



BHUTAN YOUTH DEVELOPMENT FUND (YDF)

SECTION 1: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by YDF. This RFQ is conducted in accordance with the YDF Procurement Policy. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by YDF. YDF is under no obligation to award a contract to any Bidder as a result of this RFQ. YDF reserves the right to cancel the procurement process at any stage without any liability of any kind for YDF, upon notice to the bidders or publication of cancellation notice on YDF website.
Deadline for the Submission/Opening of Quotation	9th November, 2022; 4:00 PM, Bhutan Time (Nazhoen Pelri, YDF) 9th November, 2022; 4:30PM, Bhutan Time (Nazhoen Pelri, YDF) (in presence of representatives who choose to attend in person or on-line)
Method of Submission	Quotations must be submitted as follows: <input type="checkbox"/> Sealed hardcopy addressed to: Chief of Social Enterprises, Nazhoen Pelri, YDF
Cost of preparation of quotation	YDF shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Fraud and Corruption	YDF strictly enforces a policy of zero tolerance on fraud, corruption, collusion, and unethical or unprofessional practices, and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to YDF staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. Non-compliance may result in rejection of the bid.
Conflict of Interest	YDF requires every prospective Supplier to avoid and prevent conflicts of interest by disclosing to YDF if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders found to have a conflict of interest shall be disqualified.
General Conditions of Contract	Any Supply/Work Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract of the YDF.
Special Conditions of Contract	Cancellation of SO/Contract if the delivery/completion is delayed by [60 days after issuance and receipt of Purchase/Work Order]
Eligibility	Registered IT company/firm Relevant past work experience with good track record or reference Have professional and technical capability and capacity



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Currency of Quotation	Quotation shall be quoted in Ngultrum
Duties and taxes	YDF is a tax-exempt organization. However, the bidder shall be liable for all/any tax and duty related to the construction work.
Penalty	Applicable of 0.01% of the contract price per day as liquidated damage in the event the work/good not delivered within the deadline.
Language of quotation	English
Documents to be submitted	Bidders shall include the following document in their quotation: Company profile Business registration and tax certificate (updated)
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Payment Terms	40% upon completion of 50% work 50% upon completion of 100% work 10% upon completion of the 6-month liability period (Note: no mobilization advance, 2% TDS will be adjusted in the final bill)
Conditions for Release of Payment	<input type="checkbox"/> Supply/work order issuance <input type="checkbox"/> Completion of 50% work (verified by the site engineer/supervisor) <input type="checkbox"/> Completion of 100% work (verified by the site engineer/supervisor with proper handing and taking) <input type="checkbox"/> Completion of liability period (verified by the site engineer/supervisor)
Contact Person for correspondence, notifications and clarifications	Kinley Tenzin, E-mail: kinleytenzin@bhutanyouth.org Guna Raj, Email: raj@bhutanyouth.org Any delay in YDF's response shall be not used as a reason for extending the deadline for submission, unless YDF determines that such an extension is necessary and communicates a new deadline to the Proposers.



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Clarifications	Requests for clarification from bidders will not be accepted any later than 9 th Nov 2022. Responses to request for clarification will be communicated via kinleytenzin@bhutanyouth.org OR raj@bhutanyouth.org .
Evaluation method	The Contract or Purchase/Work Order will be awarded to the lowest price substantially backed up with relevant past experience and technical capability.
Evaluation criteria	The tender committee will consider the following key criteria while evaluating the bids (list not limited to but): <ul style="list-style-type: none"> ▪ Financial ▪ Non-Financial such as: <ul style="list-style-type: none"> - Background in similar work of field - Professional/technical capability - Proper documentation
Type of Contract to be awarded	<input type="checkbox"/> Purchase/Supply Order <input type="checkbox"/> Contract or Work Order
Expected date for contract award	10th November 2022
Contract period	20 days from the date of work/supply order
Policies and procedures	This RFQ is conducted in accordance with the YDF procurement policy and procedure which, in turn, is guided by the RGoB Procurement Rules and Regulation.
Site inspection	Site inspection is recommended. Contact Mr. Guna Raj (17144675) for site inspection during office hour, until 9 th Nov 2022
Bid	

ANNEXURE 1: Equipment List and Specification

Technical specifications for procurement detailed in the Equipment List and Specification attached herewith (Annex 1).

Annex 1: Equipment List and Specification

Sl. No	Particular	Specification	Unit	Qty	Rate	Amount	Remarks
1	AC/Heater combo wall based 2 ton	Hitachi/Diakin/Bluestar supplies with commissioning and installation (with equipment and connection/cabling required).	no	3			
2	AC/Heater combo wall based 1 ton		no	3			
<p>NOTE: Site inspection is recommended. Contact Mr. Guna Raj (17144675) or Rinchen (17981917) for site inspection and submission of quotation during office hour, until 9th Nov 2022</p>							