



Expression of Interest

Expression of Interest (EOI) for supply of Goods & Services

WWF, the global conservation organization, leading international efforts *for a living planet*, is updating its current roster for potential suppliers in Nepal for the following goods & services.

1. Travel services including airline ticketing, international hotel booking, visa services, etc.
2. Hotels (for residential & nonresidential workshop/training etc.)
3. Printing and designing
4. Advertising services
5. Camera, GPS, laptops, desktops etc.
6. Vehicle hire for travel inside and outside valley
7. T-shirts, mementos & other promotional materials
8. IT services (Annual Maintenance Contract of computers, server, network system, printer, scanner, UPS and its peripherals)
9. Internet services (Optic fiber internet connection- minimum 5 Mbps)
10. Stationery and office supplies
11. Field gear (trekking accessories i.e. sleeping bag, mattress, tent, jacket, backpack etc.)
12. Electrical goods supply, repair and maintenance
13. Office furniture supply, repair and maintenance
14. Computer Peripherals

Interested **VAT registered** parties are requested to submit their company profile, detailed contact information along with the following documents:

- Letter of Expression of Interest in the organization's letterhead signed by the authorised person
- Detailed company profile (including current portfolio, experience and list of clients)
- Detailed contact information (contact person, full address, telephone no., email address)
- Copy of company registration and renewal
- Copy of VAT registration certificate
- Copy of latest tax clearance certificate

The EOI should be delivered at the following address in a sealed envelope containing all required documents and marked as "Expression of Interest for" **(clearly indicating the goods/service category above)** and should reach the address below by **4:00 PM Friday, 25th May 2012.**

**Operations Unit
WWF Nepal
P.O. Box 7660, Kathmandu, Nepal**

WWF reserves the right to accept or reject in part or whole any application without assigning any reason whatsoever and is not obligated to accept the application. Telephone calls will not be entertained.

Organizations adopting eco-friendly practices are highly encouraged to apply.