



## **Social Protection Civil Society Network (SPCSN)**

### **Call for Expression of Interest (Eoi) for Vendor Enlistment in Roster**

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Established on 16 February 2012 as a loose network, Social Protection Civil Society Network (SPCSN) has been active in raising the voice of right holders, promoting interfaces among right holders, experts and duty bearers, making duty bearers more accountable on various social protection issues. The major objectives of the network are; to conduct research on the social protection system, to lobby with and support the government agencies on their plans and policies, to ensure collective dialogues to promote its' issues, to campaign and lobby for transparency and accountability of the plans and policies, and to ensure social awareness, skill development, and dissemination in local units on social protection programs.

SPCSN Nepal hereby invites qualified firms/suppliers/companies to submit their Expression of Interest (EOI) for enlisting in the vendor list for current fiscal year in the below-mentioned categories:

- Travel Services for air flight tickets to both domestic and international
- Travel Service for vehicles for Kathmandu Valley, as well as to the districts: Makawanpur, Sindhupalchowk, Kavre, Dolakha Bardiya, Banke, Dang, Salyan, Kalikot, Jajarkot, Jumla, Surkhet, Kalikot, Jhapa, Ilam, Bara, Sarlahi, Rautahat etc.
- Hotel services (meeting/workshop/seminar hall including food and accommodation) for Kathmandu valley, Bara, Sarlahi, Rautahat, Birgunj, Makawanpur, Sindhupalchowk, Kavre, Dolakha Bardiya, Banke, Dang, Salyan, Kalikot, Jajarkot, Jumla, Surkhet, Kalikot, Jhapa & Ilam, etc.
- Office Stationery & supplies
- Printing, publication, and visibility (visiting card, pen, notebook, flyer, brochure, annual report, t-shirts, bags, etc.)
- IT supply (computers, Laptops, Printers, Scanners, Mobiles/Tablets, Photocopy Machine, Cartridge, and IT accessories)
- IT Services (IT related services such as email internet server, networking and technical support on Computer, laptop, printer, and others)
- Emergency kit (Food item, Non-food item, hygiene/dignity kit)
- Personal Protective Equipment (PPE), Mask, and Sanitizer.
- Maintenance (furniture, office plumbing, and electricity maintenance)

- Advertisement agencies (online and print media)
- Trainer/ Resource Person for facilitating on social protection (contributory and non-contributory template for resource person can be accessed through this [link](#))
- Developing and broadcasting animated videos, TVC and online television talk shows.
- Designing flyers, pamphlets, and boosting in social media like Facebook, Twitter, Instagram, etc.
- Producing and managing television talk show/event

Interested firms/suppliers/companies with at least 3 years of experience working with I/NGOs in providing services as listed above are requested to submit their EOI at our office address marked as (EXPRESSION OF INTEREST) or an email with the following supporting documents no later than **28<sup>th</sup> February 2023**.

- Application letter
- Company profile
- Company registration
- VAT/PAN registration
- Tax clearance certificate FY 2078/79.

Social Protection Civil Society Network

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***Note: A response to this EOI does not automatically ensure that you will be selected for quotation/bid. Short listed firms/suppliers/companies will be contacted for further procurement process.***