﻿**﻿Request for Annual Vendor Enrollment for Roster (Re-Announcement)**

**APEIRON** is a women-led NGO working for a gender equal society through four main areas of interventions: Gender Based Violence Prevention and Response, Awareness and Education, Income Generation and Institutional Collaboration. It started out as an international NGO with the headquarters in Italy on 2004 and evolved into a national NGO in 2013.

APEIRON fights against prejudice, violence, and inequalities so that women develop skills necessary to support themselves and their families. APEIRON helps women confront uphill battles, gender-based violence, restricted access to and control over resources, low literacy, struggles to obtain citizenship documents, and other social and economic challenges.

APEIRON herby invites qualified firms/suppliers/company to submit their financial proposal to supply/provide services related to the specific's vendor/company for FY 2024

**Categories mentioned below for enlistment**

1. Travel & Ticketing (International & Domestic ticketing Service)
2. Services such as legal services, psychosocial counseling, clinical psychiatry, and general physician services.
3. Hotel Services (meeting/workshop/seminar hall including food and accommodation)
4. ICT Supplies- Laptop, smart phones, printer, LCD projector, UPS, photocopy machine, toner/cartridge and other IT equipment.
5. ICT Services such as Network Infrastructure, Cloud computing, Data Centers, IT Support, Telecommunications, Data Management, Web Development and Design, IT Consultancy, Email/Web Hosting & IT Support
6. Advertisement agencies (online and print media)
7. Furniture and Furnishings
8. Printing and Publication (ID Card, Visiting Card, Notebook, report booklet etc.)
9. Repair and Maintenances Services- Air conditioners, electricity, UPS, sewing machines, plumbing, sewage, carpentry, Vehicle/Motorbike and Scooter repair, maintenance with parts.
10. Stationery Supplier
11. Office Utilities Supplies and Cleaning Items
12. Internet Services
13. Transportation of goods, Courier Services, Vehicle Rental for Services-districts wise inside Kathmandu Valley and outside Kathmandu valley.
14. Consultancy services for surveys, documentation, social audits, etc. related to both development and humanitarian projects.
15. Insurance services (medical, accidental, non-life, assets, vehicle,)
16. Fabrics and school uniforms
17. Grocery items
18. Fruits and vegetables
19. Meats/ eggs
20. Sewing Machines and its materials
21. School and office bags

**Required Documents**

* Application Letter details with the Goods/Services that you are interested for
* Copy of Company registration
* Copy of PAN/VAT registration
* Copy of Latest TAX clearance certificate
* Company profile
* Legal Quotation with services/product rate

To participate in future procurement processes, eligible vendors who provide complete information may be invited. Therefore, all interested vendors are requested to respond to this EOI by submitting the required documents via email to [**info@apeironnepal.org**](http://apeironnepal.org/) or by physically submitting them to the APEIRON Office in Baluwatar, Kathmandu, from Monday to Friday between 9 AM and 5 PM. Please ensure submission **within one week** from the date of publication.

**Note:**APEIRON reserves the right to accept or reject any applications in whole or in part and alter the provisions of this EOI as deemed necessary without assigning reasons whatsoever.