

STANDARD BIDDING DOCUMENTS

Procurement of Goods

(up to Nu. 0.500 Million)



Royal Government of Bhutan
Ministry of Finance

2019

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PREFACE

This Standard Bidding Document for the Procurement of Goods has been prepared by the Ministry of Finance to be used for the Procurement of Goods through National and International 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 2019. This document will come into effect from 1st July 2019.

For any comments or clarifications on this Standard Bidding Document contact:

National Center for Hydrology and Meteorology
Ministry of Finance
Royal Government of Bhutan

Request for Quotation for Supply of Goods

Procurement of Extension kits

Project title: Bhutan for Life (BFL)

Source of Funding: BFL Project

Contract Ref: NCHM/PRO-01/2021-
22/0163

To: Eligible bidders

Dear Sir/ Madam,

1. You are invited to submit your priced bid for the supply of the following items:
 - i) Trekking Shoe
 - ii) Extreme Weather Jacket
 - iii) Sleeping Mat
 - iv) Trekking bag

[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 the contract awarded to the firm offering the lowest evaluated total cost of all the items.
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 by PRR 2019 clause 5.1.7.2 and addressed to and delivered at the following address.

¹ The procuring agency shall specify the evaluation criteria and should use appropriately. It should be clarified that whether the evaluation will be done item wise or as whole packag

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

Procurement Officer
National Center for Hydrology and Meteorology (NCHM), Thimphu
Telephone no.: 02-322794
Email: tashidendup@nchm.gov.bt

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is 15 March 2022, at 10:30 AM.
5. Bids must be accompanied by a bid securing declaration using the form 1.
 - i. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitably extended.
 - ii. Any bid not accompanied by a Bid-Securing Declaration shall be considered invalid
 - iii. The Bid-Securing Declaration shall be executed:
 - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
 - b) If the Bidder does not accept the correction of the Bid price as Clause per 7 (b) (iii);
 - c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required Performance Security.

²This 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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- iv. In case the Bid Securing Declaration is executed, the bidder shall deposit the bid security of Nu. 8000/- within 14 days from date of notification by Employer.
- v. In case the bidder fails to comply 5 (iv), bidder shall be excluded from being eligible for Bidding or submitting Bid in any tender with the Employer for a period of two years.
6. Quotation by fax or by electronic means **are not** acceptable.
7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply are 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 **National Center for Hydrology and Meteorology, Thimphu**.
- 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 priced 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 a 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.
 - 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-2 of the contract and terms and conditions of supply.

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- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 60 days from the deadline for receipt of quotation(s).
8. Further information can be obtained from: **Procurement Office, NCHM.**
 9. **NCHM** 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.
 10. Depending on the final requirement, the purchaser may increase or decrease.
 11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 12. 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.
 13. 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 **form- 5.**
 14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 15. 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 **form- 4** for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.
 16. 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 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)
[Describe below the items, unit and quantity of the goods required].

Sl	Item	Description & Details(<i>minimum specifications of goods to be supplied</i>)	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	Trekking Shoe	Bidders are required to visit NCHM for sample verification prior to submitting bid.	No.	10		
2	Extreme Weather Jacket	Bidders are required to visit NCHM for sample verification prior to submitting bid.	No.	10		
3	Sleeping mat	Bidders are required to visit NCHM for sample verification prior to submitting bid.	No.	10		
4	Trekking bag	Bidders are required to visit NCHM for sample verification prior to submitting bid.	No.	10		
		Sub-Total for Supply of Goods				
		Total Amount for Supply of Goods to Purchaser (including all types of cost)				
		Goods to be supplied to NCHM				

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

SI	Item	Specification
1	Trekking Shoe	Bidders are required to visit NCHM for sample verification prior to submitting a bid.
2	Extreme weather jacket	Bidders are required to visit NCHM for sample verification prior to submitting a bid.
3	Sleeping mat	Bidders are required to visit NCHM for sample verification prior to submitting a bid.
4	Trekking bag	Bidders are required to visit NCHM for sample verification prior to submitting a bid.

The Supplier is required to mention the 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) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License³;
- (c) A valid Tax Clearance Certificate;
- (d) Bid- securing declaration
- (e) Technical Specification of the Goods to be supplied; and
- (f) Any other requirements specified in this document

Terms and Conditions for the Supply of Goods and Payment.

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 30 days from the date of issue of the Purchase Order.
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 0.05% 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.

³The non submission of historical (b & c) documents should not become rejection criteria and bidder should be allowed to submit again.

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- 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.
 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 realize the difference amount between the quoted price & market price from the security deposit.

Bid-Securing Declaration

Date: _____

IFB No.: _____

To: _____

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Bidding Data Sheet within 14 days of your instruction and failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for the period of two years if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders; or
- (c) Having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to furnish the performance security or (ii) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty(30) days after the expiration of our Bid.

Signed: _____

In the capacity of _____

Name: _____

Duly authorized to sign the Bid for and on behalf of: _____

Dated on _____ day of _____ Corporate Seal (where appropriate)

Affix Legal Stamp