

Invitation for Quotation (IFQ)

Project Title: Supply of Uniform.

Source of Funding: City Bus Services, Thimphu HQ 11001

Dated: 2nd July 2025

Contract Ref: TT/CBS/2025/04

Dear Sir/Madam,

1. You are invited to submit your priced bid for supply of the following:

1. Gho- 416 Meters (Sample Attached)
2. Jagong- 104 Meters
3. Zurtsi- 156 Meters
4. Kira- 42 Meters (Sample Attached)
5. Maroon Tego- 25.2 Meters
6. Golden Yellow Wonju- 21 Meters
7. Stitching charges for Gho and Kira

2. The contract will be awarded to the firm(s) offering the lowest evaluated price & has met the specification.

3. Address your quotation to the address below:

Manager (AFHRD)
City Bus Service
Thimphu - 11001

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated addresses above on 09/07/2025 at 10 AM & will be opened on the same day at 3:00pm

5. REJECTION OF QUOTATION: for submission, quotation(s) without sealed envelopes shall not be entertained and shall be rejected without any notice.

6. QUOTATION: by fax or by electronic means (are not) acceptable. 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.

7. **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 to the respective regional offices.

a) If the prices quoted are found to be unreasonably high, the purchaser shall reserve the right not to go ahead with the procurement.

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.

(i) **Delivery Time:** The bidder(s) must complete the supply of items within a period of 45 (Forty Five) days from the date of purchase order.

(ii) **Quality:** Supplier(s) will supply only genuine goods. Wherever applicable the supplier shall provide sample of items. The sample of the item shall be evaluated (to determine whether genuine or not). The determination of the winning bid shall be made on the basis of, among other things, the sample submitted.

(iii) **Payment:** the payment shall be made within a period of one month after the successful completion of supply and no advance payment shall be paid

(iv) **Service or supply:** Service or supply should be provided as and when required

- (v) **Sample:** The suppliers need to attach copies of relevant brochures/catalogues/ paper sample for the goods to be supplied, which will give sufficient information wherever applicable
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of [one year] from the award of supply order
8. **QUANTITY:** Depending on the final requirement, the purchaser may increase or decrease the quantity.
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.
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 supply order (sample form attached).
12. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
13. **Demonstration:** Supplier shall be required to present/demonstrate equipment/proposed solutions for the supply of tools/machines at the time of evaluation of bid.
14. Supplier need to mention the "brand and specification "for supply of goods.
15. *If the concerned supplier fails to deliver the assignment within time specified/agreed, the liquidated damage of 0.1% per day shall be applied/imposed for the late delivery of goods to the maximum of 10% OR performance security deposit shall be forfeited (whichever is applicable)*

DOCUMENTS REQUIRED TO BE SUBMITTED AS PART OF THE QUOTATION

The original and a copy (ies) of quotation submitted by the supplier(s) shall comprise of the following:

- a) A duly completed and signed priced quotation as per the schedule of items and the price quotation:
 - i) A valid trade licenses
 - ii) Tax clearance certificate
 - iii) Any other required specified in this document

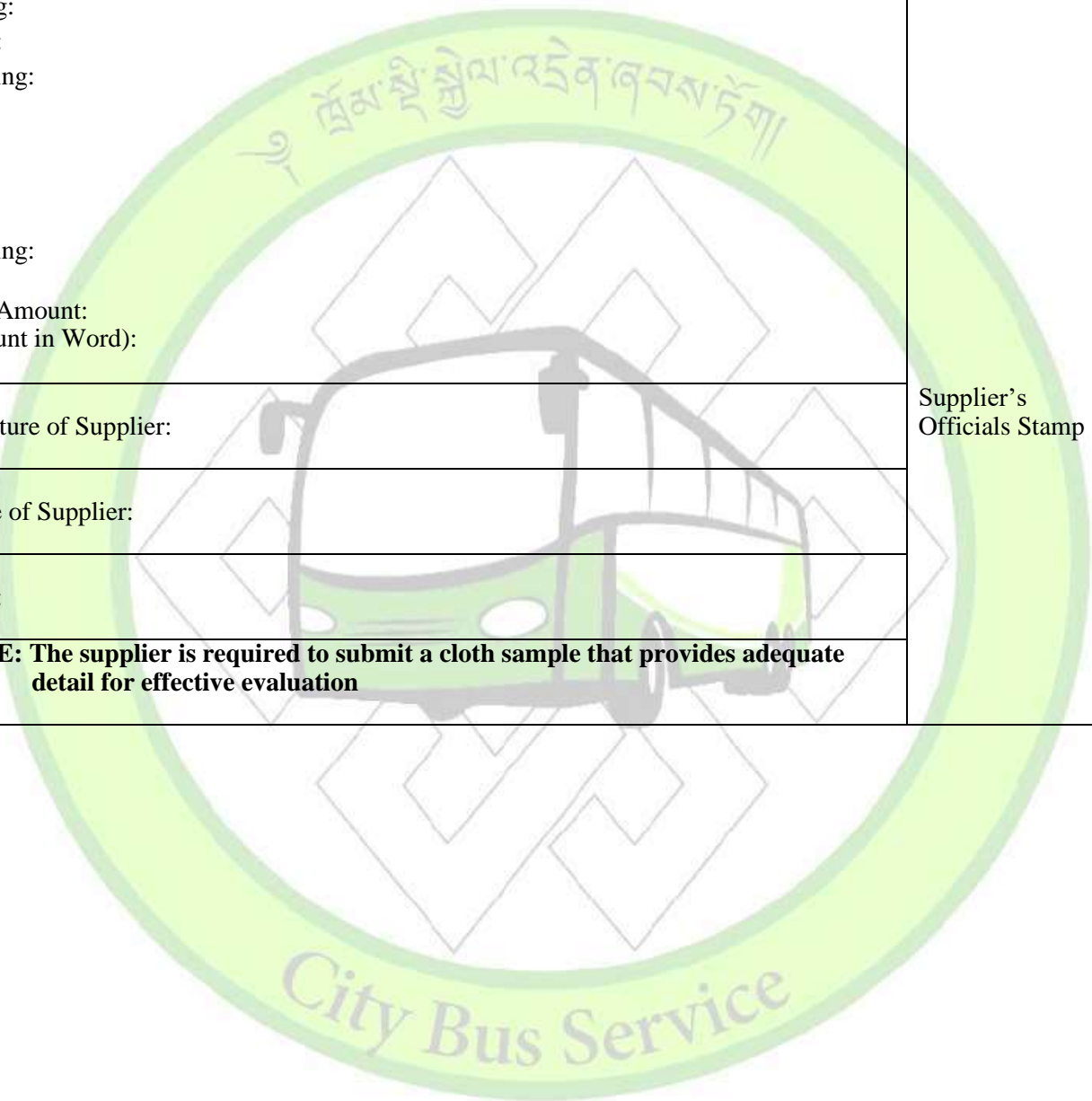
Further information can be obtained from: Manager (AFHRD) Tel # 02 325734] or may contact following officials:

1. Supply of office consumables items: Mr. Lhendup Gyeltshen, Manager (AFHRD) +975 17874980
Mr. Wangchuk Dorji (Operation Head) +975 17523417

The decision of committee shall be final and binding.

City Bus Service

<p>Total amount of goods to be supplied to purchaser (including all types of Cost in Ngultrum)</p> <p>Gho: Jagong: Zurtsi: Stitching:</p> <p>Kira: Tego: Waju: Stitching:</p> <p>Total Amount: (Amount in Word):</p>	
<p>Signature of Supplier:</p>	<p>Supplier's Officials Stamp</p>
<p>Name of Supplier:</p>	
<p>Date:</p>	
<p>NOTE: The supplier is required to submit a cloth sample that provides adequate detail for effective evaluation</p>	



Sample cloth for Gho and Kira



NOTE: The supplier is required to submit a cloth sample that provides adequate detail for effective evaluation