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Bhutan Trust Fund
for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

☎ 00975-2-339863

🌐 www.bhutantrustfund.bt

STANDARD BIDDING DOCUMENT

Procurement of Goods



Bhutan Trust Fund for Environmental Conservation

November 2019



ཕྱི འབྲུག་རང་བཞིན་གནས་སྡངས་ཉམས་སྲུང་གོ་གཏང་མ་དུལ།

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Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Bhutan trust Fund for Environmental Conservation (BT FEC) to be used for Procurement of Equipment.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or enquiry on this Bidding Document or to obtain further information on procurement can contract:

Bhutan Trust Fund for Environmental Conservation (BT FEC)

www.bhutantrustfund.bt

Tel: 02-339861/02-339862,

Fax: 02-339863



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Request for Quotation for supply of Goods.

Package I - CISCO Switch: 24-port L2 Manages-switch.-1 No.:

Package II – Liebert ITA 2 10 kVA (GXT MT+ ITA 10Kva)-1 No.



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Invitation for Quotation (IFQ)

Date: 12th November 2019

Terms & Conditions:

1. You are invited to submit your priced bid for the following items:

- i. **CISCO Switch: 24-port L2 Manages-switch.-1 No.**
- ii. **UPS-Liebert ITA 2 10 kVA (GXT MT+ ITA 10Kva)-1 No.**

[Information on technical specifications and required quantities are attached]

2. The bidder(s) may quote for any or all items under this invitation. Each item shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price for each item.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required and addressed to and delivered at the following address [**Director, Bhutan Trust Fund for Environmental Conservation**].
4. The deadline for receipt of quotation(s) by the purchaser at the indicated address is **25th November 2019 before 12.00 Noon** and will be opened on the same day at **02:30 PM**.
5. The bid shall be accompanied by **5% of the bid amount** as a bid security in the form of cash warrant, demand draft or unconditional Bank Guarantee valid at least for **1 month**, from the date of submission to the **Director, BT FEC**. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by any other electronic means **will not** be accepted.
7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of the Work is an integral part of the Contract.

- a) **PRICE:** all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is **Bhutan Trust Fund for Environmental Conservation, Near Nazhoen Pelri Complex, Thimphu;**
- b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications which will be evaluated by comparison of their quoted prices. In evaluating the



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quotations, the purchaser will determine for each quotation and evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;

- (i) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line items total as quoted shall govern, and the unit rate shall be corrected.
 - (iii) If the supplier refuses to accept the correction, the quotation will be rejected and the bid security shall be forfeited.
- c) **AWARD OF PURCHASE ORDER:** the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a purchase order as per attached form and terms and conditions of supply.
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for period of **30 days (1 month)** from the deadline for receipt of quotation(s).

8. Further information can be obtained from **BT FEC at 339861/339863** during office hours.
9. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
10. The purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever to maintain the quality of the goods and the services provided.
11. The bidder whose bid is accepted will be notified of the award of Purchase order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order (sample form attached).
12. **Normal commercial warranty/guarantee shall be applicable to the supplied goods.**
13. Hundred percent (100%) of the Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.



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14. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after Twelve (12) months whichever is later after adjustment of dues if any.

Schedule of Items and Priced Quotation (bid form)

Sl. No.	Item	Description & Details Specification	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	CISCO Switch	Specifications attached	No.	1		
2	UPS– Liebert ITA 2 10 kVA (GXT MT+ ITA 10Kva)	Specifications attached	No.	1		
		Total Amount for Supply of Goods to Purchaser (Including all types of cost) Goods to be supplied to BT FEC Office				

Total Amount in Nu. (in words)	
Delivery period	30 Days
Warranty Provided	1 year from date of supply or commissioning of the Goods.

Signature of Supplier:	Supplier's Official Stamp
Name of Supplier:	
Date:	



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9. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

10. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the security deposit.



ཕྱི་ལྷོ་ལྷོ་རྒྱལ་གྱི་འཕེལ་རྒྱས་ལེན་པའི་ལྷན་ཚོགས་ལྷན་ཁག་གི་ལྷན་པོ།

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[Purchaser to use normal Letter Head format]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

Purchase Order No:	Purchase Order Date:
From: [name and address of Purchaser]	[Contact person, Telephone Number & Fax Number e-mail address]

To: [name and address of the Supplier]	[Contact person, Telephone Number Fax Number e-mail address supplier reference]
Delivery date:	
Delivery terms:	Order Value (Nu.):

The [insert name of procuring agency] has accepted your Quotation dated [insert date] for the supply of Goods as listed below and request you to supply the goods within the delivery date stated above, in the quantities and units and on these Terms and Conditions. For convenience, a copy of your signed quotation is attached.

ORDER ITEMS					
Item No	Description	Supplier Ref	Unit Price	Qty	Total Price

In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.

For the Purchaser: Signature	For the Supplier: Signature
Print Name	Print name
Designation	Designation
Date	Date

