
Request for Quotation for Catering

[The catering services will be for One Financial Year and the items shall contain Cereal items, Tea & Snacks, Meat Curry Items, Vegetable Curry Items, Disserts and Drinks]

Invitation for Quotation (IFQ)

Project title: Annual Quotation for Catering

Source of Funding: RGOB

Contract Ref:DAP/Procurement-05/2018-2019/

To:

Dear Sir/Madam,

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

[Information on menu and required quantities are attached]

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 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:

Dasho Dzongdag

Dzongkhag Administration

Haa.

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4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is 04th July, 2018 at 10.00AM.
 5. The bid shall be accompanied by a bid security of Nu. 20000.00 (Ngultrum Ten Thousand) only in the form of cash warrant, demand draft or unconditional Bank Guarantee. **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 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, Service Charges, Out catering charges and other levies to the final place of delivery. The final place of delivery is Dzongkhag Administration, Haa.
 - 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.
 - 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 30 days from the deadline for receipt of quotation(s).

8. Further information can be obtained from: *The Dzongkhag Procurement Office*.
9. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend on 04th July, 2018 at 10.30AM.
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.

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 License¹;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) 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 Nu.10000.00 (Ngultrum Ten Thousand) only 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 Financial Year (i.e.,till 30th June, 2018) and will be returned after the end of financial 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 actual supplied quantities of goods as listed in the Purchase Order.
3. The quoted price shall include all taxes, service charge, out catering charge and duties, insurance and any other costs involved and nothing extra shall be paid.
4. Quality of items and services shall be re-viewed on quarterly basis subject to extension/revocation as decided by the committee.
5. Quantity should be sufficient as specified in the Order.
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 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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- a. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or
 - 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.
 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 rates for the items should be quoted in the rate column both in figures and words.