



*[Handwritten signature]*  
Chief Administrative Officer

terms, conditions, and specifications in this Request for Quotation, and it will not be proceeded further. The Employer will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Employer will adjust for any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) If a Service Provider refuses to accept the correction, his quotation will be rejected.  
In addition, the quoted price shall include Value Added Tax (VAT).
- (iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
- (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years.

- 7. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Employer within 30 days from the date of submission of quotation.
- 8. Under the World Bank's Anticorruption Policy, bidders shall observe the highest standard of ethics during the assignment and execution of such contracts. The... palika will reject a proposal for award, and will recommend to impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.
- 9. Please Confirm by e-mail the receipt of this request and whether or not you are willing to submit the price quotation.

10. Further information can be obtained from:  
Office of the Mun /R-Mun, ..... *Bhaktapur, Nepal* Palika  
Address:  
Telephone:

Email address: *bhaktapur.muni@gmail.com*

Chief administrative officer (or on behalf )  
Office of the Mun /R-Mun..... Palika  
Address:

