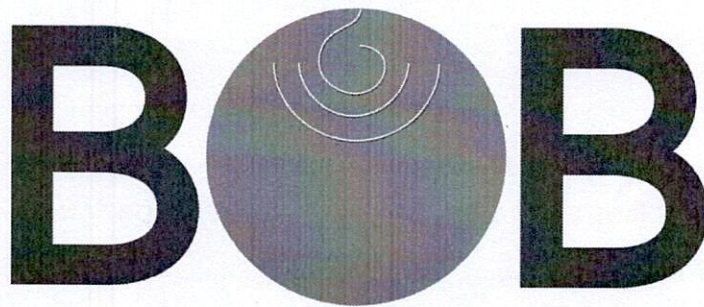


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BANK OF BHUTAN

A dhi Company

Banker to the Nation since 1968

**REQUEST FOR PROPOSAL (RFP) FOR
SUPPLY AND DELIVERY OF WALL and TABLE CALENDARS
2027**

Tender No.: 000/BoB/Tender/2026/35

Date: 27th October 2026



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NOTICE INVITING TENDER

NIT No.: 000/BoB/Tender/2026/35

Date: 27th October 2026

▪ Purchaser Name: Bank of Bhutan

Specifications for Wall Calendar:

#	Particular	Specifications
1	Paper Size	20" X 30"
2	Material	170 GSM Art Paper (Previous art paper standard)
3	Color.	4/5 colors
4	Script	Dzongkha & English
5	No. of Pages	1
6	Design	As per the 2026 Calendar (Except for the image)
7	Main Image	Admin & Procurement will share the image with successful bidder at a later date.
8	Dzongkha Dates	Successful bidders to arrange the dates, and verify with Dratshang Lyentshong, MoHCA and the Cabinets and shall be required to verify with the Bank before printing.

Specifications for Table Calendar:

#	Particular	Specifications
1	Calendar Size	150 mm x 245 mm
2	Material	300 GSM Art cart Glossy (Sample is with the Bank so please visit the procurement office for sample check during office hours: 9:00AM-5:00PM)
3	Color.	Multi-colors Printing
4	Script	Dzongkha & English
5	No. of Pages	7 Sheet date leaf with wiro binding at the top
6	Design	As per the 2026 Calendar (Except for the image)
7	Advertisement	In one-page, half-side advertisement and another half for dates
8	Dzongkha Dates	Successful bidders to arrange the dates, and verify with Dratshang Lyentshog, MoHCA and the Cabinets.

Specifications for Table Calendar: Potential bidders are requested to visit the Bank's Procurement Office to see the sample and its specifications.

OWNERSHIP OF THIS REQUEST FOR PROPOSAL (RFP)

The content of this RFP is copyright material of the Bank of Bhutan (BoB).

■ DUE DILIGENCE

The bid shall be deemed to have been submitted after careful study and examination of this RFP. The bid should be precise, complete, and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not in line with this RFP will be at the bidders' risk and shall result in the rejection of the bid. Also, the grounds for rejection of the Bid should not be questioned after the final declaration of the successful Bidder.

The bidder is requested to carefully examine the RFP, and the terms and conditions specified therein and if there appears to be any ambiguity, contradictions, inconsistency, gap, and/or discrepancy in the RFP, the Bidder should seek necessary clarification.

TERMS AND CONDITIONS OF RFP

1. Scope of Supply

- 1.1. The bidder(s) price quoted shall be as per the technical specification mentioned above and the Price Schedule as attached in **Annexure -II**.

2. Clarification of the bidding document

Further information can be obtained in writing from the Admin & Procurement Section OR email tandin.tshering3335@bob.bt and kinga.tshering2682@bob.bt not later than **five** calendar days before the date of the bid submission. Clarification received after the clarification deadline shall not be entertained.

3. Documents comprising the bid

- 3.1. The bid must be accompanied by the following document:
- Bid Security
 - Valid Trade license.
 - Tax clearance.
 - Bid Submission Form in Annexure I.
 - Price Schedule in Annexure II.

Note: Failure to provide the documents for i, iv, and v for the above documents under clause 3.1 shall be considered non-responsive and hence rejected.

4. Bid Price

- 4.1. The quoted price shall be in Ngultrum. The quoted price shall be in Delivery Duty Paid (DDP), including taxes, duties, and other levies to the final place of delivery.
- 4.2. The final place of delivery is at BoB Thimphu Main Branch, Norzin Lam.

5. Bid Validity

- 5.1. The bid shall be valid for **60 calendar days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive and shall be rejected.

6. Bid Security

- 6.1. The bid shall be accompanied by a bid security of Nu. 26,000.00 (Ngultrum Twenty-Six Thousand) only in the form of Cash Warrant/Unconditional Bank Guarantee/Banker's Cheque/Demand Draft in the name of Bank of Bhutan issued by the Financial Institution enforceable in any Banks in Bhutan.
- a) The Bid Security shall be valid for 3 months beyond the date of submission.
 - b) The Bid Security is to be submitted as a part of the Bid along with the bidding document.
 - c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

OR

- 6.2. The Bid Security shall be deposited via the fund transfer option such as mBoB transfer or direct deposit to the Bank of Bhutan account number.
- 6.3. Bank Details as below

Account Number: 218773145

Account Holder Name: Bid Security

Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.4. The Bid Security shall be forfeited in the following cases:

- a) If the Bidder withdraws the bid after Bid opening during the period of Bid Validity.
- b) If the Bidder does not accept the correction of the Bid Price.
- c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

7. Submission of Bids

- 7.1. The bidder(s) shall submit their bid through email in a password-protected file to tandin.tshering3335@bob.bt or kinga.tshering2682@bob.bt. The bid, including all required documents, must be duly filled, signed, and sealed. Any bid submitted without password protection shall be considered non-responsive and will not be evaluated. Or the bidder can submit hard copy. The bid including all documents should be duly filled, signed and sealed in an envelope and addressed to and delivered at the following address;

Section Manager,
Admin and Procurement Section, 2nd Floor
BoB Corporate Office, Thimphu

- 7.2. The bidder shall not submit the bid file and password together. **The Bank will send a separate email requesting the password at the time of bid opening.** Any bid submitted along with the password shall be considered non-responsive and will not be evaluated.

8. Submission deadline

The deadline for receipt of your bid(s) and other required documents as per clause 3 of the above by the Purchaser at the indicated is ON or BEFORE **November 10, 2026 at 2:30 PM Bhutan Standard Timing (BST).** Late submission of bid(s) shall not be entertained.

9. Bid Opening

- 9.1. The bid(s) shall be opened in the presence of bidders or their representatives who choose to attend on 10th November 2026 at 3:00 PM (BST).
In case the due date falls on non-working days, the opening of the bid shall be on the next working day at the same time.

10. Evaluation of Bid

- a. Evaluation of the bid
- The evaluation shall be carried out with 10% on the non-financial criteria and 90% on the quoted amount. However, if the quality of the product is not up to the materials specified in the technical specification, then the bid shall be rejected without any explanation to the bidder.
 - To assist in the examination, evaluation, and comparison of bids, the purchaser may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing, and no change in the price or substances of the Bid shall be sought, offered, or permitted. Failing to respond to the clarifications sought by the purchaser within the specified time period shall be treated as non-responsive and hence be rejected.
 - Non-compliance with the technical/product specification shall be considered a non-responsive bid and shall not be evaluated.
- b. While evaluating the quotations, the Bank will determine for each quotation and evaluate the price by adjusting the quoted price in case there are any arithmetical errors as follows:
- Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail.
 - Where there is a discrepancy between the Unit Rate and the line item, the resulting figure from multiplying the Unit Rate by the quantity shall prevail unless, in the opinion

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of the Bank, there is an obvious gross misplacement of the decimal point in the Unit Rate; and

- iii. If the supplier refuses to accept the correction, this quotation will be rejected, and the bid security shall be forfeited.

11. Purchaser's Right to Accept Any Bid, and Reject or Cancel Any or All Bids

- 11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept, reject, or cancel any or all the bids without assigning any reason whatsoever.

12. Quantity Variation

- 12.1. Depending on the final requirement, at the time of the award of the Contract, the purchaser may increase or decrease the quantities by twenty-five percent (25%) of the indicated quantity.

13. Award of Contract

- 13.1. The Purchaser shall award the contract to the bidder whose offer has been determined to be the lowest evaluated Bid. The purchaser shall issue a Notification of Award/Letter of Acceptance OR Purchase Order to the successful bidder.

14. Delivery Schedule

- 14.1. The supply and delivery of the goods and related services shall be completed within **45 calendar days** from the date of the Purchase Order.
- 14.2. Supply, delivery, and installation of Store Rack are at Thimphu Main Branch, Norzin Lam, Thimphu.
- 14.3. The bidder's quoted delivery schedule of more than 45 days shall be considered as non-responsive.

15. Performance Security

- 15.1. The successful bidder shall not be required to furnish performance security of 10%, however, 10% of the payment shall be deducted at the time of bill payment and shall be released only after the completion of the warranty period.
- 15.2. The performance security shall be forfeited in the following case if the bidders:
 - i. Fails/withdraws to perform the contractual obligation under the purchase order/contract agreement.
 - ii. Supplied different product which is not as per the specification/supplied inferior products and
 - iii. Fails to replace the defective goods within 21 calendar days after notifying.

16. Liquidated Damage

- 16.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the purchaser shall deduct liquidated damages at the rate of **0.3%** per day of the value of undelivered goods and shall be a maximum of **10%** of the total quoted price.

17. FORCE MAJEURE

- a) The supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failures to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

18. Payment Terms

- 18.1. 100% payment will be made after successful supply and delivery of goods at the site (BoB Corporate Office, Norzin Lam, Thimphu).

Note: Any request for advance payment shall be supported by an equivalent Bank Guarantee (BG), which must be submitted in the original form to the Bank prior to payment release.

- 18.2. At the time of the release of payment, all applicable taxes such as Tax Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan shall be deducted.

19. Warranty Period

- 19.1. The warranty for products shall be for 12 months. If the supplier fails to rectify and or replace the defective goods, the performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

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20. Submission of Bid

- 20.1. The Bidder shall submit the bid submission form and Price schedule using the form in Annexures I, and II. ***This form must be completed without any alterations to its content.*** All blank spaces shall be filled with the information requested.
- 20.2. A bid in which the bid submission form or Price Schedule is not duly filled, signed, and sealed by the bidder shall be rejected.

21. Termination

- 21.1. 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.
- 21.2. If the supplier fails to fulfil any other terms and conditions specified in the purchase order/contract or exceeds the maximum number of liquidated damages.
- 21.3. If the supplier does not take any remedial action for the default within a given time after notifying.

22. Governing Law

- 22.1. The contract/ purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

23. Dispute Resolution

- 23.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013.

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Annexure I: Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date of Bid submission]

Tender No.: [insert number]

To: [insert complete name of the Purchaser]

We, the undersigned, declare that:

- (a) We have examined and have no reservations about the Bidding Documents, including Addenda number: [insert the number and date of issue of each addendum];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: [insert a brief description of the Goods and Related Services];
- (c) The total price of our Bid, excluding any discounts offered in the item is: [insert the Bid Price in words and figures, indicating the various amounts and their respective currencies];
- (d) The discounts offered and the methodologies for their application are:

Discounts. If our Bid is accepted, the following discounts shall apply: [Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]

Methodology of Application of Discounts. The discounts shall be applied using the following methodology: [Specify in detail the methodology that shall be used to apply the discounts];

- (e) Our Bid shall be valid for a period of [insert number] from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
- (f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract.
- (h) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality of each subcontractor and supplier].

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- (i) We have no conflict of interest.
- (j) Our firm, its affiliates, or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan.
- (k) We have read the terms and conditions carefully, understood, and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per the terms and conditions of the Contract.
- (l) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
- (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- n) We accept the Vendor Performance Management System.

Signed: _____ [insert signature of the person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of the person signing the Bid Submission Form]

Name: _____ [insert complete name of the person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Bidder]

Dated on _____ day of _____ [insert date of signing]

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Annexure II: Price Schedule

[Describe below the items, units, and quantity of the Goods and related Services required].

#	Description	Qty	Rate (Nu.)	Total Amt (Nu.)	Bidders' Project timeline (in Days)
1	Wall Calendars	80,000.00			
2	Table Calendars	5,000.00			
Total Amount					
Total Bid Price (in words)					
Project time period		The maximum time period for supply, and delivery is 45 calendar days			
Name of Supplier:					Bidder Official Stamp & Signature
Contact No.:					
Email id:					
Date:/...../2026					

Evaluation Criteria

Non-Financials – 10%

#	Delivery timeline	Scores (%)	YES/NO	Score
1	Delivery of all Calendars by 15 December 2026	10		
2	Delivery of all Calendars by 22 December 2026	5		
3	If delivery of Calendars continues after 22 December 2026	0		

Important Note:

- The above delivery schedule shall not affect the standard delivery schedule outlined in Annexure I and II below.
- Please be informed that the bidders promising delivery by 15 December to obtain full marks will face penalties under the Liquidated Damages clause if they fail to meet the deadline.

Financials – 90%

Formula to calculate point

Financial = (Lowest quoted Bid/Individual quoted Bid amount) X 100

Note: SAMPLE CALENDARS are not required to submit with the bid, however, successful bidder should be required to submit the sample(s) before printing the calendar and has to be approved by the Bank.

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ANNEXURE I: Phase-Wise Delivery Schedule for Wal/ Calendars

#	Delivery timeline	Qty	Remarks
1	Lot I: To be delivered by 15 December 2026	40,000.00	The bidder shall be required to deliver goods as per this schedule. Failure to deliver the same as per schedule shall levy a penalty as per Liquidated Damages clause in the RFP.
2	Lot II: To be delivered within 22 December 2026	40,000.00	
	Total Quantity	80,000.00	

Note: The bidder has the option to deliver the goods in single lot or two lots.

ANNEXURE II: Phase-Wise Delivery Schedule for Wal/ Calendars

#	Delivery timeline	Qty	Remarks
1	Lot I: To be delivered by 15 December 2026	2,500.00	The bidder shall be required to deliver goods as per this schedule. Failure to deliver the same as per schedule shall levy a penalty as per Liquidated Damages clause in the RFP.
2	LOT II: To be delivered within 22 December 2026	2,500.00	
	Total Quantity	5,000.00	

Note: The bidder may deliver the goods in a single lot. However, the Bank reserves the right to award the contract either as a single lot or on an item-wise basis upon completion of the evaluation.

