**﻿Expression of Interest for Vendor Listing**

**Legal Aid Consultancy Center (LACC)** is a women-led non-governmental organization is implementing various projects. It invites Expression of Interest (EoI) from the qualified vendors/suppliers for the goods and services listed below. The vendors/service providers interested to be listed in the vendor roster for FY 2024-26 (1 July 2024 to Mid July 2026) are requested to submit their Expression of Interest.

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| --- | --- | --- |
| **Vendor listing number** | **Suppliers Category** | **Product’s Specification** |
| 01 | Vehicle Rental Service | Provide vehicle rental service in Madhesh & Lumbini provinces |
| 02 | Insurance | Provide medical/accidental insurance to LACC & its project staff/dependent and insure its property/equipment |
| 03 | Office Equipment & IT Hardware | LCD projector, Interactive digital board, UPS, photocopy machine, other IT equipment |
| 04 | Stationery | Office stationery supplies |
| 05 | Furniture and furnishing fixtures | Supply of various furniture items including flooring and painting. |
| 06 | Maintenance Services | Air conditioners, electricity, solar system and battery, online UPS, plumbing, sewage, carpentry, and generator |
| 07 | Printing, designing | Printing, publishing and designing works |
| 08 | Advertisement | Advertising services |
| 09 | Office promotional items | Supply of promotional items such as bag, jacket, T-shirt, mug, souvenir, and other items. |
| 10 | Videography & Photography services | Preparation of research, documentation, reporting and case studies |
| 11 | Domestic & International Ticketing services | Travel and ticketing services |
| 12 | Construction Materials prefabricated temporary office room, tiles and emergency toilet | Construction materials |

Interested vendors are requested to submit their company’s profile and latest renewed legal documents by **9th October 2024.**

**Submission Procedures:**

**Hard Copy Submission:**The hard copy documents should be enclosed in a sealed envelope with the subject line, EOI FY2024-26, vendor listing number and category you are interested in from the above list.

To,

Procurement Unit,

Legal Aid and Consultancy Center (LACC)

Manbhawan, Lalitpur

Telephone No-01-5443111

**OR**

**Soft Copy Submission:**Submit scanned copy of documents online **(email to:**[**cfp.laccnepal2024@gmail.com**](http://gmail.com/)**)**with Subject line,**EOI FY2024-26** vendor listing number and category you are interested in from the above list.

LACC Nepal reserves the right to reject any submission and make the final selection decision.