

REQUEST FOR SEALED QUOTATION

Roof Extension and Renovation Work of Office Building of NEWAH Headquarters

Date of Notice Publication: 31st March, 2025

Deadline of Submission: 7th April, 2025



**Nepal Water for Health (NEWAH)
Headquarters, Lohasal, Kathmamndu**

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1. Request for Sealed Quotation (RFQ)



Nepal Water for Health (NEWAH)
Headquarters Lohasal Kathmandu
Phone no: 014015707

Invitation for Submission of Sealed Quotation for the Roof Extension and Renovation Work of Office Building of NEWAH Headquarters

Date of first notice publication: 31 March 2025

Nepal Water for Health (NEWAH) is seeking competitive sealed quotation from qualified construction company/firm for the roof extension and renovation work of Office Building of NEWAH Headquarters. The eligible construction company/firm are requested to submit the **SEALED QUOTATION** with a cover letter to “**The Procurement Committee**”, Nepal Water for Health (NEWAH), Headquarters, Kathmandu-4, Annapurna Marg, Lohasal, Kathmandu by **17.00 PM, 7th April 2025**.

Note: TOR and others form and required information shall be accessed from NEWAH websites roof extension and renovation work of Office Building of NEWAH Headquarters.

We strongly encourage to eligible bidders to visit the office building before sealed quotation submission to ensure the BoQ and actual condition.

Nepal Water for Health (NEWAH)
Headquarters, Lohasal, Kathmandu

Section 1: Terms of Reference (ToR)

Terms of Reference for Roof Extension and Renovation Work of Office Building of
NEWAH Headquarters

Background:

Nepal Water for Health (NEWAH) is a non-governmental organization (NGO) established in 1992. It specializes in ensuring access to safe drinking water, sanitation and hygiene (WASH) in the rural and semi urban areas of the country with active participation of community people. NEWAH works in sustainable WASH service delivery, capacity building of community stakeholders and local, provincial and federal level of government, policy advocacy, and research and development, addressing the cross-sectoral issues namely, Gender Equality and Social Inclusion (GESI), climate change adaptation and disaster risk reduction, agriculture, nutrition and livelihoods and integrated water resources management. For the last 32 years, NEWAH has assisted about 2.24 million people through 2,728 small, medium and large-scale WASH-related projects implemented across 52 districts. As a result, NEWAH has been able to establish itself as a credible NGO in Nepal, gaining the trust of all three tiers of Nepal Government, users' communities as well as local and international development partners.

NEWAH is renovating the roof extension and renovation work of Office Building of NEWAH Headquarters to enhance its capabilities and improve the presentation. This work includes repair and/or replace the roof, paint false ceiling walls electrification wherever necessary. The scope of work below will provide specifications required. NEWAH has plan to renovate of roof extension and renovation work of Office Building of NEWAH Headquarters in an existing building of NEWAH premises and would like to invite to the eligible construction company/ firm to submit the sealed quotation for the renovation work.

Scope of Work

1. Remove existing roof and fixed the new roof to avoid leakage.
2. Fixed the false ceiling.
3. Increase two feet of height of the room using the metal.
4. Sheet cover work on height extension.
5. Wall Paper fixing work, electrification and etc.

Specific Responsibilities of Service Provider	<ol style="list-style-type: none"> 1. The construction company/ firm shall provide all services necessary to satisfy the scope of work. 2. The construction company/ firm shall identify and work with the NEWAH Engineer of assist the achieving plan construction work. 3. The construction company/firm shall be solely responsible to provide a complete solution in accordance with the requirements of the scope of work.
Final Outputs	<p>The successful construction company/ firm shall produce the followings deliverables:</p> <ul style="list-style-type: none"> • The roof extension and renovation work of Office Building of NEWAH Headquarters shall be constructed as per scope of work and the room shall be well functioning.
Time Duration of Assignment	Total assignment duration is 35 Days of after contract sign.
Legal documents submission	<p>The company, firm/organization needs to have the following legal documents as mentioned in section 3.</p> <p>Submission of below documents is must mandatory:</p> <ul style="list-style-type: none"> • Company registration with similar works objectives • VAT Registration • Tax clearance certificate of 2080/2081.
Selection Criteria	Cover letter and legal documents as mentioned above need to be submitted mandatorily. Sealed quotation as mentioned in section 4 should be submitted as provided by NEWAH.
Confidentiality	All information, and reports under this assignment will be a property of NEWAH, which cannot be used in for any purpose without the prior permission of NEWAH.
Coordination	The construction firm/company can coordinate with NEWAH, Kathmandu for any clarification needed on scope of work.
Rights	The NEWAH reserves the right to reject or cancel any proposal or procurement process without showing any reason.
Professional Liabilities	The construction company /firm is expected to carry out the assignment with due diligence and in accordance with prevailing standard of the professionalism.
Deadline Submission of Proposal	<p>The eligible construction company/form are requested to submit the SEALED QUOTATION with a cover letter to “The Procurement Committee”, Nepal Water for Health (NEWAH), Headquarters, Kathmandu-4, Annapurna Marg, Lohasal, Kathmandu</p> <p>by 5.00 PM, 7th April 2025</p>

Summary of Scope of Work and Specification

- New Metal work (Height extension 24"X 780" 130 SQFT Net ventilations included (Iron Pipes framed both sides plain metal sheet).
- Self-dismantling and disposal of existing roof roofing about 587.55 SQFT
- Sheet Cover Work on height extension 324 SQFT
- Gypsum Board Color for ceiling 340 SQFT
- Wall Paper Work 496 SQFT
- Panel work for roofing 30 mm puff roof panel 587.96 SFQT with required accessories
- Installation
- Electrification work and etc

Section: 2

Letter of Sealed Quotation Submission

Date:

To:

Procurement Committee,
Nepal Water for Health (NEWAH),
Headquarters, Lohasal-4, Kathmandu

Subject: Submission of Sealed Quotation

Dear Sir:

We, the undersigned, offer to provide the roof extension and renovation work of Office Building of NEWAH, Headquarters as mentioned in Terms of Reference (ToR) and scope of work and specification provided by NEWAH as per notice published on 31st March 2025. We hereby submitting our Sealed Quotation.

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Construction Company/Firm: _____

Address: _____

Contact information (phone and e-mail): _____

Official Seal: _____

Section: 3

Company/Firm's Legal Documents

Provide a brief description of the company/firm and along with this attach the legal documents i.e., **Company registration, VAT Registration, Tax clearance Certificate of 2080/2081**

- Repair and Maintenance service after the completion of work.
- Warranty of goods / equipment in used materials in the renovation work (if applicable).

NEPAL WATER FOR HEALTH (NEWAH)

Headquarters, Lohasal, Kathmandu

Self-Declaration for Submission of Quotation/Tenders and Services for Supplies

Nepal Water for Health (NEWAH)

Dear Sir / Madam

We hereby declare that we are legally eligible to participate in the procurement process of the goods. We have not been penalized from any entity in our business during last five years and we do not have any conflict of interest in the said assignment.

In this category, we also confirm that we:

- Have not submitted the bid in partnership or association with any other bidders.
- Do not have any personal or financial interest with any staff member of the purchaser.
- Have not enforced child labor.
- Endeavor to use local/national human and material resources as far as practical.
- We declare that we have not been blacklisted by the Government of Nepal or the purchaser and no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business.
- Bidder declares that it has not engaged in any act of terrorism or provided any form of support, financial or otherwise, to any individual, group, or organization involved in terrorism. Bidder confirms that it has not participated in any activities that promote terrorism or jeopardize national and international peace and security. Bidder affirms that it complies with all local, national, and international laws, regulations, and conventions aimed at preventing terrorism.
- Have not involved in money laundering activities restricted by the prevailing rule of Government of Nepal.

Official Signatory and Name:

Bidder Name:

Address:

Date:

Stamp:

SECTION: 4

Nepal Water for Health (NEWAH) Headquarters, Lohasal Kathmandu

Bill of Quantities and Rates for the roof extension and renovation work of Office Building of NEWAH, Headquarters FY 2024/2025

SN	Items/ Description	Unit	Specification	Total Required Quantity (A)	Rate per Unit in figure (Excluding VAT) (NRs.) (B)	Rate per unit in words (Excluding VAT) (NRs.)	Total Amount (C)= Ax B (NRs.)
1	New Metal Work with Enamel	KG	Height extension 24"X 780" 130 SQFT Net ventilations included (Iron Pipes framed both sides plain metal sheet with heavy -duty metal structure with anti-corrosion enamel coating	200			
2	Sheet Cover Work on Height Extension Area	SQFT	0.30 mm (28 Guage roofing sheets to cover extended height	324			
3	Gypsum Baird Color for celling and other accessories	SQFT	Standard white gypsum board	340			
4	PVC /Viny/ Wall Paper Work	SQFT	Water resistant durable and easy to clean	96			

5	Puff Roof panel work with others accessories (GI base, joint bar, U bar, corner bars screw color piece etc.,)	SQFT	30 mm thickness puff roof panel (Madron) insulated panel for thermal efficiency	587.96			
6	Electrification Work with materials (wiring, light and point)	No	L/S	1			
7	Disassemble work of roof and Renovation (Skilled and Unskilled labour cost)	No	L/S	1			
8	Transportation	No	L/S				
Sub-Total Amount Excluding VAT (NRs.)							
VAT (13%)							
Grand Total Amount Inclusive VAT (NRs.)							

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firms/Company /Service Provider: _____

Address: _____

Contact information (phone and e-mail): _____

Official Seal: _____