



ཇོང་ཁག་བདག་སྐྱོང་ཁྲུང་
དཔལ་ལྷན་འབྲུག་གཞུང་།

Dzongkhag Administration, Haa
Royal Government of Bhutan

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DAH/PRO-08/2023-2024/584

Date-30/8/2023

Invitation for Quotation (IFQ)

To
The M/S.....

Subject: Limited Enquiry/Spot Quotation Call

Dear Sir/Madam,

You are invited to submit your priced bid for the supply of the following items for the Dzongkhag Administration, Haa.

1. The bidder(s) may quote for any of the items under this invitation¹. Each item shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price for item wise.

| Sl. No | Particulars | Qty | Rate | Remarks if any |
|--------|------------------------------|-----|------|---------------------------------------|
| 1 | Attached price schedule form | | | Down load from Haa Dzongkhag Web site |

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

The Dzongdag,
Dzongkhag Administration,
Haa.

2. 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.

Dzongdag – 375130 Planning Unit – 375179 Stor Office -375494 Finance 375163Adm.Sect. 375180 General
Fax 375164



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དཔལ་ལྷན་འབྲུག་གཞུང་།

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3. 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 Dzongkhag Procurement Office under 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 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.
- 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.
3. Further information can be obtained from Dzongkhag Procurement Section.

Documents required to be submitted as part of the Quotation

The original 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.



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དཔལ་ལྷན་འབྲུག་གཞུང་།

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- (b) A valid driving License²;
- (c) Updated vehicle documents
- (d) Any other requirements specified in this document

6. 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.

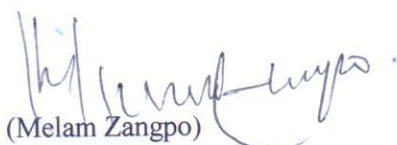
7. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the security deposit.

8. The awarded firm should deliver the vehicle as per the supply order.

9. The quality of goods shall be inspected at the point of delivery and the procuring agency reserves the right to reject inferior goods and the supplier shall replace the good within one week.(NA)

10. The warranty of the goods shall be one year from the date of delivery.(NA)

11. Submit Bid security Nu. 10000/- (Ten thousand only) in the form Bank Draft only along with the Documents on 13/9/2023.


(Melam Zangpo)
Dzongdag

1. Name of Bidder:

2. Seal and Signature:

3. Contact No.: