



Royal Society for Protection of Nature

Invitation for Quotation (IFQ)

August 15th,2022

To: The registered printing firms

Thimphu,Bhutan

Dear Sir/Madam,

1. RSPN is inviting you to submit your priced bid for the printing of '**Jute bag and diary notebook**' (Detailed specifications and required quantities are attached).
2. The bidder(s) must quote for all the items under this invitation. The bidder(s) shall submit the price quotation in the form of Bid. The quotation including all documents in the attached format should be sealed in an envelope as required by RSPN PPRR 2020 clause 4.7.1 and address to:

The Executive Director,

Royal Society for Protection of Nature

Building # 25

P.O Box 325,

Kawajangsa, Lhado Lam,

Thimphu.

3. Bids must be accompanied by a bid security deposit of Nu.5000/- denominated in Ngultrum in any form of Banker's Certified Cheque/Demand Draft/Cash Warrant favoring the Executive Director, Royal Society for Protection of Nature, Thimphu has drawn on Bank of Bhutan Ltd. The Bid submitted without the Bid security shall be rejected straight away by the Purchaser as non-responsive. The Bid security of the successful bidder shall be returned after the successful Bidder has signed the Contract and furnished the required Performance security.

The Bid security shall be forfeited:

- i. If a Bidder withdraws Bid for any reason at the time of opening of bids: or
 - ii. If a Bidder withdraws its Bid during the period of Bid Validity (60 days) specified by the Bidder or:
 - iii. If the Successful Bidder fails to"
 - a. Sign the Contract: or
 - b. Furnish a Performance Security
4. Quotations by fax or by electronic means are not acceptable.

5. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Goods/Works/Services are 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 RSPN Headoffice, Kawajansa, Thimphu.

b) EVALUATION OF QUOTATION: RSPN shall evaluate the quotation on best evaluated price under four criteria:

1) Lowest bidding price

2) Quality

3) Environment/ Green Criteria

4) Social Criterion

c) AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the best evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form-2 of contract and terms and conditions.

d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of **60 days** from the deadline for receipt of quotation(s).

6. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.

7. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.

7.1 Deadline for Bid Submission

Day: Thursday

Date: August 25, 2022 (last day)

Time: 12 Noon

7.1 Bid Opening

The Purchaser shall open bids in presence of bidders' representatives who choose to attend on the same day (**August 25,2022, Time:02:30 PM**) at RSPN Headoffice, Thimphu.

8. 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.

9. 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/work order form- 5.

10. 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.

11. 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 six (6) months whichever is later after adjustment of dues if any.

12. Specific terms and conditions for Printing

12.1. The supplier must provide the sample product to RSPN before mass production mentioned in its detailed specifications document.

12.2. The quoted rate must include all accessories required for the equipment (s).

12.3. It should be accompanied by a minimum warranty period from the date of actual delivery to this office.

12.4. If the '*Jute bag and diary notebook*' ceases to function during the warranty period, the supplier must replace it with a new set without any cost to this office.

Form - 1

Date:

Bid Form

Sl.No	Items	Quantity	Rate (Nu.)	Total Amount (Nu.)
1	Jute bag	1000		
2	Diary Notebook	1000		
Total				

Name of the Bidder:

Address:

Signature:

Documents required to be submitted as part of the Quotation. The 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 (bid form).
- (b) A valid Trade License;
- (c) A valid Tax Clearance Certificate;
- (f) Any other requirements specified in this document

The detail specification are as below;

Sl.No	Particulars	Specifications	Quantity	Remarks
1	Jute bag	<ul style="list-style-type: none">• Breadth: 18.5 inches• Height: 15 inches• Gusset: 7 inches• Handle: 10 inches• Logos: Multi color (back and front)• Lamination inside• Gusset and handle's color nearest to RSPN brand color (<i>Hex Color code-#136d66</i>)	1000	Please visit RSPN office for sample or download the item design from RSPN website
2	Diary notebook	<ul style="list-style-type: none">• 204 pages (5 pages in color printing, rest to be printed in Black and White)• Rexene cover (nearest to RSPN brand color-<i>Hex Color code-#136d66</i>)• White and Black screen printing on cover (RSPN's logo)• 80 GSM writing yellow shade paper• Diary size (Width-14cm, Height-20.5 cm, Rounded corner)	1000	Please visit RSPN office for sample or download the item design from RSPN website