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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 Goods



Bhutan Trust Fund for Environmental Conservation
February 2025

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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 Supply of Goods.

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 contract:

Bhutan Trust Fund for Environmental Conservation (BTF)
www.bhutantrustfund.bt
Tel: 02-339861/02-339862,
Fax: 02-339863

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Request for Quotation for supply of Goods.

Bidding Document for the Supply of Goods (Equipment)



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Invitation for Quotation (IFO)

26th February 2025

Terms & Conditions:

1. In pursuant to the tender announcement via Kuensel issue dated **26th February 2025**, you are invited to submit your priced bid for the following Equipment:
 - i) Fujitsu laptop-1 no.
 - ii) Dell Laptop-2 nos.
 - iii) Apple (Mac Book Pro) Laptop-2 nos.
 - iv) iPad-2 nos.
 - v) Window Server-1 no.
 - vi) 65 inches Interactive Flat Panel Display (ADPM) with Stand-1no.
 - vii) Printers -2 nos.

[Information on technical specifications is attached]

2. 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 for each item.
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 and addressed to and delivered at the following address [**Managing Director, Bhutan Trust Fund for Environmental Conservation**].
4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **12th March 2025 before 12.00 noon** and will be opened on the same day at **02:30 PM**
5. The bid shall be accompanied by a bid security of **2% of the amount quoted** in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till **three (3) months**, address to the **Managing Director, BTF**. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by any other electronic means **will not** be accepted.
7. 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

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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 **90 days (3 months)** from the deadline for receipt of quotation(s).
8. Further information can be obtained from **BTF at 339861/339863** during office hours.
 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 to maintain the quality of the goods and the services provided.
 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 purchase 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 Twelve (12) months whichever is later after adjustment of dues if any.

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Schedule of Items and Priced Quotation (bid form)

Sl. No.	Item	Description & Details Specification	Unit Rate (Nu.)
1	Fujitsu laptop-1 no.	Refer Technical Specification	
2	Dell Laptop-2 nos.		
3	Apple Laptop- 2 nos.		
4	iPad-2 nos.		
5	Window Server- 1no.		
6	65 inches Interactive Flat Panel Display (ADPM) with Stand - 1 no.		
7	Printers-2 nos.		
Total for Supply of Goods (Nu)			

Total Amount in Nu. (in words)	
Delivery period	45 Days
Warranty Provided	1 year from date of supply or commissioning of the Goods.

Signature of Supplier:	Supplier's Official Stamp
Name of Supplier:	
Date:	

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Technical Specification of the Goods Required

Sl. No.	Item	Description & Details Specification	Qty
1	Fujitsu LIFEBOOK U9312X Laptop	<ul style="list-style-type: none"> Intel Core i7-1265U with turbo up to 4.80GHz, 10 Cores, vPro Enterprise, Processor 16GB LPDDR4x-4266 Memory 512GB, Gen4 PCIe-SSD M.2 2280 NVMe module, SED Hard Drive 13.0-inch, Full High Definition, 1,920 x 1,080 pixel, 400 cd/m2, Anti-glare, Touch LED backlight display Genuine Microsoft Office 2021 Genuine Windows 11 Professional 64 bit with DVD/ CD recovery media Integrated Intel Iris Xe Graphics Integrated High Definition (HD) webcam with status LED and privacy camera shutter Integrated dual digital array microphone 2x built-in stereo speakers Standard Keyboard Backlit TPM 2.0 Module and Erase Disk security Smart Card Reader and Finger Print Reader 2x USB 3.2 Gen 1 Type-A (1 with Anytime USB charge functionality) 2x USB 4.0 Gen 3 Type-C or Intel® Thunderbolt 4 (with DisplayPort and Power delivery function) 1x HDMI 2.0, 1x Ethernet RJ-45 LAN Port, 1x Integrated Smartcard reader 4-cell lithium polymer battery, 64 Wh offers 12 hours backup runtime Weight – below 1000g Original Backpack Carry Case Bluetooth Optical mouse Made in Japan 	1no.
2	Dell Latitude 3440	<p>Processor: 13th Gen Intel Core i7-1355U (12 MB cache, 10 cores, up to 5.00 GHz Turbo)</p> <p>Memory: 16GB, 1 x 16 GB, DDR4, 3200 MT/s</p> <p>Hard Drive: 1TB, M.2 2230, PCIe NVMe, SSD, Class 35</p> <p>Windows: Windows 11 Pro</p> <p>Wireless: Intel(R) Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card</p>	2 nos.



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		<p>Primary Battery: 3-cell, 42 Wh, ExpressCharge Capable, Long-Life Cycle</p> <p>Display: 14", FHD 1920x1080, 60Hz, WVA/IPS, Non-Touch, Anti-Glare, 250 nit, NTSC 45%, FHD Camera, WLAN</p> <p>Internal keyboard: English US non-backlit keyboard, 79-key</p> <p>Built in A.I with Dell Optimizer Software: To improve user experience through system usages analysis and learning for improved system responsiveness</p> <p>Faster application launch and seamless application transition; Intelligent battery run-time extension; Intelligent Audio to automatically tune the laptop audio by adjusting background noise, managing speech, volume, and refining overall sound experience for best collaborative online conference meeting;</p> <p>Systems locks when user walks away for enhanced security. Faster system wake-on-user approach. Updates automatically in the background to minimize disruption.</p> <p>Carrying Cases:Dell Essential Backpack 15 - ES1520P</p> <p>EPEAT: 2018 Registered (Silver)</p> <p>Energy Star: Qualified</p> <p>Warranty: One Year Limited Warranty covering both spares and technical labour from the date of delivery.</p>	
3	<p>Apple Laptop: Mac Book Pro</p>	<p>Processors: Apple M4 Pro chip 14-core CPU with 10 performance cores and 4 efficiency cores, 20-core GPU 16-core Neural Engine, 273GB/s memory bandwidth. Equivalent or higher</p> <p>Display: 14.2 inch</p> <p>Memory: 16 GB or higher</p> <p>Storage: 1 TB SSD or higher</p> <p>Expansion: DHMI/USB 3/USB C</p> <p>Wireless: Wi-Fi: IEEE 802.11 Bluetooth: Bluetooth 5.3</p> <p>Converter: type C to HDMI & USB</p> <p>Operating System: Installed Latest OS with MS office</p> <p>Warranty: 1 year</p>	2nos.
4	<p>iPad Pro</p>	<p>Model: Latest 13-inch iPad Pro</p> <p>Processor: Apple M4 chip</p> <p>Storage: 2 TB</p> <p>Display: Ultra Retina XDR (Tandem OLED)</p> <p>Color: Space Black</p> <p>Connectivity: Wi-Fi + Cellular (if available)</p> <p>Essential Accessories:</p> <p>Converter: type C to HDMI & USB</p> <p>Apple Pencil Pro</p>	2nos.



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		<p>Magic Keyboard for iPad Pro (13-inch) Smart Folio – for protection and portability USB-C Power Adapter & Charging Cable Microsoft 365 package for the same. Warranty: 1year</p>	
5	Window Server	<p>Processor: 5th Gen Intel® Xeon® Scalable Processors and 4th Gen Intel® Xeon® Scalable Processors Memory: 64 GB or more HDD-SSD: 12TB SSD/SAS RAID Controller: HPE MR408i-o Gen11 x8 Lanes 4GB Cache OCP SPDM Storage Controller Power Supply: 2 x Power Supply 800W (Maximum 2 supported) OS: No Operating System(OS) included, but configuration of RAID and installation of OS(windows server 2022) is included, which OS will be provided by the client. LAN: 2 ports or more (1G RJ-45 and 1/10g SFP+) Warranty: 1 year</p>	1 no.
6	Interactive Flat Panel Display (ADPM) with Stand	<p>3 Series Interactive Flat Panel Display (ADPM) with stand MODEL NO:- 3652RK</p> <p>4K UHD Panel with 400 cd/m2 Brightness, Powerful multi-function IFP with Quad-Core CPU, 4GB</p> <p>RAM, 32GB ROM, Android 11.0 OS, 20W x2 Speakers, Seamless interactivity with up to 20-point multi-touch capabilities, antifingerprint coating and incredible response time, Eye Protection</p> <p>Features (anti-glare glass, ambient light sensor and cTUVus Eye Comfort Certification for Low Blue Light and Flicker Free), Embedded Android™ system with cutting-edge powerful CPU and GPU. CreativeBoard - Cloud whiteboard with natural writing experience and Google Classroom supported. We're both of "Google for Education Partner" and "AWS Partner". CreativeCast - Provide wireless content sharing and support multi-platforms including Windows, MacOS, Android, iOS, and Chrome.</p> <p>TV WIFI DONGLE MODEL NO:- EP-AC1602 WiFi module for Creative Touch 3- Series IFPDs, 2.4G/5Ghz dual band, 802.11 a/b/g/n/ac, Up to 866Mbps (5GHz) / 300Mbps (2.4GHz)</p>	1 no.

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7	Printer: Equivalent to HP Laser Jet Pro MFP M283fdw or Higher	Type: Color laser Multifunction Printer (Print, Scan & Copy) Duplexing: Yes (Automatic) Network Connectivity: Wi-Fi, Ethernet, Mobile Printing (HP Smart App, AirPrint, Mopria Fast printing speeds: 22ppm or higher High quality printing 1 year warranty	2 nos.
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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.

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 duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- A valid Trade License¹;
- A valid Tax Clearance Certificate;
- The required bid security
- Technical Specification of the Goods to be supplied with catalogue; and
- Any other requirements specified in this document

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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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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 (BTF) 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 supply of the goods shall be completed within **45** 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.

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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: <i>[name and address of Purchaser]</i>	<i>[Contact person, Telephone Number & Fax Number e-mail address]</i>

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

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

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



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Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the [] day of [], [], BETWEEN

- (1) [The Bhutan Trust Fund for Environmental Conservation], an [Autonomous Agency] and having its principal place of business [Near Nazhoen Pelri Complex, Thimphu] (hereinafter called “the Purchaser”), and
- (2) [.....], a corporation incorporated under the laws of [Bhutan] and having its principal place of business at [Thimphu] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., [insert name of work] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert amount] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the supplier and each shall be read and construed as an integral part of the Contract, viz.:
 - a. This Contract Agreement;
 - b. Terms and Conditions;
 - c. Technical Requirements (including Schedule of Supply and Technical specifications;
 - d. The Supplier’s Bid and original Price Schedules;
 - e. The Purchaser’s Notification of Award of Contract;
 - f. The form of Performance Security;
 - g. The form of Bank Guarantee for Advance Payment;
 - h. [Insert here any other document(s) forming part of the Contract]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]



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In the capacity of *[insert title or other appropriate designation]*

In the presence of *[insert signature]*
[Insert identification of official witness]
For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
In the capacity of *[insert title or other appropriate designation]*

In the presence of *[insert signature]*
[Insert identification of official witness]



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☎ 00975-2-339861/ 62

☎ 00975-2-339863

🌐 www.bhutantrustfund.bt

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[Insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)]² in figures and words* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,³ and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signatures of authorized representatives of the bank and the Supplier]

Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid submission]*



ཕྱི འབྲུག་རང་བཞིན་གནས་སྡངས་ཉམས་སྲུང་གོ་གཏང་མ་དུལ།

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IFB No. and title: *[insert number and title of bidding process]*
[Bank's letterhead]

² *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Purchaser.*

³ *Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee*

GP