
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
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Telephone no. 00975 2 336962, fax no. 336961

Request for Quotation for Supply of Food Items.

[Grocery items and Meat items]

Invitation for Quotation (IFQ)

Project title: Supply of Grocery items and Meat Item of Yelchen Central School.

Source of Funding: RGoB

Contract Ref: PG/YCS/ACC-03/2018/ 1148

3rd July, 2018

To:

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;
 - i) Grocery Items and Meat Items.
2. The bidder(s) **must quote for all the items under this invitation**. Price quotations will be evaluated for **the items wise and contract awarded to the firm offering the lowest evaluated item wise**.
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 2009 clause 5.1.7.2 and addressed to and delivered at the following address.

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

The Principal,

Yelchen Central School,

School Tender committee,

Pemagatshel Dzonghag

Telephone: 17121187/17121152

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is before 10:00 AM BST on 6th August 2018 and will be opened at same day on 10:30 AM BST, 6th August 2018.
5. The bid shall be accompanied by a bid security of Nu. 10,000 (Ten Thousand) only in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till 24th. 9. 18. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by electronic means (**are not**) acceptable
7. The Bidder have to fill up the menu forms in original provided by the School and is not allowed to use additional sheet.
8. 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 in Yelchen Central School.
 - 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 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.

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- 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.
9. **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of one year from Award of Contract
10. Further information can be obtained from: *Principal Office @ 17121187/17121152*
11. The *School* 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.
12. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
13. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
14. 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.
15. 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).
16. Inferior quality of food or items services shall be given dual indications to the supplier. If found no progress, then serious action will be done according to PRR.
17. Payments will be made after submitting of bills for each activity.

Schedule of Items and Priced Quotation for Grocery items and Meat Items

Sl. No	Commodities/Brand	Quantity Specification	Rate in figure	Rate in word	Remarks
1	Salt	PER KG			
2	Fin (Bhutan produce)	Per Ball/Roll			
3	Flour (Maida)	Per kg			
4	Garam Masala (100g)	Per Pkt			
5	Meat Masala (100 g)	Per Pkt			
6	Haldi (loose)	Per Kg			
7	Mixed Jeera (Loose)	Per Kg			
8	Orange Juice (big)	Per litre			
9	Pineapple Juice (big)	Per litre			
10	Litchi Juice	Per Cartoon			
11	Jumpy/Drew Fresh	Per tray			
12	Steel fiber (Stainless Steel Scrubber)	Per piece			
13	Soya Chunk (Nutrala)	Per Kg			
14	Dish washing soap ((Exo.250g)				
	Meat items				
15	Beef (Boneless)	Per Kg			
16	Beef (With Bone)	Per Kg			
17	Wet Fish (Scale-Rau)	Per Kg			
18	Wet Fish (Pankash)	Per Kg			
19	Pork	Per Kg			
20	Chicken (Green Pkt with 1400 g)	Per Pkt (sealed)			
	Total Amount				

Note: Please quote the rate neatly or without mistakes or over writing as far as possible. Please sign in case of overwriting or mistake of quoted rate.

Name & Dated Signature of the Bidder

(_____)

Contact No: _____

Documents required to be submitted as part of the Quotation

The original and copy 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 License¹;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security

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 winning or successful Supplier shall be required to submit a performance security of 20,000 (Twenty thousand) each in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan. 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 on the 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 rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
5. 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.
6. 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 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

¹ 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.

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 realise the difference amount between the quoted price & market price from the security deposit.
8. **The contract will be awarded to the lowest bidder, the service will be awarded upon School Tender Committees' decision, however upon examination the School Tender Committee has the reserved right to reject the bid on any ground.**
9. The bidder shall be responsible for delivery & servicing to any destination and shall provide adequate services.
10. The procuring agency shall reserve the right to place supply order as per quoted rate at any time for meals invited in this bid. Failure to supply at specified time and place shall force to forfeit and termination.
11. The quality and quantity of the goods and service shall be examined and monitored by the School Mess Committee along with BAFRA and shall have right to reject the food items of inferior quality.
12. The quoted price shall include any taxes, duties, insurance and any other cost involved. Delivery of service charge shall be boned by awarded bidders. The winning bidder must supply ordered goods to specified destination (School)
13. The winning bidder shall be responsible for taking care of the ordered goods till the destination and shall be held accountable if there are any damages.
14. The supplier must supply meat items as per the given supply order, failing to supply as per placed supply order must arrange to supply items like cheese as per consultation with mess in-charge to get required confirmation.
15. Mismatch of supply order placed and bills must be informed in verbally followed by written form by SMT.
16. The supply of any spoilt or rotten (**detected at the time of receiving**) shall be rejected and should be replaced by the supplier within the time framework given by the mess management committee/In charge.
17. The meat items like beef, chicken, wet fish and pork must be supplied to the school being purchased from **legally authorized meat shops**.
18. If the supplier is unable to supply required quantity of grocery commodities and meat items, s/he shall intimate the School Mess Management Committee in writing with justifiable reasons well in advance and the committee shall take appropriate decision/action. **Under no circumstances, shall this hamper the management of school mess.**
19. The supplier must supply commodities & meat items on weekly basis as per the required quantity in the supply order.
20. No advance payment shall be entertained without the supply of items of the particular month.
21. The winner of bid will be not allowed to hand over to the other persons on failing to supply the commodities/items.
22. The committee's decision shall be final and binding with regard to anything related to the tendering and supplies shall reserve the authority to connote the meaning of the **Terms and Conditions** outlined above including this if there shall be any disputes. If the winner of the bidder fails to supply as mandated by **Terms and Conditions**, then the school management will assign to the **second total lowest bidder**.