective of the PEER Program

Objective of the program is to enhance Emergency Response Capacity of South Asian Countries by providing different trainings such as Medical First Responder (MFR), Collapsed Structure Search and Rescue (CSSR), Community Action for Disaster Response (CADRE), Hospital Preparedness for Emergencies (HOPE), Training for Instructors (TFI) and Swift Water Rescue (SWR) courses.

NSET is organizing Hospital Preparedness for Emergencies Training for Instructors (HOPE-TFI) to those participants who have already successfully completed HOPE course to develop Instructors as following details:

3. Details of the HOPE-TFI program:

Name of the program: HOPE - Training for Instructors (H-TFI)
Program Location: Kathmandu Valley
Program Date: July 22 - 27, 2017
Check in Date: July 22, 2017 Afternoon
Check out Date: July 27, 2017 Afternoon
Total Participants: 28 Person
Total Instructors: 10-11 Person

4. Service Requirement for Program

For Participants: 14 Twin Sharing
For Instructors: 10-11 Single
Training Hall: One (40-50 person capacity)
Small Hall(Breakout Room: Four (10 person capacity)
Hall Arrangement: 30 person U Safe and other in back side
Sound System: Fully Sound system
Others: Projector Screen, White board, Flip chart board, Dividers, Podium, Wifi etc.

5. Cost Details for Prgram:

- a. Full Board Basis per Person
- b. B & B Basis Per Person
- c. AP Plan