

STANDARD BIDDING DOCUMENT

Procurement of Goods



**Anti-Corruption Commission
Royal Government of Bhutan**

June 2017

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:

Anti-Corruption Commission
Royal Government of Bhutan
www.acc.org.bt
Telephone no. 02-334863/64/66/67
Fax no.02-334865

Request for Quotation for Supply of Goods

**Bidding Document for the Supply of
Office Stationeries & Cartridges 2017-
2018**



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GOVERNMENT OF BHUTAN

ANTI-CORRUPTION COMMISSION

‘NATION’S CONSCIENCE’

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June 26, 2017

Invitation for Quotation (IFQ)

Project title: Supply of Office Stationeries and Cartridges

Source of Funding: RGoB

Contract Ref: ACC/SECT-PRO (15)/2017/1080

To:

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;
 - i) ***Supply of Office Stationeries and Cartridges***

[*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.

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

Offtg. Head, Secretariat Services
Anti-Corruption Commission
Post Box No-1113, Thimphu Bhutan
Telephone: 00975-02-334863/64/66/67/68/69
Fax: 00975-02-334865
Email: knamgay@acc.org.bt

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.



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3. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on **[July 26, 2017 at 10:30AM]** and the bids will be opened on the same day at **ACC conference hall at 2.30 AM.**
4. The bid shall be accompanied by a bid security of **Nu.20,000.00** [*Ngultrum Twenty Thousand*] only in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for **30 days** beyond the validity of the bid [*PRR, 5.1.9.4*]. **Any bid not accompanied by bid security shall be treated as non-responsive.**
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.
 - 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 **Secretariat Services, ACC.**
 - 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 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.
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **1 year** from the deadline for receipt of quotation(s).
7. Further information can be obtained from: [*DorjiDema, Record Assistant*] 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. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
9. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
10. 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.
11. 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).
12. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
13. Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.
14. Ninety percent (90%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues if any.



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Schedule of Items and Priced Quotation (bid form)

[Specification of the supply of Office Stationeries, and Cartridges]

Sl.No	Description of items	Unit	Price
	General Stationery		
1	A3 size photocopy paper 75 GSM	per ream	
2	A4 size photocopy paper 75 GSM	per ream	
3	Bhutanese paper-Chart size	per sheet	
4	Binder clips 19mm	per piece	
5	Binder clips 25mm	per piece	
6	Binder clips 32mm	per piece	
7	Binder clips-51mm	per piece	
8	Board Marker pen	per piece	
9	Brown Envelope A3 Size	per piece	
10	Brown envelope A4 size	per piece	
11	Cellotape large- Transparant	per roll	
12	Certificate paper -220 GSM	per packet	
13	Citizen Calculator-12 digits	per piece	
14	Desho Envelope A4 size	per piece	
15	Duct Tape	per roll	
16	File Divider- Trio PPS10	Per packet	
17	Flat file	per piece	
18	Gems clip 2"	Per piece	
19	Glue stick-Fine quality	per piece	
20	Highlighter pen	per piece	
21	Label sheet	per packet	
22	Lever Arch file	per piece	
23	OHP Sheet 120 micron	per packet	
24	Paper tray - 3 Tier	per piece	
25	Pencil Battery (AA)	Per piece	

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Website: www.acc.org.bt



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26	Pencil Battery (AAA)	Per piece	
27	Plastic pocket file	per piece	
28	Post it pad 1x3- Multi-colour	per piece	
29	Post it pad 3x4	Per Piece	
30	Punching machine 600DP	per piece	
31	Register no. 26	Per booklet	
32	Ring Binder file	per piece	
33	Scissors	per piece	
34	Spiral Comb- 12mm	per piece	
35	Spiral Comb- 16mm	per piece	
36	Spiral Comb- 25mm	per piece	
37	Spiral Comb- 32mm	per piece	
38	Spiral Comb- 48mm	per piece	
39	Spiral Comb- 51mm	per piece	
40	Spiral Comb- 6mm	per piece	
41	Stapler Machine size 24/6	per piece	
42	Stapler pin size 24/6	per piece	
43	White board 522' x 522'	Per piece	
44	White Cloth	per metre	
45	White Envelope 9x4	per piece	
	Electronic Items		
1	3 pin top	per piece	
2	4 ways socket	Per piece	
4	Adapter for Dell vostro 1540	Per piece	
5	Adapter for Dell vostro 3360	Per piece	
6	Battery for Dell vostro 3360	Per piece	
8	Battery for Dell vostro 1540	Per piece	
9	Adapter for HP Probook	Per sheet	
10	Battery for HP Probook	Per piece	

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11	Adapter HP Core i5		
12	Battery for HP Core i5		
11	Computer mouse (wireless)	per piece	
12	Extension Cord 15amp	Per piece	
13	Radiator Heater 12 panel	Per piece	
14	Switch socket combine 15amp	per piece	
	Toners and cartridges		
1	HP Laserjet toner cartridge Q5949A-Original	Per Piece	
2	HP Laserjet toner cartridge Q2612A-Original	Per Piece	
3	HP Laserjet toner cartridge Q5942A-Original	Per Piece	
4	HP Laserjet toner cartridge Q7551A-Original	Per Piece	
5	HP Laserjet toner cartridge CF283A-Original	Per Piece	
6	HP Laserjet toner cartridge CE285A-Original	Per Piece	
7	HP Laserjet toner cartridge CF280A-Original	Per Piece	
8	HP Laserjet toner cartridge CF288A-Original	Per Piece	
9	Toner for WC 5330,5230 - Original	Per piece	
10	Drum Cartridge for WC 5330,5230 - Original	Per piece	
11	Toner for CP5225 (40,41,42,43) - Original	Per piece	
12	Brother toner TN2260- Original	Per piece	
	Sanitary Items		
1	Colin 500ml	per bottle	
2	Floor mop with handle - Cotton	per piece	
3	Floor polish	per tin	
4	Floor Wiper-Rubber Head	per piece	
5	Harpic Toilet Cleaner 500ml	per bottle	
6	Napthalene ball	per packet	
7	Oxalic acid	per packet	
8	Phenyle 500ml	per bottle	

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9	Plastic dustbin	Per piece	
10	Room Freshener	per piece	
11	Surf	per kg	

Total Amount in Nu. (in words)	<i>[Insert the Total Amount for Supply of Goods including all related costs].</i>
Delivery period	<i>Number of days from the date of issue of the Purchase Order by the Purchaser</i>
Warranty Provided	<i>Months from date of supply or commissioning of the Goods.</i>

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]

Technical Specification of the Goods Required

Sl	Item	Specification
1		
2		
3		
4		
5		
6		



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The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier’s 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 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 License²;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) Technical Specification of the Goods to be supplied; and
- (f) Any other requirements specified in this document

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 10% of the quoted price 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.

² 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.



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2. The supply of the goods shall be completed within **[14]** 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 paid.
5. Any goods found defective during the warranty period shall be replaced/repaired 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.
6. 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.
7. 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 exceeds 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 does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), 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
8. 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 the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
9. 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.

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[Purchaser to use normal Letter Head format]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

Purchase Order No:	Purchase Order Date:
From: [name and address of Purchaser]	[Contact person, Telephone Number Fax Number e-mail address]

To: [name and address of the Supplier]	[Contact person, Telephone Number Fax Number e-mail address supplier reference]
Delivery date:	Order Value (Nu.):
Delivery terms:	

The [insert name of procuring agency] has accepted your Quotation dated [insert date] for the supply of Goods as listed below and request you to supply the goods within the delivery date stated above, in the quantities and units and on these Terms and Conditions. For convenience a copy of your signed quotation is attached.

ORDER ITEMS					
Item No	Description	Supplier Ref	Unit Price	Qty	Total Price



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In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.

For the Purchaser:	For the Supplier:
Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date