

REQUEST FOR QUOTATION (RFQ)

To: Lutheran Community Welfare Society

Name of Vendor/Suppliers: Address: Contact No.: Email Address:	Date of issue:	11 November 2025
	Contract title:	Office Equipment
	Closing date	25 November 2025 5 pm
	For further information, please get in touch with the Buyer:	Lutheran Community Welfare Society 9819038599 lcwsmorang2@gmail.com Rangeli-2 Laxmipur
<i>Please note that the Quotation must be submitted in person. It shall remain your responsibility to ensure that your quotation reaches the address on or before the deadline.</i>		

LUTHERAN COMMUNITY WELFARE SOCIETY INVITES YOU TO SUBMIT A QUOTATION FOR THE FOLLOWING:

S.N	Item	Specification	Unit	Qty	Currency NPR	
					Unit Price	Total Price
1	Desktop Computer	Processor: Intel Core i5-12400, Motherboard: MSI Pro H610M s DDR4, RAM: XPG 16GB DDR4, Storage: WD Green 1TB NVMe SSD, Graphics Card: AMD Radeon RX6600, Cooler: DeepCool LE520 Liquid Cooler	Nos	6		
2	Color Printer	- Model Name: G2730 - Function : Multifunction (Print, Scan, Photocopy) - Print Speed Black / Colour : 11 / 6 images_per_minute - Print Resolution : 4800 x 1200 dpi [Borderless Photo Printing Supported] - Paper/Media Supported : A4, A5, B5, 4R, Letter, Legal, Envelopes etc - Connectivity : USB OS: Windows OS, Mac OS, Chrome OS	Nos	1		
3	Printer Black and white	Multi fuction - SKU 125950933_NP-1034880770 - Printer Connectivity Type - Wired/wireless network printing - Paper Handling A4 210mm X 297mm - Print Speed (CPM) 30 - Portable No	Nos	4		
4	Laptop	12th Generation Intel Core i5-1235U Processor 16GB DDR4 RAM 512GB M.2 NVMe SSD - NVIDIA GeForce RTX 2050 4GB Graphics Card 15.6-inch FHD (1920 x 1080) IPS SlimBezel Display - Free Laptop Bag, Mouse, Keyboard		1		
	Total					
	13% VAT, if applicable (NPR)					
	Grand Total (NPR)					
	In words Rupees:					
	The quotation validity should be for 4 weeks from the date. Please sign all the pages of this document with the stamp of the Bidder.					

Instruction to bidder**Your submission must be received with the following documents:**

1. Duly completed quotation form with authorised signature and stamp on all pages.
2. Copy of certificate of firm/company registration.
3. Copy of VAT or PAN registration.
4. Copy of the latest tax clearance certificate.

Important notes:

- Applicable Taxes will be deducted at source as per the Government of Nepal Rules & Regulations.
- If your bid does not comply with the above requirements, it may be treated as void.
- Complete quotation form shall be submitted on or before the closing date. It is forbidden to make any alteration in the text and specification of the bid documents.
- Should not be overwritten or corrected.
- 1.5% tax will be deducted from the taxable amount.
- In case of a calculation error in totalling or multiplying, per per-unit price for the respective items shall be considered.
- Estimated quantity may be varied from above above-mentioned quantity, in case of variation Purchase order shall govern.
- The successful bidder(s) will be notified at the earliest date possible.
- Payment will be made by Cheque within 7 working days from receipt of an indisputable invoice.
- LCWS reserves the right to accept or reject any or all quotation(s), in part or in full, alter any provisions of this RFQ as deemed necessary at any time without assigning any reason whatsoever.
- Warrenty should be at least years.

For any queries regarding this invitation, contact the procurement department through our help desk at the above contact Number.

If the above terms and conditions are acceptable to you, please submit a quotation.

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Signature of Bidders:

Name:

Name of Firm/ Company:

Date:

Company Seal:

Contact No :