

STANDARD BIDDING DOCUMENT

Procurement of Goods

(For value up to Nu. 0.25 million)



**Royal Government of Bhutan
Ministry of Finance**

March 2011

Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

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 questions on this Bidding Document or to obtain additional information on procurement can contact:

Public Procurement Policy Division
Ministry of Finance
Royal Government of Bhutan
pppd@mof.gov.bt
Telephone no. 00975 2 336962, fax no. 336961

Request for Quotation for Supply of Goods

***Bidding Document for
Annual Catering***

2016-2017



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ROYAL GOVERNMENT OF BHUTAN
ANTI-CORRUPTION COMMISSION
'NATION'S CONSCIENCE'
LEAD BY EXAMPLE"
"If you care, you will dare"



June 8, 2016

Invitation for Quotation (IFQ)

Project title: **Supply of Annual Catering**

Source of Funding: RGoB

Contract Ref: ACC/SECT-ADM/25/2016/741

To:

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;

Annual Catering

[Information on technical specifications and required quantities are attached]

2. The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

The price quotation in the form attached may be submitted by facsimile or electronically at the following address: *[Not permitted]*¹.

Your quotation in the required format should be addressed and submitted to:

***Head, Secretariat Services
Anti-Corruption Commission
Post Box No-1113, Thimphu Bhutan
Telephone: 00975-02-334863/64/66/67/68/69
Fax: 00975-02-334865
Email: rinzin_ak@acc.org.bt***

¹ This option is generally not encouraged which should be used only in urgent situation and before initiating any procurement of this sort, the agency initiating this method should seek approval from the concerned higher authority.



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1. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on **[July 9, 2016 at 11:30AM]** and the bids will be opened on the same day in **ACC Conference Hall**.
- 2.
3. The bid shall be accompanied by a bid security of **Nu.20,000.00** [*Ngultrum Twenty Thousand*] only in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for **30 days** beyond the validity of the bid **[PRR, 5.1.9.4]**. ***Any bid not accompanied by bid security shall be treated as non-responsive.***
4. Quotation by fax or by electronic means (**are not**) acceptable.
5. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply 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 ***Secretariat Services, ACC***.
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the 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 item total as quoted shall govern, and the unit rate shall be corrected.



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(iii) If the supplier refuses to accept the correction, this 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 contract as per attached form of contract and terms and conditions of supply.
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **1 year** from the deadline for receipt of quotation(s).
6. Further information can be obtained from: *[Tshewang Penjor, Administrative Officer, ACC]*
 7. The *Anti-Corruption Commission* has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
 8. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
 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.
 11. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 12. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 13. Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.
 14. Ninety percent (90%) of the Contract 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. The ten (10) percent performance security shall be retained as security deposit



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and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues if any.

Schedule of Items and Priced Quotation (bid form)
[Bid for annual catering]

Sl	Items (Description & Details)	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
	<u>Standard menu</u>			
	1. Two rice items (Red and White Rice)	Per Plate		
	2. Two meat items (Boneless)	Per Plate		
	3. Khuli/Jangbali/Puta	Per Pcs		
	4. Roti/plain parata	Per Pcs		
	5. Mixed vegetable	Per bowl		
	6. Shamu/ema datshi	Per bowl		
	7. Dhal/jaju	Per bowl		
	8. <u>Dhai/Yogurt</u>	Per glass		
	9. Salad	Per person		
	10. Fresh fruits	Per Person		
	<u>Working lunch/Dinner</u>			
	1. Two rice item (Red and White Rice)	Per plate		
	2. One meat item (Boneless)	Per bowl		
	3. Roti/plain parata	Per pcs		
	4. Plain/butter nun	Per pcs		
	5. Mixed vegetable	Per bowl		
	6. Shamu/emadatshi	Per bowl		



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7. <u>Dhai/ Yogurt</u>	Per glass		
8. Salad	Per person		
9. Fresh fruits	Per person		
<u>Ordinary lunch/dinner</u>			
1. One rice item	Per Plate		
2. One meat item (Boneless)	Per plate		
3. One vegetable curry	Per Plate		
4. Dhal/Jaju	Per glass		
5. Salad	Per Person		
<u>Standard tea and snacks</u>			
1. Cheese momo (5 pcs per plate)	Per plate		
2. Vegetable Spring roll (2pcs)	“		
3. Cheese stick/biscuits/cake (5pcs)	“		
4. Tea/coffee/chingta/black tea/coffee	Per cup		
<u>Working tea and snacks</u>			
1. Assorted biscuits (3 pcs)	Per plate		
2. Tea/coffee/chingta/black tea/coffee	Per cup		
3. Mineral water, 1ltr	Per bottle		
4. Mineral water, 500	Per bottle		
5. Mineral water, 1ltr	Per case		
6. Mineral water, 500 ml	Per case		
Total Amount for Supply of Goods to Purchaser (including all types of cost)			
Goods to be supplied to [<i>Secretariat Services, ACC, Thimphu</i>]			

FIGHTING CORRUPTION IS A COLLECTIVE RESPONSIBILITY

THIMPHU, BHUTAN. Post Box No. 1113, Tel: +975-2-334863/64/66/67/68/69 Fax No. 334865, Website: www.acc.org.bt



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Total Amount in Nu. (in words)	<i>[Insert the Total Amount for Supply of Goods including all related costs].</i>
Delivery period	<i>Number of days from the date of issue of the Purchase Order by the Purchaser</i>
Warranty Provided	<i>Months from date of supply or commissioning of the Goods.</i>

Signature of Supplier	Supplier’s Official Stamp
Name of Supplier	
Date	

[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]

Technical Specification of the Goods Required

Sl	Item	Specification
1		
2		
3		
4		
5		
6		
7		
8		



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SI	Item	Specification
9		
10		
11		

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

Documents required to be submitted as part of the Quotation

The original and copy (ies) of quotation submitted by the supplier shall comprise the following:

- A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- A valid Trade License²;
- A valid Tax Clearance Certificate;
- The required bid security
- Technical Specification of the Goods to be supplied; and
- Any other requirements specified in this document

Terms and Conditions for the Supply of Goods and Payment.

² The non-submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit.



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The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.
2. The supply of the goods shall be completed within [*Case by case basis*] days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
5. Any goods found defective during the warranty period shall be replaced / repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
7. The Purchaser may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
 - a. If the Supplier fails to perform any other Terms and Conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.
 - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
8. 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.



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9. 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.

[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:	Order Value (Nu.):
Delivery terms:	

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



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