



Government of Nepal



Form: 3.2

Date: 28 April, 2021

## Request for Proposal (RFP)

Reference No.: Provincial and Local Governance support Programme (PLGSP)

Dear Proposers,

You are requested to submit a proposal for developing:

**Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP) As per the enclosed Terms of Reference (TOR).**

1. To enable you to submit a proposal, attached are:
  - i. Instructions to Proposers (Annex I)
  - ii. Terms of Reference (TOR) (Annex II)
  - iii. Proposal Submission Form (Annex III)
  - iv. Technical Proposal Format (Annex IV)
  - v. Price Schedule (Annex V)
  - vi. General Condition (Annex VI)
  - vii. Statement of Compliance with terms and conditions (Annex VII)
2. Your offer comprising of technical and financial proposals for the task should be submitted in two **separate sealed envelopes**, should reach the following address no later than **05:00 PM NST on (12 May, 2021)** to the Project Coordination Unit . Proposal can be forwarded by mail also.

**National Project Manager**  
**Provincial and Local Governance support Programme (PLGSP)**  
**Singh Durbar, Kathmandu**  
**Tel: 01-4257363**
3. Proposals that are received by the Provincial and Local Governance support Programme (PLGSP) after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP. Provincial and Local Governance support Programme (PLGSP) looks forward to receiving your proposal.

Yours sincerely,

Chiranjivi Timsina  
National Programme Manager



## Annex I INSTRUCTIONS TO PROPOSERS

### A. Introduction

#### 1. Definitions

- a. "Contract" refers to the agreement that will be signed by and between the PLGSP and the successful proposer, all the attached documents thereto, including the General Terms and conditions and the appendices.
- b. "Day" refers to calendar day.
- c. "Government" refers to the Government of Nepal that will be receiving the services provided/rendered specified under the contract.
- d. "Instructions to Proposers" (Annex I of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- e. "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f. "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by PLGSP through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by PLGSP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h. "Services" refers to the entire scope of tasks and deliverables requested by PLGSP under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by PLGSP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j. "Terms of Reference" (ToR) refers to the document included in this RFP as Annex II which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and service expected of the successful proposer.