

**Annex-17**

World Vision International Nepal  
**Supplier Registration Form- HOTEL**

Section 1: General Information							
1- Name of Company (Legal)							
2-Address: District		3- Mailing address (if different)					
VDC/ Ward No							
Postal Code							
Street							
P.O. Box Number							
Country							
4- Telephone		5- Fax					
6- Website		7- Mobile					
8- Contact Name and Title:				9- Email:			
10- Please indicate the business type:		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>					
11. Year of established			12. Number of full time staffs				
12. Number of Branch			13. Location:				
14. VAT/ PAN Number:			15. License no./State, where registered				
16. Working Language: English		Nepali		Other			
Section 2: Financial Information							
17. Annual Value of Total Sales for the last 3 Years: (in 000)							
20	NPR	20	NPR	20	NPR		
18. Annual Value of Export Sales for the last 3 Years:							
20	NPR	20	NPR	20	NPR		
Bank Name			A/C Name				
A/C Number			Branch address				
Swift code			Types of A/C				
19- Please tick in the appropriate item how your hotel/resort has been rated:							
<b>Star category</b>	<b>5 Star</b>	<b>4 Star</b>	<b>3 Star</b>	<b>Guest House</b>	<b>Others</b>		
20- Total number of rooms available for accommodation: _____							
SR#	Description	Published Rate (Per person)	Per person rate (special discounted rate offered for WVIN in Nepal)	Remarks			
		*in NPR	*in NPR				
<b>A.</b>	<b>Workshop Package</b>						

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i	Full board (Room+Breakfast+Lunch+Dinner+2 Time Tea/Coffee/Mineral sealed bottled water on TWIN Sharing basis)					
ii	Full board (Room+Breakfast+Lunch+Dinner+2 Time Tea/Coffee/Mineral sealed bottled water on SINGLE Sharing basis)					
iii	Day Workshop (Lunch+2 time Tea/Coffee/Mineral sealed bottled water)					
iv	High Tea (Options of menu with same rate to be attached)					
	<b>Breakdown of workshop package</b>					
	Room – Twin Sharing Standard (Room only)					
	Room – Single Occupancy Standard (Room only)					
	Breakfast					
	Lunch					
	Dinner					
	Tea/Coffee					
	Tea/Coffee with cookies					
	Mineral sealed bottled water					
<b>B.</b>	<b>Accommodation only (for National/Residential Visa Holders and International guest (Non- Residential Visa Holders)</b>	<b>NPR (National)</b>	<b>USD (Int'l)</b>	<b>NPR (National)</b>	<b>USD (Int'l)</b>	
	Room - Twin Sharing (Standard)					
	Room - Twin Sharing (Deluxe)					
	Room - Single Occupancy (Standard)					
	Room - Single Occupancy (Deluxe)					
	Room - Triple Sharing (Standard)					
	Room - Triple Sharing (Deluxe)					
<b>C.</b>	<b>RECEPTION</b>	<b>*in NPR</b>		<b>*in NPR</b>		
	Reception (Snacks only – options of menu with same rate to be attached)					
	Reception Dinner (Snacks & Dinner only – options of menu with same rate to be attached)					
<b>D.</b>	<b>Relevant charges and TAX</b>					
	<b>Service Charge Applicable (Y/N)</b>					
	<b>VAT Applicable (Y/N)</b>					

**\*Note: Please be specific in “Remark” column if your hotel has different type of room than specified in the Type of Room in this table.**

**21- Conference hall and related facilities**

No. of Conference rooms/halls Available	Hall/Room Setup and Maximum Capacity (please mention/capacity number)					
	U Shape	Boardroom	Reception	Banquet	Theatre	Classroom
Hall/Meeting Room Name						
Hall/Meeting Room Name						
Hall/Meeting Room Name						
Hall/Meeting Room Name						

**22- Other Facilities and Cost**

Description of Facilities	Available (Y/N)	Cost if applicable per day (NRS)
Room Service		
Business Centre		
Email/Internet/Wi-Fi Connection		
Table Microphones		

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Laptop		
Printer		
Overhead/Slide Projector		
LCD projector with screen and laptop computer		
White board with board markers		
Flip chart with board markers		

**Note:** If price found to be quoted in only USD, WVIN will use its prevailing official exchange rate at the time of bid evaluation.

32. To which Countries has your Company exported and/or managed Projects over the last 3 Years (in particular developing countries)?

33. Payment Terms:                      Agreed                                      Disagree  
If disagree, Please state your payment terms:

WIN standard payment for supply, service and works contracts is 100% payment within 30 days after delivery of goods and upon receipt of contractors invoice and shipping documents. Prepayment is in general only acceptable against a prepayment guarantee covering the full amount of the prepayment.

**34. CERTIFICATION:**  
I, the undersigned, hereby accept the basic Terms and Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible:

\_\_\_\_\_

Signature  
Name  
Designation  
Date

**NOTE:** Completing this form it does not automatically mean suppliers will be added to our Approved Supplier Database. The WVIN reviews and evaluates submissions and contacts prospective suppliers as necessary.