
STANDARD BIDDING DOCUMENT

Procurement of Goods



Limited Enquiry Bidding document for supply Fitness and Sport Equipments, Draktsho Vocational Training Centre for Special Children/Youth, Thimphu



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

***[Purchaser to describe here the nature of the Goods
And Contract Package Numbers as per the Procurement Plan]***

Date: 20-9-2021

Invitation for Quotation (IFQ)

Project title: Supply of Fitness and Sport equipments

Source of Funding: Austrian Bhutan Society, Thimphu

To:

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Dear Sir/Madam,

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

i) [*Information on technical specifications and required quantities are attached*]

2. The bidder(s) may quote for any or all items under this invitation¹. Each item shall be evaluated and contract awarded separately 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. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address
[Executive Director, Draktsho, Thimphu].

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 package.

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

Executive Director,

Draktsho Vocational Training Centre

Thimphu

The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **Executive Director, Draktsho Vocational Training Centre, Thimphu**

4. **[21th October 2021]**

5. Quotation by fax or by electronic means **are not** acceptable
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.

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 **Draktsho Vocational Training Centre, Thimphu**

- a) 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 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.

b) **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.

c) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **62 days** from the deadline for receipt of quotation(s).

Further information can be obtained from: **Draktsho Vocational Training Centre, Thimphu contact No. 02-328750/17926645/17435151 during office hours**

7. The **Draktsho Vocational Training Centre, Thimphu** 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. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend **in the office of Executive Director at 2:00 pm October 2021.**
9. 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.
10. 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.
11. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

Schedule of Items and Priced Quotation (bid form)
[Describe below the items, unit and quantity of the goods required]

Sl.No.	Description of goods	Quantity	Physical unit	Rate (Nu)	Amount (Nu)
1	Elite Runner Steel Auto Incline Motorized Treadmill(heavy duty)	2	Number		
2	Infinity Fitness 20 in 1 ABS toner with ground pulley Handle and Gym Bench and Push up Workout(300kg capacity)	2	Number		
3	Rubber Coated professional Exercise- 10 kg dumbbell(pair)	8pair	Number		
4	Fitness Hex Dumbbell-20 kgs (pair)	8 pairs	Number		
5	Rubber Coated Professional dumbbell-5 ks	6 pairs	Number		
6	Stage Active 16 Table tennis Foldable Board	2	Number		
7	Stage 5 TT Star Bat	20	Number		
8	GKI Superb 3 Star ABS plastic balls(40 nos)	10 packets	Number		
9	ELK Power Nylon basketball Ring with Net	5	Number		
10	Cesco High Grip Basketball	4	Number		
11	Shiny Gloss Finish Carom Board with striker Coins and Boric Powder(26 inch)	6	Number		
12	Shiny Gloss Finish Carom Board with striker Coins and Boric Powder(32 inch)	4	Number		
13	Straus Anti Burst Gym Ball with foot pump(Physiotherapy Ball)	6	Number		
14	Flamingo Gel Exercise Ball(small) to strengthen weak hands	10	Number		
15	Electro mania Spiked Massage Ball for Foot, Neck, Hand and Back	10	Number		
16	Leg Press Tool for thinning legs	4	Number		
17	Kobo Exercise Multipurpose Weightlifting bench for fitness	2	Number		
18	Pushup Bras with Foam Grip Handle	4	Number		
19	Cardio Max JSB HF73 Magnetic Exercise Cycle	4	Number		
20	Non slip Yoga Mat with shoulder strap	15	Number		
21	Yonex Light Badminton Racquet	20	Number		
22	Speed Feather White Shuttlecock(10 pieces)	5	Number		

Total Amount in Nu. (in words)	
Delivery period	62 days from the date of issue of the purchase order/supply order by the purchaser
Warranty Provided	

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]

Documents required to be submitted as part of the Quotation

The documents 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.
- (a) A valid Trade License.
- (b) A valid Tax Clearance Certificate;

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 supply of the goods shall be completed within 62 days from the date of issue of the Purchase Order.
2. Payment of the Invoice shall be arranged by the Purchaser, within thirty (62) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
3. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
4. Any goods found not as per specification shall be returned at your own cost.
5. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 2% of the quoted price.
6. 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 exceed 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, 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
7. 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 make payment only after deduction of the cost price.
