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Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

STANDARD BIDDING DOCUMENT

PROCUREMENT OF PHOTOGRAPHS

Bhutan Trust Fund for Environmental Conservation

October 2024



ཕྱི་ལྗོངས་རང་བཞིན་གནས་སྟངས་ཉམས་སྲུང་གི་ལྷན་ཁང་།

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Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Bhutan Trust Fund for Environmental Conservation (BTF) to be used for Procurement of Photographs for BTF Annual Publication.

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 enquiry on this Bidding Document or to obtain further information on procurement can contact:

Bhutan Trust Fund for Environmental Conservation (BTF)

www.bhutantrustfund.bt

Tel: 02-339861/62

Fax: 02-339863



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Request for Quotation for Procurement of Photographs.

Bidding Document for Procurement of Photographs



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Invitation for Quotation (IFQ)

Date: 1st October 2024

Terms & Conditions:

1. In pursuant to the tender announcement via Kuensel issue dated 1st October 2024, you are invited to submit your priced bid for **Supply of Photographs of Nature, Culture, Landscape, Wildlife and People from all over the Bhutan.**
2. The photographs shall be in form of JPEG not less than 2MB.
3. The bidder(s) may quote for any or all items under this invitation. Each item shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price.
4. 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 and addressed to and delivered at the following address [**Managing Director, Bhutan Trust Fund for Environmental Conservation**].
5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **14th October 2024 before 11.00 AM** and will be opened on the same day at **02:00 PM**.
6. The bid shall be accompanied by a bid security of **2% of the Bids amount (two percent) only** in the form of cash warrant, demand draft or unconditional Bank Guarantee valid at least for **1 months**, from the date of submission to the **Managing Director, BTF**. **Any bid not accompanied by bid security shall be treated as non-responsive and will not be considered for further**
7. Quotation by fax or by any other electronic means **will not** be accepted.
8. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of the Work 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 **Bhutan Trust Fund for Environmental Conservation, Near Nazhoen Pelri Complex, Thimphu;**



- 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 and 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 items 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 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 period of **60 days** from the deadline for receipt of quotation(s).

9. Further information can be obtained from **BTF at 339861/339862** during office hours.
10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
11. **The evaluation will be carried out on 15th October 2024 at BTF office. The bidder/authorized representative shall be required to present the proposed photographs to the Evaluation Committee. The selected photos should be submitted to BTF immediately upon selection.**
12. **The client has the right to use the photographs for any publication related to BTF.**
13. 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 to maintain the quality of the goods.
14. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.



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15. Payment shall be released 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.

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. The required bid security
- c. Color print out of the photograph.
- d. Any other requirements specified in this document



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Schedule of Items and Price Quotation (bid form)

Sl. No	Photographs of following should be in JPEG - not less than 2 MB (megabytes) (within Bhutan)	Quality	Rate (Nu)	Total Amt.
1	Nature			
2	Culture			
3	Landscape			
4	Wildlife			
5	People			
Delivery period		Immediate		
Signature of Supplier:		Supplier's Official Stamp		
Name of Supplier:				
Date:				