

REQUEST FOR PROPOSAL (RFP)

As an implementing partner of the project titled “Grassroots Actions to End Child, Early, and Forced Marriage (CEFM)” supported by Save the Children Nepal and funded by USAID, and aimed at ending child marriage in Nepal, Yuwalaya, Lalitpur, the secretariat of Girls Not Brides (GNB) Nepal, kindly invites you to submit proposals for a consultancy assignment as outlined below:

PROPOSAL TITLE: WEBSITE DEVELOPMENT

Acceptance, acknowledgment, authorized signing, and submission of this RFP document is mandatory for this process. Please refer to the form attached hereto as Annex 1 when preparing your Proposal.

Both registered companies in GoN and individuals are eligible to apply for this assignment.

Interested consulting firms/companies/Individuals are welcome to enclose your additional details, if necessary. However, failure to complete the details as requested will result in invalidation.

Offers should be sent to:

pcc.yuwalaya@gmail.com

cc to ela.gnbnepal@gmail.com

Yuwalaya, Satdobato

Lalitpur

015902108

The RFPs reference number must be shown on the **email** containing the offer. The Offers must be received by the latest **July 28, 2025**. Offers received after the deadline will be invalidated.

IMPORTANT NOTICE:

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| <p>a. Your Proposal must be expressed in either Nepali or English, and valid for a minimum period of 1 year</p> <p>b. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the addresses above on or before the deadline. Proposals received by Yuwalaya, after the deadline indicated above, for whatever reason, shall not be considered for evaluation.</p> <p>c. Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of Yuwalaya, Lalitpur requirements.</p> <p>d. Any discrepancy between the unit price and the total price shall be re-computed by Yuwalaya, Lalitpur and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on Yuwalaya, Lalitpur's re-computation and correction of errors, its Proposal will be rejected.</p> <p>e. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Yuwalaya, Lalitpur after it has received the Proposal. At the time of Award of Contract or</p> | <p>Purchase Order, Yuwalaya, Lalitpur reserves the right to vary (increase or decrease) the quantity of services and/or goods, without any change in the unit price or other terms and conditions.</p> <p>f. Please be advised that Yuwalaya, Lalitpur is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.</p> <p>g. Proposers are encouraged to submit their proposals for either location clearly indicating the timeline and methodology, however, proposals received for single location shall as well be considered valid. Yuwalaya, Lalitpur reserves the right to assign location to the proposers based on its sole discretion.</p> <p>h. Yuwalaya, Lalitpur encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to Yuwalaya, Lalitpur if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.</p> |
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- i. Yuwalaya, Lalitpur implements a zero tolerance on fraud and other prescribed practices, and is committed to preventing, identifying and addressing all such acts and practices against Yuwalaya, Lalitpur, as well as third parties involved in Yuwalaya, Lalitpur activities. Yuwalaya, Lalitpur expects its Service Providers to adhere to the Yuwalaya, Lalitpur child protection/GESI policy.

Thank you and we look forward to receiving your Proposal.

Send by

Accept by (Service Provider)

PC committee

Signature: _____

Name & address:

Stamp

Date:

Date

Annex 1

Description of Requirements

Work Unit	Program
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Design and development of a responsive website 2. Core sections: Home, About Us, Project Focus (CEFM), News/Events, Publications, Gallery, Contact Us 3. CMS setup (preferably WordPress) 4. Social media and email integration 5. SEO optimization and analytics setup 6. User training and handover 7. 3-month post-launch technical support
Frequency of Reporting	<i>After getting feedback.</i>
Location of work	Lalitpur
Expected duration of Assignment	22 days
Assignment start date	1 August 2025
Assignment completion date	22 August 2025
Currency of Proposal	Local Currency
Value Added Tax on Price Proposal	<p>must be inclusive of VAT and other applicable taxes like TDS – 15%</p> <p>must be exclusive of VAT and other applicable taxes</p>
Validity Period of Proposals (<i>Counting from the last day of submission of quotes</i>)	<p><input type="checkbox"/> 60 days</p> <p><input type="checkbox"/> 120 day</p> <p><input type="checkbox"/> 1 Year</p> <p>In exceptional circumstances, Yuwalaya, Lalitpur may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Person(s) to review/inspect/	

approve outputs/completed services and authorize the disbursement of payment	<i>Admin cum finance Section and program team of Yuwalaya, Lalitpur</i>
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract for Services <input type="checkbox"/> Contract for Works <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Instruction to submit proposals	<p>Email must be sent with technical proposal and financial proposal. This shall be submitted by 28 July 2025 by 5:00 pm. in the below address.</p> <p>yuwalaya.youth@gmail.com or pc.vvw.yuwalaya@gmail.com</p> <p style="text-align: center;">Yuwalaya, Satdobato Lalitpur 015902108</p>
Contents of Technical Proposal	<p>A. For Individuals Applicants only The technical proposal should contain the following (Essential Documents):</p> <ul style="list-style-type: none"> ❖ Updated resume including proof of relevant experiences ❖ Filled Consultant Registration Form Annex 2 (Essential, If not submitted earlier) ❖ PAN Card
	<p>B. For Consulting Firms Applicants The technical proposal should contain the following (Documents):</p> <ul style="list-style-type: none"> ❖ Organizational Profile not exceeding 3-pages including only relevant experiences of the proposed consultant ❖ Filled Consultant Reg. Form Annex 2 (Essential, If not submitted earlier) ❖ MoU/Proof of legal relationship between the consulting firm and proposed consultant. ❖ Legal documents (Essential, if not submitted earlier) <ul style="list-style-type: none"> ○ Firm/Company registration certificate ○ Tax clearance certificate ○ VAT/Pan Registration Certificate ○ Consultant Registration Form (Annex – 2)
Contents of Financial Proposal	<p>Bidders are expected to submit a detailed cost breakdown of the financial proposal to complete the entire assignment based on the terms of reference. The cost should be broken down to show the detail for the following:</p> <ol style="list-style-type: none"> 1. Consultancy fees (Fixed cost contract) 2. The bidder should claim for payment with an invoice/reports as required for the release of amount. 3. Submission of Financial Proposals should be sent on mentioned address within the deadline.

	<p>4. Rates should include applicable taxes/vat as per GoN existing rules.</p> <p>5. Financial Proposal should be signed & acknowledged by the proposer and can be submitted.</p> <p>Terms & Conditions applies to above:</p> <p>1. All costs of post-production including preparation, facilitation, reporting be borne by the selected consultant</p> <p>2. TDS will be deducted in the invoice of VAT registered firms and individual as per rules and regulation of GoN.</p>
Error in Proposals	Bidders are expected to examine carefully all Annexes and all instructions pertaining to the RFP. Failure to do so will be at bidder's own risk. In case of errors in the extension price, unit price shall govern.
Annexes to this RFP	<p>A. Consultant Registration Form (Annex 2) – mandatory for all applicants, Detailed TOR (Annex 3)</p> <p>B. Financial Proposal (Annex 4)</p>
Contact address for Inquiries	<p>Yuwalaya, Satdobato Lalitpur 015902108 Or pcc.yuwalaya@gmail.com or ela.gbnepal@gmail.com</p>

Annex 2

Consultant Registration Form –(Please click below the word file for Supplier registration)

(The Consultant Registration Form-Consultant should be mandatorily submitted)



YUWALAYA-Supplier
s Registration Form-

Annex 3

Terms of References



TOR-Webside
Development.docx

Annex 4

Financial Proposal (please click the Below sheet for Financial Proposal)



Financial Proposal
for Website Develop

(This document should be mandatorily signed and submitted in the given address)