



**Operations Department
Nepal Airlines Corporation
REQUEST FOR PROPOSAL (RFP)
NAC CREW LAYOVER, OSHAKA
JANUARY 31, 2019**

Section 1: NOTICE

NOTICE IS HEREBY GIVEN that sealed proposals are invited by Nepal Airlines Corporation, flag carrier airline of Nepal, from Star rated (4 or 5) hotel for flight crew layover services in OSHAKA, JAPAN having below mentioned equipments/facilities.

Section 2: GENERAL TERMS & CONDITIONS

a. Approximate Rooms Nights Requirements: per day (Seven rooms)

- four single rooms
- Three twins sharing rooms

b. Duration of Agreement (2 years)

- i. Starting Date February 27, 2019
- ii. Ending Date February 26, 2021
- iii. The contract period could be extended for a further period of one year on the same rates, terms and conditions if mutually agreed.

c. Check-in/ Check-out Timings

A Check-in/Check-out Window is required that allows Count of Room Night actually starts at the time NAC crew Checks-in. As per the schedule the time of arrival and departure is 0950 & 1120 LT in summer and 1100 & 1300 LT in winter respectively. However, this time of arrival and departure is subject to change as per flight schedule.

Tentative Check-in Time: approx. 10:50 LT in summer & 12:00 LT in winter.

Tentative Check-out Time: approx. 10:20 LT in summer & 12:00 LT in winter

d. Required Complimentary Services (To Be Included in Room Rent)

- i. Buffet Breakfast OR Any One Buffet Meal Per person per Night
- ii. Laundry/Dry Facility: Three pieces of Dress per person per rotation of flight stay.
- iii. Internet/Wi-Fi facility IN ROOM
- iv. Crew Transportation: Transportation from Hotel/Airport/Hotel for the crew. The Transportation for cockpit crew and cabin crew MAY be separate.

e. Preferred Hotel Equipment

(Conformance ensures higher score in hotel selection)

- i. Smoke Detectors

- ii. Sprinklers
- iii. Fire Resistant Upholstery
- iv. Temperature/Humidity Control (Individual Rooms)
- v. Blackout Devices on windows
- vi. Large Bedrooms
- vii. Allocation on higher floors away from in-house clubs, etc with lowest noise level
- viii. Fridge
- ix. Coffee/Tea Maker

f. Other Preferred Facilities

(Conformance ensures higher score in hotel selection)

- i. Crew should have an exclusive facility for expeditious Check-in/Check-out.
- ii. Crew Lounge with TV and Microwave Oven
- iii. Upgraded of room for cockpit crew with no Extra Charge.
- iv. Complimentary Mineral Water (Two Large bottles a day)
- v. Discounts on all food and beverages
- vi. Discount on all Laundry and Dry Cleaning (other than Complimentary Laundry)
- vii. Free entrance to health club, swimming pool, Sauna/Steam Room (Fitness room)
- viii. To make available the services of Doctor at all material time. The hotel shall invoice NAC for medical charges so incurred.
- ix. Tea & Coffee service to be made available in the room with no Service Charges
- x. Complimentary Coupons to the crew for any additional service/facility.

g. Exit Clause

- i. The agreement can be terminated with 30 days written notice by either party without assigning any reason.
- ii. Unless both the parties have mutually agreed for an extension, the contract stands automatically terminated on its expiry date and no notice of termination will be required.

h. Amendment to the Agreement

The terms of Agreement can only be varied with the written consent of both parties.

i. Cash Float

If required, hotel will distribute allowances to the Crew Members in cash in Local Currency/USD, as mutually agreed, which will be reimbursed by NAC.

j. Terms of Payment

Bills will be made monthly on actual occupancy basis by the Crew. Invoices would be submitted to Nepal Airlines Station Manager at OSHAKA, and will be settled within 30 days from the date of receipt of the bills. The separate bills to be raised for room charges and disbursement of allowances, if any.

k. Force Majeure

Nepal Airlines will be exempt from obligations if prompt notification is given in the event of suspension of flights/operations to the station, change in Crew layover pattern, circumstances or causes beyond control of Nepal Airlines.

Section 3: Submission of Offers

Each Proposal must be contained in a sealed envelope and should be labeled "Crew Layover Service". Proposals must be received by Nepal Airlines Corporation during office time on 10 February, 2019. The proposal will be opened on next day at 1200 hrs Local Time in front of all participating hotels' representatives who wish to attend the Opening. The successful proposer will be notified within a week after opening up of sealed proposals and they shall be required to comply with all local laws and regulations. The sealed proposal must be mailed in the following address:

Nepal Airlines Corporation

Post Box 401
Operations Director
Operations Department
Kantipath, Kathmandu
NEPAL
Tel.: +977-1-4222268,
Fax: 977-1-4225348

Notes:

- Nepal Airlines reserves the right to reject any tender in part or full after assigning a reason, however, NAC will not be required to justify the grounds of rejection.
- Interested hotels that can provide these services should submit the proposal directly with NAC. NO SUBAGENTS will be entertained
- NO proposal will be entertained after expiry of aforesaid date & time. NAC will not be responsible for postal delays or any other reason.
- For any further query/clarification, following offices may be contacted.

Director Operations
Nepal Airlines Corporation Head Office
Kantipath, Kathmandu, Nepal
Tel: 977 – 1 – 4222268
Fax:
Email: od@nac.com.np
Time zone GMT +5:45

Officer
Operations Department
Nepal Airlines Corporation
Tel: 977 – 1 – 4222268
E-mail: admin_operations@nac.com.np
Time zone GMT +5:45
