



WCS/ADM-7/2025-2026/413

## INVITATION FOR QUOTATION (IFQ)

**Project title: Operation of School Canteen Services for Open Tender method 2025-2026 Academic Year**

Dear Sir/Madam,

1. A sealed quotation is hereby invited for the following as per the terms and conditions specified below:
  - i. Operation of School Canteen Services for Framework Contract Basis for the 2025-2026 Academic Year. [Information on the list of menus is attached separately]
2. The quotation must be submitted on or before 10: 00 AM on June 26, 2025, in a sealed envelope marked as Quotation for "Operation of School Canteen for the Academic Year 2025-2026." Opening of the bids shall be done on the same day at 10:00 AM.
3. The bidder(s) must quote for all items under this invitation. Price quotations will be evaluated for all items together and the contract will be awarded to the firm offering the lowest evaluated total cost under this invitation.
4. 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) must submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2019 clause 5.1.7.2, and addressed to and delivered at the following address:

***Principal***

***Wangbama Central School***

***Geney Gewog***

***Thimphu, Bhutan***

5. The bid shall be accompanied with a lump sum of Nu. 15,000/- as an Earnest Money Deposit (EMD) in the form of cash. Any bid without EMD shall be treated as non-responsive to Invitation for Quotation and will be rejected without seeking further explanation.
6. Quotation by fax or by electronic means is not acceptable.
7. The quotation should be submitted as per the following instructions and in accordance with the attached supply schedule. The attached Terms and Conditions for the Supply 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 until the end of the contract period.
  - b) EVALUATION OF QUOTATION: offers determined to be substantially responsive 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. The successful bidder will sign a contract as per attached form of contract agreement and terms and conditions of supply.
  - d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 28 days from the deadline for receipt of quotation(s). However, the rates of the items/menus will be valid only for the period of one contract duration (w.e.f. 15<sup>th</sup> July 2025 -14th July 2026).
8. The quotation(s) will be opened in the presence of the school canteen committee.
  9. 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.
  10. 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.
  11. Normal commercial warranty/guarantee shall be applicable to the supplied goods.





A-II	Tea & Refreshment	Unit	Rate
1	Milk Tea (Single)	Per Cup	
2	Suja Single	Per Cup	
3	Instant Milk Coffee (Single)	Per Cup	
4	Milk Coffee (Single)	Per Cup	
5	Black Coffee (single)	Per Cup	
6	Lemon Tea	Per Cup	
7	Lemon + Honey Tea	Per Cup	
8	Green Tea	Per Cup	
9	Suja Dresi	Per Cup	
10	Suja Shamdray	Per Cup	
11	Mineral Water 1 liter	Per Bottle	
12	Mineral Water 500ml	Per Bottle	
	<b>Total</b>		

**Item B**

B-I	Food Item		
1	Yuechhum (Local Rice)	Per Plate	
2	Jachhum (Indian Rice)	Per Plate	
3	Pork paa+Dhal/Jaju+ Ezay	Per Plate	
4	Sikam Paa+Dhal/Jaju+Ezay	Per Plate	
5	Pork Curry/Beef Curry+Dhal/Jaju+Ezay	Per Plate	
6	Shakam Paa+Dhal/Jaju+Ezay	Per Plate	
7	Fish Curry+Dhal/Jaju+Ezay	Per Plate	
8	Fresh Fish Curry+Dhal/Jaju+Ezay	Per Plate	
9	Fresh Fish Fried+Dhal/Jaju+Ezay	Per Plate	
10	Dry Fish+Dhal/Jaju+Ezay	Per Plate	
11	Chicken Curry +Dhal/Jaju+Ezay	Per Plate	
12	Chicken Chilli +Dhal/Jaju +Ezay	Per Plate	
13	Vegetable Curry+Dhal/Jaju+Ezay	Per Plate	
14	Shamu Datse+Dhal/Jaju+Ezay	Per Plate	
15	Cheese Fried+Dhal/Jaju+Ezay	Per Plate	
16	Kangchung Maru+Dhal/Jaju+Ezay	Per Plate	
17	Ribs paa+Dhal/Jaju+Ezay	Per Plate	
18	Egg Curry+Dhal/Jaju+Ezay	Per Plate	
19	Cheese & Egg fried+Dhal/Jaju+Ezay	Per Plate	
20	Veg Fried Rice	Per Plate	
21	Non-Veg Fried rice	Per Plate	
	<b>Total</b>		



Contract Duration	<i>One academic Year (w.e.f. 15<sup>th</sup> July 2025 – 14<sup>th</sup> July 2026)</i>
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Legal stamp with signature of bidder
Name of bidder:
Date

***Note: The Evaluation and the comparison of the rates shall be based on the sum total of the whole package. Please you are required to quote the rates for all the items under this package. If you fail to quote for any of the given item (s), your bid shall be considered non-compliance to the bidding instructions and will be rejected without seeking further explanation/information.***

### 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) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- b) A valid Trade License
- c) A valid Tax Clearance Certificate;
- d) The required bid security as specified in Clause 5, under Invitation for Quotation.
- e) Copy of valid concern letter from BAFRA
- f) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.

***Your bid will be considered as non-compliance to the instructions of bidding documents, if failing to provide the above mentioned as a part of quotation. Moreover, your bid will be rejected without seeking further information***



## Contract Agreement

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

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,  
BETWEEN

1. *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called "the Purchaser"), and
2. *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called "the Supplier").
3. WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called "the Contract Price").

### NOW THIS AGREEMENT WITNESSES 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 understood as an integral part of the Contract, viz.:
  - a) Contract Agreement.
  - b) Terms and Conditions.
  - c) Technical Requirements (including Schedule of Supply and Technical Specifications).
  - d) Supplier's Bid and original Price Schedules.
  - e) 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]*

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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### Performance Security

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*[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) 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]* 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]*







20. All the important items given in the list must be made available at all times.
21. The canteen owner must keep the original valid license displayed in the canteen throughout the term.
22. After establishing the canteen, no people including the hawkers will be allowed to sell any items in the school premises.
23. The canteen committee will conduct term review meeting with the canteen owner to discuss any relevant issues.
24. The canteen owner shall not be allowed to engage any students in carrying out any canteen related works and chores.
25. The canteen rent must be paid for all the months, except for January, July and half-month of December.
26. The canteen rent must be handed over to the canteen committee on the last date of each month.
27. The canteen owner must adhere to the clause of the terms and conditions, the award letter and other relevant office orders issued. As such the decision of the committee shall be final and binding.
28. Failure to comply with the terms and condition would lead to termination of contract and forfeiture of security deposit.

Name of the License Holder: \_\_\_\_\_

Contact No: \_\_\_\_\_

License Number: \_\_\_\_\_

Village: \_\_\_\_\_ Gewog: \_\_\_\_\_

Dzongkhag: \_\_\_\_\_

I, Mr/Mrs \_\_\_\_\_, holding above license have read and understood the terms and conditions

Signature:

(Legal stamp affixed)

Date: