

1. Introduction

The Central Department of Public Health (CDPH) invites sealed quotations (proposals) from qualified vendors (5-star hotels) to host a four-day training session under the Strengthening Nutrition Education and Research Capacity in Universities in Nepal (NERC) project. It should be capable of providing appropriate training facilities and catering services for the participants.

2. Event Details

- Event: Training Program under the NERC Project
- Proposed Dates: 24th May 2026 – 27th May 2026
- Number of Participants: Approximately 50 participants
- Preferred location: In or around the Thamel area

3. Vendor Requirements

Interested vendors should indicate their ability to provide the following:

- Meeting Space: Training hall suitable and flexible for different seating arrangements (like U-shape, classroom-style seating, small group round table discussion)
- Capacity for approximately 50 participants
- Adequate ventilation, lighting, and space for group activities
- Technical Equipment: Reliable high-speed internet, projector and screen, sound system with microphones, podium/lectern, adequate power outlets for laptops
- Accessibility: Fully accessible facilities for individuals with disabilities
- Parking and Transport: Availability of parking space and proximity to public transportation
- Catering services (breakfast and lunch for four days and dinner on one of the training days) and the ability to accommodate dietary restrictions (if required):

A. Breakfast

- Sambhar/Idli/upma
- Paratha/puri
- Vegetables
- Baked Beans
- pork bacon/pork sausages/Chicken Sausages
- Eggs
- Porridge
- Apple & Banana Pudding
- Noodles
- Fruits
- Tea/Coffee

B. Lunch

- 1-time tcc
- Soup
- Salad bar
- Steam rice
- Vegetable
- Dal
- Noodle



- Chicken
- Fish
- Roti/naan
- Desserts

C. Dinner (in one of the training days)

- Starter
- Salad
- Soup
- Rice/ pulao
- Dal
- Noodles
- vegetables
- Fish
- Chicken
- Breads
- Desserts

4. Proposal Submission Requirements

Interested vendors should submit a proposal including:

- Detailed cost breakdown
 - Venue rental
 - Catering cost per person
 - Equipment costs (if applicable)
- Confirmation of venue availability for the requested dates
- Company profile and contact information
- VAT Registration Certificate
- Latest Tax Clearance Certificate
- Self-declaration letter

5. Submission Deadline

- Proposals must be submitted no later than 9th April'2026.
- Please send the sealed quotation to:

Address: Central Department of Public Health (CDPH), Institute of Medicine (IOM) Premises,
Maharajgunj, Kathmandu, Nepal.

6. Please Note

A complete set of Sealed Quotation Documents may be obtained from the Central Department of Public Health, Maharajgunj. Alternatively, interested parties may contact +977-1-4535033 or email info@cdph.tu.edu.np, or contact Ms. Sibila Subedi (9843079975). The documents can be obtained upon payment of a non-refundable fee of Rs. 1,000.00 deposited at Himalayan Bank Limited, Maharajgunj Branch, Account No. 12008220340011.