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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
May 2025

Handwritten signature in blue ink.

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)

29th May 2025

Terms & Conditions:

1. In pursuant to the tender announcement via Kuensel issue dated **29th may 2025**, you are invited to submit your priced bid for the following Equipment:

- i) Dell Laptop-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 **10th June 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 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



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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	Dell Laptop-2 nos.		
Total for Supply of Goods (Nu)			

Total Amount in Nu. (in words)	
Delivery period	30 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:	

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

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.

(Handwritten signature)

Technical Specification of the Goods Required

Particulars		QTY
Product Name	Dell Pro 14 Premium (PA14250)	2
Processor	Intel Core Ultra 7 268V vPro (48 TOPS NPU, 8 cores, up to 5.0 GHz) with 32GB Memory	
Memory	32 GB: LPDDR5x, 8533 MT/s (onboard)	
Hard Drive	1 TB TLC SSD	
Windows	Windows 11 Pro, Copilot+ PC	
Wireless	Intel(R) BE201 Wi-Fi 7 2x2, Bluetooth(R) 5.4 Technology, Wireless Card	
Primary Battery	3-cell, 60 Wh, Express Charge(TM) Capable, ExpressCharge(TM) Boost Capable	
Display	14", Non-touch , FHD+, 300 nit, 45% NTSC, Anti-Glare, 8MP + IR Cam	
keyboard	English US battery-saving mini-LED backlit Copilot hotkey zero-lattice keyboard	
Built in A.I with Dell Optimizer Software	To improve user experience through system usages analysis and learning for improved system responsiveness 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; Systems locks when user walks away for enhanced security Faster system wake-on-user approach Updates automatically in the background to minimize disruption.	
Carrying Cases	Dell EcoLoop Pro Backpack - CP5723	
Adapter	65W AC adapter, USB Type-C	
Warranty	One Year Limited Warranty covering both spares and technical labor from the date of delivery.	





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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 Purchase Order. Or Client can withheld 10% retention money as Performance security and 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 **30 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

