[**WFD/ADM-4/2021/** ] Date: August 24th, 2021

**Invitation for Quotation (IFQ) (FY 2021-2022)**

Project: **Annual catering services**

To,

All the interested Hoteliers and license holders,

Lobesa, Punakha.

Dear Sir/Madam,

1. You are invited to submit your priced bid for the annual catering services. *(Information on item list are attached)*
2. The bidder(s) must quote for all items under this invitation. Priced quotations will be evaluated for all the items and contract will be awarded to the firm/s offering the lowest evaluated item.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid, 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 Chief Forestry Officer**

**Wangdue Forest Division**

**Department of Forests and Park Services**

**Ministry of Agriculture and Forests**

**Punakha**

Telephone: **+9752376008/ +9752376027**

1. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **September 8th, 2021 at 11 AM**.
2. Bids shall be accompanied by a bid security with a lump sum amount of **Nu. 5,000 (five thousand only**) in the form of cash warrant, demand draft or unconditional Bank Guarantee in favor of **Chief Forestry Officer, WFD***.* Any bid not accompanied by bid security shall be treated as non-responsive.
3. Quotation by fax or by electronic means **are not** acceptable.
4. 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.
5. 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 rates quoted shall be UNIT price. The final place of delivery is **Wangdue Forest Division, Punakha.**
6. 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, the quotation will be rejected and the bid security forfeited.

1. 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-2** of contract and terms and conditions.
2. VALIDITY OF THE OFFERS: the quotation(s) shall be valid for a period of 30 days from the deadline for receipt of quotation(s).
3. Further information can be obtained from:

**The Chief Forestry Officer**

**Wangdue Forest Division**

**Department of Forests and Park Services**

**Ministry of Agriculture and Forests**

**Punakha**

**Telephone: +9752376027**

**Fax: +9752376193**

1. Depending on the requirement, the purchaser will place order.
2. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time indicated above.
3. 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.
4. 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 **form-5**.
5. The contract will be valid for financial year 2021-2022.
6. The contractor shall submit performance security of Nu.10,000 at the time of signing the contract and can be either of the following forms: a. Unconditional Guarantee issued by reputed financial institutions. b. Banker’s cheque/Cash Warrant. c. Demand draft Account Payee.

**Schedule of Items and Priced Quotation (Bid form 1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl | Item Description | Unit | Qty | Unit  Rate  (Nu.) | Total Amount  (Nu.) |
| 1 | Red Rice | Per Plate |  |  |  |
| 2 | White Rice | Per Plate |  |  |  |
| 3 | Vegetable Curry | Per Cup |  |  |  |
| 4 | Ema Datshi | Per Cup |  |  |  |
| 5 | Pork/Beef Curry | Per Plate |  |  |  |
| 6 | Pork / Beef Paa | Per Plate |  |  |  |
| 7 | Shakam/Sikam Paa | Per Plate |  |  |  |
| 8 | Shakam/Sikam Curry | Per Plate |  |  |  |
| 9 | Chicken Curry | Per Plate |  |  |  |
| 10 | Fish Curry | Per Plate |  |  |  |
| 11 | Dal | Per Cup |  |  |  |
| 12 | Non-Veg Momo (5 pcs) | Per Plate |  |  |  |
| 13 | Veg Momo (5 pcs) | Per Plate |  |  |  |
| 14 | Koka Plain | Per Plate |  |  |  |
| 15 | Maggi/Wai Wai Plain | Per Plate |  |  |  |
| 16 | Fried Egg | Per piece |  |  |  |
| 17 | Poached Egg | Per Plate |  |  |  |
| 18 | Suja | Per Cup |  |  |  |
| 19 | Milk Tea | Per Cup |  |  |  |
| 20 | Black Tea | Per Cup |  |  |  |
| 21 | Coffee | Per Cup |  |  |  |
| 22 | Puri with curry | Per Plate |  |  |  |
| 23 | Samosa/Pokara/Alu Chop (2 pcs) | Per Plate |  |  |  |
| 24 | Chana Fry | Per Plate |  |  |  |
| 25 | Fried Juma (3 pcs) | Per Plate |  |  |  |
| 26 | Fried Rice | Per Plate |  |  |  |
| 27 | Shamdrey | Per Plate |  |  |  |
| 28 | Canned Juice (Guaca/Orange/Iced Tea/Pine Apple) | Per Can |  |  |  |
| 29 | Mineral Water Small | Per Bottle |  |  |  |
| 30 | Mineral Water Large | Per Bottle |  |  |  |
| 31 | Cream Cracker Biscuit | Per packet |  |  |  |
| 32 | Peanut Butter Biscuit | Per packet |  |  |  |
| 33 | Chilli Chop (2 pcs) | Per Plate |  |  |  |

|  |  |
| --- | --- |
| Signature of Supplier | Supplier’s Official Stamp |
| Name of Supplier |
| Date |

**Documents required to be submitted as part of the Quotation**

The original and *copy(ies)* of quotation submitted by the Bidder shall comprise the following:

1. The bidder should be in the similar line of business [**Office Supplies, electronics, computer sales and services, etc.].**
2. A duly completed and signed priced quotation as per the Schedule of Items.
3. A valid Trade License[[1]](#footnote-1);
4. A valid Tax Clearance Certificate;
5. 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 Supplier shall be required to submit a performance security of Nu. 10,000/- 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 for one year.
2. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the Order.
3. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
4. Any items found injuries to human consumption will be dealt as per the laws of kingdom of Bhutan. If the supplier fails to rectify instantly and or replace it, the purchaser shall do it at the cost of the supplier.
5. Transportation and man powers for serving should be arranged by the winning bidder.
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:
   1. if the Supplier fails to perform any other Terms and conditions specified with the Order.
   2. if the Supplier fails to perform any other obligation(s) under the supply Order, or
   3. if the Supplier does not take any remedial action as required.

**Seal and Signature**

1. [↑](#footnote-ref-1)