



ལྷོ། རྒྱལ་ཡོངས་ཚུད་ཕྱད་དང་གནམ་གཤིས་རིག་པའི་སྡེ་བ།

NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN

"Centre of Excellence in Hydrology, Meteorology and Cryosphere Science and Services"



NCHM/

Date:

To,
The Procurement Section

REQUISITION FORM

Subject: _____

Kindly initiate the procurement process for the following requirement. Requisitioning Division/Section: _____

Procurement Detail:

- Procurement Category: ☐ Goods ☐ Works ☐ Services
- Title of Procurement: _____
- Estimated Cost (Nu.): _____
- Funding Source/Budget Head/budget code: _____
- Proposed Procurement Method: _____
- Required Delivery/Completion Period: _____
- Evaluation Committee Member(s):

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |

Documents Attached (✓) :

- ☐ Technical Specifications
- ☐ Terms of Reference (ToR)
- ☐ Cost Estimate
- ☐ Drawings/Designs
- ☐ Bill of Quantities (BoQ)
- ☐ Other: _____

Signature

Name:

Designation:

(Head of Division)

Name:

Designation: