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# Procurement of Goods

(For value up to Nu. 0.500 million)



**Royal Government of Bhutan  
Ministry of Finance**

**2022**

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## **PREFACE**

This Standard Bidding Document for the Procurement of Goods have 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 December 2020

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

Government Procurement and Property Management Division  
Department of National Properties  
Ministry of Finance  
Royal Government of Bhutan

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**Request for Quotation for Supply of Food Items.**

***Running of Catering Services for Dzongkhag Administration  
Pema Gatshel***

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## Invitation for Quotation (IFQ)

Project title: **Running of Dzongkhag Catering Service for the FY: 2022-2023.**

Source of Funding: RGoB

Contract Ref: \_\_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;
  - i) **Catering service for FY 2022-2023**
2. The bidder(s) **must quote for all the items under this invitation.** Price quotations will be evaluated for **all the items together and 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

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

The Chairman,  
Dzongkhag Tender committee,  
Pemagatshel Administration

Telephone: .....

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4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is before 10:00 AM BST on 9<sup>th</sup> August 2022 and will be opened at same day on 10:30 AM BST, 11<sup>th</sup> August 2022.
  5. The bid shall be accompanied by a bid security of Nu. 15,000/- (Fifteen Thousand) only in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till 30<sup>th</sup>. 8. 2022. 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 Administration 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 Dzongkhag Administration
    - 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.

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(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 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: *Dzongkhag Procurement Section @17592956 during office hour.*

11. *The Dzongkhag Administration 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 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 (bid form) for Catering

Slno.	Items	unit	Rate in figure	Rate in word
1.	Red Rice	Per plate		
2.	White rice	Per plate		
3.	Pork curry	Per plate		
4.	Pork Paa	Per plate		
5.	Sikam Paa	Per plate		
6.	Chicken curry	Per plate		
7.	Chicken fry	Per plate		
8.	Chicken Chilli	Per plate		
9.	Chicken Tanduri	Per pcs		
10.	Beef curry	Per plate		
11.	Shakam Paa	Per plate		
12.	Beef Fry	Per plate		
13.	Tripe(Gyoeb)	Per plate		
14.	Liver fry(Chinpa)	Per plate		
15.	Kow fry(Hide)	Per plate		
16.	Fish curry	Per plate		
17.	Fish fry	Per plate		
18.	Egg fry	pcs		
19.	Boil egg	Per pcs		
20.	Omelet	Per pcs		
21.	Pouch	Per pc		
22.	Mushroom datshi	Per plate		
23.	Ema datse	Per plate		
24.	Mix veg	Per plate		
25.	Kewa datse	Per plate		
26.	Cheese fry	Per plate		
27.	Dal	Per plate		
28.	Kharang	Per plate		
29.	Sukha roti	4pcs		
30.	Parata	3pcs		
31.	Puri	4 pcs		
32.	Jaju	Cup		
33.	Lipton can	Can		
34.	Mineral water (Big)	bottle		
35.	Mineral water (small)	bottle		
36.	Tea	Per cup		
37.	Suja	Per cup		
38.	Black Tea	Per cup		
39.	Local Zaw	Per pkt		
40.	Maize Sip	Per pkt		

41.	Beef Shamdey	Per phob		
42.	Egg Shamdey	Per phob		
43.	Dresee	Per phob		
44.	Black Coffee	Per cup		
45.	Milk Coffee	Per cup		
46.	Lemon Tea	Per cup		
47.	Cheese momo	Per plate		
48.	Beef momo	Per plate		
49.	Vegetable momo	Per plate		
50.	Papad	Per pc		
51.	Salad	Per plate		
52.	Total			

### 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 License for Catering
- (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 Supplier shall be required to submit a performance security of 35,000/- (thirty 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.

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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
  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 catering service will be awarded upon Dzongkhag Tender Committees' decision, however upon examination the Dzongkhag Tender Committee has the reserved right to reject the bid on any ground.**
  9. The awarded bidder shall cater all the food items as per quotation rates.
  10. The bidder shall maintain hygienic preparation as per the guidelines of BAFRA and maintain the canteen surroundings clean.
  11. The bidder shall be responsible for delivery & servicing to any destination and shall provide adequate catering staff.
  12. The quoted rate includes all the services charges such as transportation, helpers and Dzongkhag will not entertain extra service charges.
  13. 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.
  14. The quality and quantity of the goods and service shall be examined and monitored by the Dzongkhag Administration along with BAFRA and shall have right to reject the food items of inferior quality.
  15. The quoted price shall include any taxes, duties, insurance and any other cost involved.
  16. The Dzongkhag Administration shall have obligation to give verbal reminders followed by written reminders and if found no progress in both food quality and services, the winning bidder will be given termination.
  17. The winning bidder shall be responsible for taking care of any structures and shall be held accountable if there are any damages.