



**ALL NEPAL FOOTBALL ASSOCIATION**  
ANFA Complex, Satdobato, Lalitpur, Nepal

**REQUEST FOR PROPOSAL (RFP)**

**for**

**Procurement of Hotel Services in Kathmandu  
Valley for Various ANFA Competitions and  
Programs for FY 2081/82**

Issued on: 16<sup>th</sup> September 2024

Issued to: Hotels and Accommodation Service Providers

Invitation for Bids No.: ANFA/RFP/3/081-082

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## Request For Proposal (RFP)

### ALL NEPAL FOOTBALL ASSOCIATION

ANFA Complex, Satdobato, Lalitpur, Nepal

Date of publication: 16<sup>th</sup> September, 2024

Invitation for Bids No: ANFA/RFP/3/081-082

1. The All-Nepal Football Association invites Proposals from eligible bidders for **Procurement of Hotel Services in Kathmandu Valley for Various ANFA Competitions and Programs for FY 2081/82** (as per RFP document)
2. Eligible Bidders may obtain further information and inspect the bidding documents at the office of All Nepal Football Association (ANFA), Satdobato, Lalitpur Ph. no. 01-5201060 Email: [nep@the-afc.com](mailto:nep@the-afc.com) or [anfaproduct@gmail.com](mailto:anfaproduct@gmail.com) or through [www.the-anfa.com](http://www.the-anfa.com) (more>downloads>general)
3. Bidder who chooses to submit their bid may purchase the hard copy of the bidding form as mentioned above. Bidders submitting their bids, should deposit the cost of bidding document of NRs. 1000.00 in the following Rajaswa (revenue) account as specified below:  
**Information to deposit the cost of bidding document in Bank**  
Name of the Bank: Nepal Investment Bank Limited, Durbar Marg  
Name of the Office: All Nepal Football Association  
Office Account No.: 00101010031354
4. Proposals must be submitted to the office All Nepal Football Association (ANFA), Satdobato, Lalitpur by hand/courier on or before **12.00 PM on 1<sup>st</sup> October, 2024**. Bids received after this deadline will be rejected.
5. The bids will be opened in the presence of Bidders' representatives who choose to attend at **14.00 PM on 1<sup>st</sup> October, 2024** at the office of All Nepal Football Association (ANFA), Satdobato, Lalitpur. Bids must be valid for a period of **FY 2081/82**.
6. ANFA reserves the sole right for proposal/bid selection or rejection without assigning any reason whatsoever. Also, Bids/Proposal once submitted cannot be revised.

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## Request For Proposal (RFP) – Document ALL NEPAL FOOTBALL ASSOCIATION

ANFA Complex, Satdobato, Lalitpur, Nepal

Date of publication: 16<sup>th</sup> September, 2024

Invitation for Bids No: ANFA/RFP/3/081-082

### Request for Proposal (RFP) for Procurement of Hotel Services in Kathmandu Valley for Various ANFA Competitions and Programs for FY 2081/82

Name of Hotel/Service Provider	
Hotel Star Caterogory	
RFP launch Date	16 <sup>th</sup> September, 2024
Deadline for Submission	1 <sup>st</sup> October, 2024
RFP Submitted to	All Nepal Football Association (ANFA) Satdobato, Lalitpur, Nepal email: anfa procurement@gmail.com Tel :01-5202319 Web: the-anfa.com

#### 1. Introduction

All Nepal Football Association (ANFA) invites qualified hotels (Deluxe Tourist standard Boutique Hotel, 3 star, 4 star & 5 star hotel) to submit proposals for providing hotel services in Kathmandu Valley as specified in this RFP. This requirement goes throughout the year hence we would like to select the proposal which best suits for ANFA's requirement. The selected hotel will provide accommodation and other related services as specified in this RFP document.

#### 2. Scope of Accommodation Services

The scope of services includes, but is not limited to following Hotel Categories:

##### 1. Deluxe Tourist Standard Boutique Hotel

For Players and Support Staff						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	8	per night/room			
2	Double Occupancy Room	15	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

#### Minimum Requirement:

- Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.

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- d. Hotel should have its own gym and a swimming pool for the use of occupants.
- e. Hotels must provide separate hall for teams meetings if required by the team during their stay.
- f. Laundry (5 pieces per day per person) must be provided by the hotel.
- g. A minimum of three (3) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- h. Ensuring privacy and security.
- i. Ensuring door locks, bathroom locks are functional.
- j. Allocating same gender rooms is compulsory.
- k. In shared facilities, ensuring privacy in shower room, toilet and changing area.
- l. Ensuring TV channels and multimedia access are child safe and children friendly.
- m. Ensuring no unauthorized person gets access to accommodation.
- n. Ensuring no exposure/accessibility to self-harming tool and/or substance.

For International Match Officials and Delegates						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	1	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

**Minimum Requirement:**

- a. Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- b. Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- c. Accommodation must be located in an area that is safe from negative and noise pollution.
- d. Hotel should have its own gym and a swimming pool for the use of occupants.
- e. Laundry (3 pieces per day per person) must be provided by the hotel.
- f. A minimum of two (2) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- g. Ensuring privacy and security.
- h. Ensuring door locks, bathroom locks are functional.
- i. Ensuring no unauthorized person gets access to accommodation.

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## 2. Three Star Hotel

For Players and Support Staff						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	8	per night/room			
2	Double Occupancy Room	15	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

### Minimum Requirement:

- Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.
- Hotel should have its own gym and a swimming pool for the use of occupants.
- Hotels must provide separate hall for teams meetings if required by the team during their stay.
- Laundry (5 pieces per day per person) must be provided by the hotel.
- A minimum of three (3) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- Ensuring privacy and security.
- Ensuring door locks, bathroom locks are functional.
- Allocating same gender rooms is compulsory.
- In shared facilities, ensuring privacy in shower room, toilet and changing area.
- Ensuring TV channels and multimedia access are child safe and children friendly.
- Ensuring no unauthorized person gets access to accommodation.
- Ensuring no exposure/accessibility to self-harming tool and/or substance.

For International Match Officials and Delegates						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	1	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

### Minimum Requirement:

- Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.
- Hotel should have its own gym and a swimming pool for the use of occupants.
- Laundry (3 pieces per day per person) must be provided by the hotel.
- A minimum of two (2) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- Ensuring privacy and security.
- Ensuring door locks, bathroom locks are functional.
- Ensuring no unauthorized person gets access to accommodation.

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### 3. Four Star Hotel

For Players and Support Staff						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	8	per night/room			
2	Double Occupancy Room	15	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

#### Minimum Requirement:

- Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.
- Hotel should have its own gym and a swimming pool for the use of occupants.
- Hotels must provide separate hall for teams meetings if required by the team during their stay.
- Laundry (5 pieces per day per person) must be provided by the hotel.
- A minimum of three (3) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- Ensuring privacy and security.
- Ensuring door locks, bathroom locks are functional.
- Allocating same gender rooms is compulsory.
- In shared facilities, ensuring privacy in shower room, toilet and changing area.
- Ensuring TV channels and multimedia access are child safe and children friendly.
- Ensuring no unauthorized person gets access to accommodation.
- Ensuring no exposure/accessibility to self-harming tool and/or substance.

For International Match Officials and Delegates						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	1	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

#### Minimum Requirement:

- Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.
- Hotel should have its own gym and a swimming pool for the use of occupants.
- Laundry (3 pieces per day per person) must be provided by the hotel.
- A minimum of two (2) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- Ensuring privacy and security.
- Ensuring door locks, bathroom locks are functional.
- Ensuring no unauthorized person gets access to accommodation.

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#### 4. Five Star Hotel

For Players and Support Staff						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	8	per night/room			
2	Double Occupancy Room	15	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

#### Minimum Requirement:

- Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.
- Hotel should have its own gym and a swimming pool for the use of occupants.
- Hotels must provide separate hall for teams meetings if required by the team during their stay.
- Laundry (5 pieces per day per person) must be provided by the hotel.
- A minimum of three (3) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- Ensuring privacy and security.
- Ensuring door locks, bathroom locks are functional.
- Allocating same gender rooms is compulsory.
- In shared facilities, ensuring privacy in shower room, toilet and changing area.
- Ensuring TV channels and multimedia access are child safe and children friendly.
- Ensuring no unauthorized person gets access to accommodation.
- Ensuring no exposure/accessibility to self-harming tool and/or substance.

For International Match Officials and Delegates						
S N	Type of Room	Qty	Unit	Unit Cost	Total Cost Inc of Taxes	Remarks
1	Single Occupancy Room	1	per night/room			

Qty above is indicative and ANFA reserve the right for any deviation from quantity and duration of stay.

#### Minimum Requirement:

- Accommodation must be on full board Basis (AP plan) – Suitable meals three times a day in international buffet style of sufficient quantity.
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.
- Hotel should have its own gym and a swimming pool for the use of occupants.
- Laundry (3 pieces per day per person) must be provided by the hotel.
- A minimum of two (2) litres of water per person per day, and sufficient amount of ice and refreshments at the hotel for players.
- Ensuring privacy and security.
- Ensuring door locks, bathroom locks are functional.
- Ensuring no unauthorized person gets access to accommodation.

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**Note:**

- Above price should valid for the current FY 2081/82.
- Prices should be in Nepalese Rupees.
- Cost should be inclusive of all applicable taxes.
- Respective Hotels of Deluxe Standard, 3 stars, 4 star & 5 star categories should submit their prices in respective field as indicated above (as per hotel categories).
- Please Fill the Annex-I, as a part of this RFP.
- Payment Term: Within 30 days after the completion of individual Order and final bill submitted to ANFA to its satisfaction.

**3. Proposal Requirements and Evaluation Criteria**

➤ **Hotel Information**

- Name and address of the hotel (registration certificate)
- Star rating (with certification)
- Contact details of the person responsible for the proposal (Annex-I)
- Payment terms (if any deviation from ANFA's payment term)

➤ **Compliance and Certifications**

- Hotel must submit document certifying them the category of their hotel (Deluxe Standard, 3 stars, 4 star & 5 star category)
- Adherence to all regulatory standards ( Company Registration Certificate, Tax Clearance Certificate for FY 2079/80, VAT/PAN registration certificate)

➤ **Terms and Conditions**

- Hotel must be located in suitable place as determined by ANFA considering the accessibility to practice Stadium, Match Stadium and tournament location within Kathmandu Valley. ANFA has the right to evaluate the bid depending on the location of service provider.
- Having rooming details of players and officials available to hotel and accessible for ANFA during the stay at the hotel is a must.
- Minimum Requirement criteria must be ensured by the service provider at no additional cost to ANFA.
- The selected hotel will be required to enter into a formal agreement with ANFA
- For Evaluation purposes the bidder is required to fill out all the price details above in both packages for players and officials. It is also to be noted that the quantity mentioned above are indicative and deviation can be expected as per competition format, ANFA reserves the right for such deviations. In case of such deviations, Service providers must bill ANFA on actual basis.
- All costs associated with the preparation and submission of the proposal will be borne by the bidder.
- ANFA reserves the right to ask for the accommodation facilities to be changed or shifted to entirely another hotel, in the event that ANFA decides that the accommodation service being provided does not fulfill the requirements as mentioned in this RFP.
- All Nepal Football Association (ANFA) reserves the right to reject any or all proposals without assigning any reasons whatsoever.

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**4. Clarification**

All interested hotel service providers must ensure that their offer is complete and meets ANFA's requirements. Failure to comply may lead to the offer being rejected. Therefore please ensure that you have read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirement of this request for proposal, please contact us on the address provided on the first page of this RFP Document.

Thank you for your Proposal.

- a) We agree all the terms and conditions attached here with.
- b) Delivery of order as per individual order issued to concerned hotels

**Signature of Authorized Person (on behalf of the service provider):** \_\_\_\_\_

**Name of Authorized Person:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Name of Service Provider Hotel:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Emil ID:** \_\_\_\_\_

**Company Seal/Stamp** \_\_\_\_\_

(All Offers, inclusive of supporting documents, including of legal documents, must be submitted.)

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## Annex-I

<b>All Nepal Football Association (ANFA)</b>		
ANFA Complex, Satdobato		
S.N.	Details	Please provide Yes/No or relevant details
1	Name of Hotel	
2	Address of the Hotel	
3	Category of the Hotel (Star Category)	
4	Valid Email ID	
5	Please mention the total area of Hotel	
6	Total Numbers of Rooms in the Hotel	
7	Total Number of Double Occupancy Rooms	
8	Total Number of Single Occupancy Rooms	
9	Number of Meeting Halls	
10	Maximum Person Capacity of Meeting Halls	
11	Does the hotel have access to Wi-Fi for all Guests?	
12	Can the hotel provide vehicle facility in case of emergency to drop/pick up at nearest Hospital/Airport?	
13	Does the hotel have Power Backup system?	
14	What is the maximum seating capacity in the restaurant?	
15	Does the hotel have dedicated security guards at entry and exit points?	
16	Does the hotel have CCTV cameras at different critical areas for security purposes?	
17	Does the hotel have enough parking facilities? Mention the maximum number of vehicles, the parking space can accommodate.	
18	Does the Hotel have necessary evacuation route in case of an emergency?	
19	Name of Authorized Person/Persons	1-
		2-
		3-
20	Contact Number of Authorized Person/Persons	1-
		2-
		3-
21	Valid Email of Authorized Person/Persons	1-
		2-
		3-

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