
STANDARD BIDDING DOCUMENT
PROCUREMENT OF GOODS



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 foot notes 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
ppd@mof.gov.bt

Telephone No.009752336962,Fax No.336961

Request for Quotation for Supply of Goods

Supply of Central school goods;

1. School Uniform

- a. Gho,
- b. Kira,
- c. Tego (Girls)
- d. Woonju (Girls),
- e. Tego (Boys)

Ref. No.: SHERIG/DAG/LCS/(11)/2018/

Date: 20th November, 2018

Invitation for Quotation (IFQ)

To

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Dear Sir/madam,

1. You are invited to submit your priced bid for the supply of following items;
 - i. Supply of School Uniforms
2. The bidder(s) may quote for more than one item, under this invitation. Each item shall be evaluated and contract awarded separately to the firms offering the best quality at the lowest evaluated price.
3. The bidders shall submit one original of the priced quotation with the form of Bid and clearly marked ORIGINAL. In addition, the bidders 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 2009 clauses 5.1.7.2 and addressed to and delivered at the following address:

The Principal
Laya Central School
Gasa
4. The date line for receipt of your quotations by the purchaser at the indicated address is on **22nd December, 2018 at 11 AM sharp** and will be opened on the same day at **11:30AM**.
5. Quotation by fax or by electronic means IS NOT Acceptable. ***The Bid shall be accompanied with, of bid price lump-sum Nu 10000/-(Ten thousand). Any bid not accompanied by bid security shall be treated as non-responsive.***

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6. 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- **Laya CS.**
 - 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 amounts 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.
 - iii. If the supplier refuses to accept the correction, this quotation will be rejected and the bids security shall be forfeited.
 - c) **AWARD OF THE PURCHASE ORDER:** The award will be made to the bidder who is offering the lowest evaluated price that meets the specification and quality. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
7. **VALIDITY OF THE OFFERS:** Your quotations shall be valid for a period of **60** days from the deadline of receipt of quotations.
8. Further information can be obtained from: Principal, Laya Central School.
9. Laya Central School has a budget allocation for the purchase of Goods and wishes to apply the whole 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 the quantities by fifteen percent (**15%**) of the purchase order.
- 11.** The quotations will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time (Dzongkhag Education Office, Gasa at **11.30AM** on **22nd December, 2018.**
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 signing any reason what so ever.
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.
14. The normal commercial warranty or guarantee shall be applicable to the supplied goods.
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15. The payment will be made upon submitting the bill or invoice after the final delivery of goods to the school as per the specifications and dully verified by the school procurement committee.

Documents required to be submitted as part of the Quotation;

The original and copy of quotation submitted by the supplier shall be comprised of the following:

- a. A dully completed and signed Priced Quotation Bid Form as per the schedule of items and the priced quotation.
- b. A valid Trade License.
- c. A valid Tax Clearance Certificate.
- d. The required Bid security.
- e. Official stamp of the Bidder.
- f. Any other requirements specified in this document.

**Principal,
Laya Central School, Gasa**

Terms and Conditions for the supply of Goods and Payments:

The terms and conditions herein after 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 suppliers shall be required to submit a performance Security within 15 (Fifteen) working days after the notice of award but always before the signing of the contract.
2. The supplier shall be required to submit a **performance security of lump-sum amount of Nu. 10000/-** 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.
3. The supply of goods shall be completed as specified below;
 - i. School Uniform (Gho, Kira, Woonju, Tego (girls), Tego (boys) must be completed within **60** days.
4. Payment of invoice shall be arranged by the Purchaser, within **30** days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
5. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
6. Any goods found defective during the delivery shall be replaced 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.
7. 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.
8. The Purchaser may, by written notice, terminate the Purchase Order 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.
 - b. If the supplier fails to perform any other obligations under the Purchase Order, or
 - c. If the supplier does not take any remedial action within a period of seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the defaults 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
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 a supplied or installed goods, the supplier shall be bound to rectify the fault or replace the goods as the case may be.

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10. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
11. 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 and market price from the security deposit.
- 12. The suppliers must submit sample of all the goods as per the specification for the purpose of bid evaluation and final selection by the committee during the opening of the tender. The selected samples shall remain in the school for cross checking at the time of delivery of goods. In case of failing to submit the samples shall be considered as non compliance to the instruction of the bidding document and will be disqualified from taking part in the tender.**

Signature of Bidder		Official stamp of the Bidder
Name of Bidder		
Present Address:		
Email Address:		
Contact No:		
Valid BOB A/C No:		

Contract Agreement

(The successful Bidder shall fill in this form in accordance with the instructions indicated)

THIS CONTRACT AGREEMENT made the _____ (insert Number) day of _____ (insert month), _____ (insert year),

BETWEEN

(1). Laya Central School (Insert complete name of purchaser), an agency of the Ministry of Education of the government of Bhutan (insert description of type of legal entity, for example, an agency of the ministry of Education of the government of Bhutan, or corporation incorporated under the laws of Bhutan) and having its principal place of business at Laya, Laya, Gasa Dzongkhag (insert address of purchaser) (herein after called “the Purchaser”), and

(2). _____ (Insert name of supplier), a corporation incorporated under the laws of _____ (insert: country of supplier) and having its principal place of business at _____ (insert: address of supplier) (herein after called “The Supplier”). WHEREAS the Purchaser invited Bids for certain goods and ancillary services, viz., (insert brief description of goods and services) and has accepted a bid by the supplier for the supply of those goods and services in the sum of _____ only (insert contract price in words and figures, expressed in the contract currency/ies) (herein after called “the contract price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract referred to.
2. The following documents shall constitute the contract between the purchaser and the supplier, and each shall be read and construed as an integral part of the contract, viz.:
 - a) This contract agreement;
 - b) Terms and conditions;
 - c) Technical requirements (including schedule of supply and technical specifications);
 - d) The suppliers bid and original price schedules;
 - e) The purchasers notification of award of contract;
 - f) The form of performance security
 - g) The form of bank guarantee for advance payment;
 - h) (insert here any other documents forming part of the contract)
3. This contract shall prevail over all other contract documents in the event of any discrepancy or inconsistency within the contract documents, and then the documents prevail in the order listed above.

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4. In consideration of the payments to be made by the purchaser to the supplier as herein after mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein inconformity in all respects with the provisions of the contract.
5. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contracts at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties here to have caused this agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed _____ (insert signature)

In the capacity of _____ (insert title or other appropriate designation)

In the presence of _____ (insert signature)

_____ (Insert identification of official witness)

For and on behalf of the Supplier

Signed _____ (insert signature of authorized representatives of supplier)

In the capacity of _____ (insert title or other appropriate designation)

In the presence of _____ (insert signature)

_____ (Insert identification of official witness)

Performance Security

(The bank as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated)

Date _____ (Insert date)(As day, month and year) of Bid submission) IFB No. and title: _____ (Insert no and title of bidding process)

Bank's branch or office _____ (Insert complete name of guarantor)

Beneficiary: Laya Central School (Insert complete name of Purchaser)

PERFORMANCE GUARANTEE No. _____ (Insert Performance Guarantee number)

We have been informed that _____ (insert complete name of supplier) hereinafter called "the Supplier") has entered into contract No. _____ (insert number) dated _____ (insert day and month), (insert year) ,with you, for the supply of _____(description of goods and related services)(hereinafter called "the contract").

Furthermore, we understand that, according to the conditions of the contract, a Performance Guarantee is required.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding _____ (insert amounts) in figure and words) upon receipt by us of your first demand in writing declaring the supplier to be in default under the contract, without cavil or argument or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee shall expire no later than the _____ (insert number) day of _____ (insert month) _____ (insert year), and any demand for payment under it must be received by us at this office on or before that date. We agree to a one time extension of this Guarantee for a period not to exceed(six months) (one year),in response to the purchaser's written request for such extension, such request to be presented to us before the expiry of the guarantee.

(Signature of authorized representative of the bank and the supplier)

Bank Guarantee for Advance Payment

(The bank as requested by the successful bidder shall fill in this form accordance with the instruction indicated).

Date _____ (insert date) (as day, month and year) of bid submission IFB No. _____ and title _____ (insert no and title of bidding process)

(Bank's letter head)

Beneficiary _____ (insert legal name and address of purchaser)

ADVANCE PAYMENT GURANTEE NO. _____ (Insert advance payment guarantee no.)

We _____ (insert legal name and address of bank) have been informed that _____ (insert complete name and address of supplier) (Hereinafter called "the supplier") has entered into contract No. _____ (insert number) date _____ (insert date of contract) with you for the supply of _____ (insert types of goods to be delivered) herein after called "the Contract")

Furthermore we understand that according to the condition of the contract and advance payment is to be made against an advance payment guarantee.

At the request of supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ (insert amount(s) in figure and words) upon receipt by us of your first demand in writing declaring that the supply is in its breach of its obligation under the contract because the supplier used the advance payment for purposes other than toward delivery of the goods.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to be above must have being receipt by the supplier in its account _____ (insert no and domicile of the account)

Thus guarantee shall remain valid and in full effect for the date of the advance payment receipt by the supplier under the contract until _____ (insert date). We agree to a one time extension of this guarantee for a period not to exceed (six months) (one year) in response to the procedures written request for such extension, such request to be presented to us before expiry of the guarantee.

Signatures (of authorized representatives of the bank)

Schedule of items and Priced Quotation (Bid Form)

School Amenities

Sl. No.	Item	Technical Specification of goods required and size (Existing uniform)	Quoted rate (Nu.)	Unit
1	Gho	<i>Sershu with Nangshab (existing uniform)</i>		
		Size 34 inches		
		Size 36 inches		
		Size 38 inches		
		Size 40 inches		
		Size 42 inches		
		Size 44 inches		
		Size 46 inches		
		Size 48 inches		
		Size 50 inches		
		Size 52 inches		
		Size 54 inches		
		Size 56 inches		
		Size 58 inches		
2	Kira	<i>Sersho with Jaa (inner lining) (existing uniform)</i>		
		Size 32 inches		
		Size 34 inches		
		Size 36 inches		
		Size 38 inches		
		Size 40 inches		
		Size 42 inches		
		Size 44 inches		
		Size 46 inches		
		Size 48 inches		
		Size 50 inches		
		Size 52 inches		
		Size 54 inches		
		Size 56 inches		
3	Tego (girls)	<i>Nylon (black, existing uniform)</i>		
		Size 32 inches		
		Size 34 inches		
		Size 36 inches		
		Size 38 inches		
		Size 40 inches		
		Size 42 inches		
		Size 44 inches		
		Size 46 inches		
		Size 48 inches		
		Size 50 inches		
		Size 52 inches		
		Size 54 inches		

		Size 56 inches	
4	Tego(boys)	<i>Terry cotton (White, existing uniform)</i>	
		Size 34 inches	
		Size 36 inches	
		Size 38 inches	
		Size 40 inches	
		Size 42 inches	
		Size 44 inches	
		Size 46 inches	
		Size 48 inches	
		Size 50 inches	
		Size 52 inches	
		Size 54 inches	
		Size 56 inches	
		Size 58 inches	
5	Woonju	<i>Cotton (Red, existing uniform)</i>	
		Size 32 inches	
		Size 34 inches	
		Size 36 inches	
		Size 38 inches	
		Size 40 inches	
		Size 42 inches	
		Size 44 inches	
		Size 46 inches	
		Size 48 inches	
		Size 50 inches	
		Size 52 inches	
		Size 54 inches	
		Size 56 inches	

		Official stamp of the Bidder
Signature of the bidder		
Name of the Bidder		