



**Damak Municipality**  
**Office of the Municipal Executive**  
**Damak, Jhapa**  
**Koshi Province, Nepal**



Letter of Invitation  
Invitation Date: 13<sup>th</sup> Feb 2024

RFP No: DMO/JHAPA/HOSPITAL/EMR/2080-81

Project: Electronic Medical Record and Hospital Management Information System for Damak Hospital

1. Damak Municipality has allocated fund toward the cost of the project: “Electronic Medical Record and Hospital Management Information System for Damak Hospital” and intends to apply a portion of this to eligible payments under this Contract for which this Request for Proposals is issued. (In accordance with Public Procurement Rules Rule 72)
2. The Client now invites proposals to provide the following consulting services (hereinafter called “Services”): More details on the Services are provided in the Terms of Reference (Section 7).
3. This Request for Proposals (RFP) has been addressed to the shortlisted Consultants: [The non shortlisted consultants may also apply after being listed in Standing list of Damak Municipality before the deadline ] If a Consultant is a Joint Venture (JV), the full name of the JV, as in the Expression of Interest, shall be used. In addition, list all members, starting with the name of the lead member. To ensure eligibility, specify country of incorporation for each of the Shortlisted Consultants, JV partners and Sub-consultants]
4. It is not permissible to transfer this invitation to any other firm, such as Consultant’s parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client’s prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
5. A firm will be selected under Quality and Cost Based Method (QCBS) and procedures described in this RFP.
6. Complete set of RFP is available from [damakmun.gov.np](http://damakmun.gov.np).
7. The last date for the Submission is: 23<sup>rd</sup> Feb 2024 12PM
8. The bid shall be opened on: 23<sup>rd</sup> Feb 2024 2PM

Chief Administrative Officer