Annex I

Date: .....

To
CLEAN UP NEPAL

Subject: Letter of Interest for Vendor Listing

Dear Sir/Madam,

I am writing to formally express our interest in being considered for inclusion in your Vendor List for the provision of _____ (write specific goods/services from the list of EOI call notice). We understand the importance of reliable, compliant, and high-quality suppliers, and we believe that I / Our company am / is well-positioned to meet your procurement requirements.

We are fully committed to maintaining high ethical standards, ensuring transparency in our business operations, and meeting all standards required by organizations of your Caliber.

We would be pleased to submit any additional documentation needed for your evaluation process. At present we are submitting following requested documents:

- Company profile
- Company Registration
- VAT Certificate
- Tax clearance certificate for year 2081/2082
- Experience letter to proof the Supply and Service for minimum three years.
- Self Declaration letter for conflict of intrest and non-black listed in any government, private and non-private organization.

We highly appreciate the opportunity to be considered for your vendor database and look forward to the possibility of establishing a long-term working relationship with CLEAN UP NEPAL.

Thank you for your time and consideration.

Sincerely,

Name:
Job Title:
Company Name:
Phone Number:
Email Address:

Signature:

Stamp of Company: