**Technical proposal Template**

1. **Organizational Details**

|  |  |
| --- | --- |
| **Name of Organization** |  |
| **Address of Organization** |  |
| **Name of contact person with contact no & Email** |  |
| **VAT Reg. No.** |  |
| **Firm Registration No.** |  |
| **Other branch/service Centre location outside Kathmandu** |  |
| **Number of years in this market (experience)** |  |
| **List of at least 3 existing clients ( company names) with reference Persons)** |  |
| **Other supporting documents (if any)** |  |

1. **Product and Services**

|  |  |
| --- | --- |
| **Proposed Products (Brand / Model)** |  |
| **Technical Specifications according to the RFP (Yes / No)** |  |
| **Delivery Time** |  |
| **Warranty Period**  |  |
| **Post Delivery Services**  |  |
| **Other Details (If any)** |  |

**Financial Proposal Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company name** | **Name of the item** | **Brand/****Model** | **Offer ( Cost in NPR)**  | **Delivery Time** | **Warranty Period** | **Yearly maintenance cost after warranty period** |
| **Product Cost** **(Per Pcs)** | **Qty** | **Amount** | **VAT % (Amount)** | **TOTAL Amount** |
|  | Dell Latitude – E5270 |  |  | 12 |  |  | NPR |  | 4 Years |  |
| Dell Latitude – E5470 |  |  | 12 |  |  |  |  | 4 Years |  |
| Dell – Docking Stations |  |   | 12 |   |   | NPR |   | 1 Year |   |
| Dell – Wide Screen LED Monitor 18.5” |  |   | 12 |   |   | NPR |   | 1 Year |   |
| Dell Keyboard |  |   | 12 |   |   | NPR |   | 1 Year |   |
| Dell Mouse |  |   | 12 |   |   | NPR |   | 1 Year |   |