

Call for Quotation/Bid

Swisscontact, established in 1959 in Switzerland, is a leading partner organisation for the implementation of international development projects. The organisation promotes inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies. It strengthens the competencies of people, improving their employability, increases the competitiveness of enterprises, growing their business, and fosters social and economic systems, promoting inclusive development.

Swisscontact, registered as an International Non-Governmental Organisation in Nepal, has been operating in Nepal since 1991. Currently, Swisscontact in Nepal has six development programmes across all seven provinces.

The Municipal Revenue Enhancement Project (MunRev) is a bilateral initiative of the Governments of Nepal and Switzerland, implemented by the Ministry of Land Management, Cooperatives, Federal Affairs and General Administration (MoLMCFAGA) and selected 12 partner municipalities of Koshi and Bagmati Provinces, with technical assistance from Swisscontact in Nepal. MunRev supports local governments to strengthen own-source revenue and tax compliance, improve inclusive and transparent public service delivery, and foster cross-government learning for better-informed fiscal policy, with gender equality and social inclusion (GESI) mainstreamed throughout. Through these efforts, the project aims to enhance the fiscal capacity of local governments and improve services for all citizens, including women and disadvantaged groups.

Objectives:

The purpose of this procurement is to acquire IT Equipment and Office Equipment required for the implementation of the Municipal Revenue Enhancement Project (MunRev).

Detailed technical specifications, quantities, and requirements are provided in **Annex 1**.

Invitation for Request for Proposal:

Swisscontact in Nepal, on behalf of the Municipal Revenue Enhancement Project (MunRev), invites electronic quotations/bid from eligible and qualified suppliers for the supply and delivery of IT Equipment and Office Equipment as specified in **Annex 1**.

Interested suppliers legally registered in Nepal are requested to submit their quotation/bid in accordance with the instructions below:

Scope of the work:

- Supply and deliver the IT and Office Equipment specified in Annex 1 (Technical Specifications and Bill of Quantities) to the Swisscontact in Nepal office, Oasis Complex, Lalitpur.
- Installation, configuration, and testing of equipment where applicable.
- Providing manufacturer warranty and after-sales support.
- Ensuring all supplied items comply with the required technical specifications and quality standards.

Mandatory Legal/Associated Documents to be submitted with the Bid (Annex1):

- Copy of Company/Firm Registration Certificate,
- Copy of VAT registration and proof of latest VAT returns with IRD,
- Copy of Tax Clearance Certificate for F.Y. 2082/83 or Copy of Tax Clearance Certificate for F.Y. 2081/82 and approved time extension for F.Y. 2082/83, if required.
- Declaration of validity period of the bid.
- Signed Declaration of Independence in the Swisscontact template specified in Annex 2.

Key deliveries expected:

- Prompt Service throughout the service period.
- Perfection in the delivery of service/goods.
- Responsive and collaborative.
- Selected vendors must work closely with IT Support unit throughout the service period.

Terms of Payment:

The payment shall be based on the following schedule:

S.N	Deliverable	Time frame
1	Issuance and acceptance of Work Order	1 October 2026
2	Delivery of all IT and Office Equipment at the Swisscontact Office, Oasis Complex, Lalitpur	6 October 2026
3	Submission of Delivery Report/ Note and warranty documents	7 October 2026

Reporting and work modality:

The service provider will work closely with the Sr.Admin and HR Officer and IT focal person, Swisscontact.

Submission deadlines:

Interested and eligible suppliers are requested to submit their quotations/bid electronically to np.info@swisscontact.org with the subject **“Call for Quotation (CFQ) – Supply of IT and Office Equipment-MunRev”**

Submission Deadline: 27 September 2026

Only vendors meeting the eligibility and compliance requirements of this Call for Quotation (CFQ) will be considered for evaluation in the procurement processes.

Reservation of Rights

Swisscontact in Nepal reserves the right to accept or reject any or all quotations, wholly or partially, and to annul the procurement process at any stage without incurring any liability to bidders and without being required to provide any justification for its decision. Submission of a quotation does not obligate Swisscontact in Nepal to award a contract.

Annex 1

Technical Specifications and Bill of Quantities Municipal Revenue Enchantment Project (MunRev)

S.N	Item	Specification	Qty	Per Unit Cost Excluding VAT	Total Cost Excluding VAT
1	Laptop	Processor: intel Core Ultra 7 255H RAM: 32 GB Storage: M.2 512GB Display:"13.3"FHD (1920×1080) OS: Free DOS Security: TPM 2.0, Fingerprint Reader Warranty: 3 years on parts replacement	1		-
2	Laptop	Processor: intel Core Ultra5 125H RAM: 16 GB Storage: M.2 512GB, Display:"14 "FHD (1920×1080) OS: Free DOS Security: TPM 2.0, Fingerprint Reader Warranty: 3 years on parts replacement	9		-
3	Laptop	Processor: AMD Ryzen 7 8845HS RAM: 16 GB Storage: M.2 512GB, Display: "14 "FHD (1920×1080) OS: Free DOS Security: TPM 2.0, Fingerprint Reader, Warranty: 3years on parts replacement.	2		-
4	Monitor 24 inch (Adjustable)	Screen Size: 24-inch Full HD (1920 x 1080) display Camera: Built-in 2MP Full HD IR camera for video conferencing Speakers & Microphone: Dual integrated 5W speakers and noise-canceling microphone Connectivity: HDMI, DisplayPort, VGA, and USB 3.0 hub for versatile connections Ergonomics: Adjustable stand with tilt, swivel, pivot, and height adjustments Certifications: TUV Certified, flicker-free, and Comfort View for reduced eye strain Warranty: One year warranty.	8		-
5	Printer (3-in-one)	Print, Copy, Scan Auto 2-Sided Printing USB 2.0, Ethernet & Wi-Fi Connectivity 250-Sheet Capacity Print Resolution: 1200 x 1200 dpi 5-Line LCD with Adjustable Panel Print Speed: 35 ppm 35-Sheet Auto Document Feeder	7		-

6	Photocopier (Network)	A3 Monochrome Laser Multifunction Printer Functions: Print, Copy, Scan (Optional Send/Fax) Print Speed: Up to 24 ppm (A4), 12 ppm (A3) Print Resolution: Up to 1200 × 1200 dpi Memory: 1.5 GB RAM Storage: 4 GB Display: 3.5-inch Touch Panel Paper Capacity: 350 sheets (Standard), 600 sheets (Max.) Paper Size Support: Up to A3 Scanning: Flatbed + Optional 100-sheet Duplex ADF Scan Speed: Up to 70 ipm Connectivity: Ethernet, Wi-Fi Universal Print Security: PIN Authentication, Secure Print, IEEE 802.1X, WPA3 Toner: Black Yield: Up to 10,200 pages Optional Accessories: - Duplex Unit-F1 (Auto Double-Sided Printing) 100-sheet Duplex ADF • 250-sheet Additional Paper Tray - Pedestal Stand Dimensions: 627 × 617 × 606 mm Weight: Approx. 31.6 kg	1		-
7	Projector	WXGA DLP Projector (4000 ANSI Lumens) with 1280 × 800 resolution, 25,000:1 contrast ratio, and projection distance of 1.2 to 10 meters. Features HDMI/VGA connectivity, built-in 10W speaker, long lamp life of up to 15,000 hours, lightweight 3.0 kg design, 1-year parts and service warranty.	1		-
8	Smart Board 65 Inch	Interactive Flat Panel Display: 65-inch 4K UHD (3840 × 2160) Touchscreen Operating System: Android 14/16 (Google EDLA Certified) Processor: Octa-Core RK3576 Memory: 8 GB RAM Storage: 128 GB ROM Touch Technology: 40-Point Multi-Touch, Response Time ≤ 5 ms Brightness: 350-400 nits Audio: Dual 15W Built-in Speakers Features: AI-Powered Teaching Assistant Digital Whiteboard Screen Casting (up to 4 devices) Google Play Store Access Connected Classroom App Air Classroom & Hybrid Learning Support Protection: 3.2 mm Toughened Anti-Glare Glass 9H Hardness Protection Power Consumption: Up to 320W Weight: Approx. 33.6 kg Accessories: Wall Mount Kit Remote Control 2 Stylus Pens Power Cord Warranty: 3 Years On-site Warranty Optional (Model Dependent): 48 MP 4K AI Camera 8-Array Microphone NFC Login.	1		-
Amount Without VAT					-
VAT (13%)					-
Total Amount With VAT					-

Procurement Note:

Vendors may provide additional information in the Remarks section, including justification for the proposed brand, specifications, or any other relevant details.

The quantity mentioned can be changed as per the requirement and upon request of the project team, the final invoice will be issued on an actual basis.

The Project reserves the right to procure up to stated units, or fewer, depending on stock availability of any of the specified models from the selected vendor. The final quantity may vary based on market availability at the time of delivery.

Annex 2

Re: Declaration of Independence

We hereby declare that we as an organization and our staff do not have **any conflict of interest**¹ with Swisscontact in Nepal, its key management team or its staff directly related to the execution of the proposed Supply of Services.

We further declare that we do not have any business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under the proposed assignment. (In case of any conflict of interest, please specify)

In addition, we further declare that we have not been punished for an offense relating to the profession concerned or business and that our Company/Firm has not been declared ineligible by any law of the land. (In case of any offense, please specify)

We ensure that if any such actual or potential conflict of interest arises during this assignment, we shall immediately inform Swisscontact in Nepal in writing.

We are aware and accept that if we fail to declare any information mentioned above or if, in the reasonable judgment of Swisscontact in Nepal, such conflict poses a material risk to the performance and obligations under this Agreement, then Swisscontact in Nepal's project may terminate the Agreement immediately upon written notice to Contractor.

Authorized Signature:

Name and Title of Signatory:

Name of Firm/Company:

Address:

Telephone:

Email:

Date:

¹ "Conflict of Interest" refers to a situation in which an organization or individual or close relative of such individual has competing personal or financial interests that could potentially compromise their ability to make impartial decisions or act in the best interests of others.

"Close relative" here includes spouse, parent, child, grandparent, brother, sister, grandchild, parent-in-law, daughter/son-in-law, great-grandparent, aunt, uncle, niece, nephew, great-grandchild, grandparent-in-law, brother/sister-in-law, grandchild-in-law, cousin, cousin brother/sister-in-law, cousin son/daughter-in-law.