
STANDARD BIDDING DOCUMENT

Procurement of Goods

(For value up to Nu. 0.25 million)



**Royal Government of Bhutan
Ministry of Finance**

March 2011

Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

Public Procurement Policy Division
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Royal Government of Bhutan
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Request for Quotation for Supply of Goods

- 1. Package A: Supply and Installation of Campus WIFI*
- 2. Package B: Supply of Digitization Machine(ScanSnap iX500)*

Invitation for Quotation (IFQ)

Dear Sir/Madam,

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

[Information on technical specifications and required quantities are attached]

2. The bidder(s) may quote for any or all items under this invitation¹. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item
3. 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) should also 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 2009 clause 5.1.7.2 and addressed to and delivered at the following address *[insert address of receipt of bids]*.

Your quotation in the required format should be addressed and submitted to:

***The Director
UWICER
Lamai Goempa, Bumthang
631946/631925***

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on or before ***December 18, 2018 not later than 11:30am***
5. The bid shall be accompanied by a bid security of ***Nu. 30,000.00[Thirty thousand only] for Package A and Nu. 10,000.00(Ten Thousand only) for Package B*** in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till ***1 year***. Any bid not accompanied by bid security shall be treated as non responsive.
6. Quotation by fax or by electronic means **are not** acceptable
7. 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.
 - 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 ***UWICER, Bumthang***.
 - 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

¹ The procuring agency shall specify the evaluation criteria and should use appropriately. It should be clarified that whether the evaluation will be done item wise or as whole package.

price by adjusting the priced 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 and terms and conditions of supply.
 - d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of one year from the deadline for receipt of quotation(s).

- 8. Further information can be obtained from: ***Administration section, UWICER, Bumthang***
- 9. The ***UWICER*** has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
- 10. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
- 11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
- 12. 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.
- 13. 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).
- 14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

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15. 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 and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.
 16. 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.

Schedule of Items and Priced Quotation (bid form)

Package A: Supply and Installation of UWICER campus Wifi

SI	Particular	Unit	Brand	Specification	Price (Nu.)
1	Switch Rack (Wall mount network switch rack cabinet)	1		-Material: SPCC high- quality cold rolled steel -Thickness: mounting profile 2.0mm -Surface finish: degreasing, pickling, phosphating, powder coating -Protection degree: IP20 -Loading capacity: 60kgs (132lbs) -Optional color: black (RAL9004) -Width: 21.65 inches -Depth: 17.72 inches -Rail width: 19-inch	
2	Media converter	1 pair		-Capacity: Multimode fiber - Model:10/ 100M - Half-Duplex / Full-Duplex transfer mode for FX port	
3	Switch (Managed)	1		-8-port 10/100 + 2 x combo Gigabit SFP PoE and PoE+ wall mountable RAM 128 MB/ Flash Memory 16 MB flash	
4	Switch (Unmanaged)	1		-Model: Unmanaged (Rack mountable) - Capacity: 24 Port	
5	Cat 6E cable	1 roll		-305m in one roll - Cat 6E cable	
6	Optical fiber	1 m			
7	Access Point	1		- 802.11ac wireless speeds up to 867 Mbps on the 5 GHz band and 300 Mbps on the 2.4GHz band. -Enabling long range connectivity - up to 26 dBm transmit power on both the 2.4 GHz and 5 GHz frequency bands, and with Internal high gain Omni-directional antennas - PoE Support with PoE 802.3at capable switches -Optimizing WLAN bandwidth - band steering detects Dual band	

				clients and shifts them to the 5 GHz band to relieve network congestion on the 2.4 GHz band -Improve security - secured guest network option available -Wireless network management -can be monitored after deployment with EnGenius EZ Controller. -VLAN Support - SSID to VLAN Tagging	
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Following features should be included:

- Detailed assessment of the installation site should be carried out before submitting the proposal on your own expenses.

- VLAN creation and configuration.
- Mac filtering.
- Should provide maintenance service and replacement of the nonfunctioning equipment for a year.
- Vendor shall provide exact detailed list and specification of technical equipments prior to the installation, bidder shall be responsible to conduct detailed study to determine the exact quantity required. In case, any additional quantity of the items required for the successful installation of the campus wifi the same shall be provided by the vendor free of cost .
- Provide clear documentation of network design.
- Provide configuration of: VLAN, mac filtering, managed switch and access point.
- Campus measurement is attached as (.kmz) file. (*Use Goolge Earth pro software to view*)
- The quoted rate should be inclusive of inatllation and setup in the campus.

Package B: Supply of Digitization Machine ScanSnap iX500

Particulars	Specification		Rate (Nu)
Digitization machine: ScanSnap iX500	Scanner Type	Automatic Document Feeder (ADF), Duplex Scanning	
	Scanning Modes	Color, Grayscale, Monochrome, Automatic (color / grayscale / monochrome detection(3))	
	Image Sensor	Color CIS (Contact Image Sensor) x 2 (front / back)	
	Light Source	3 Color LED (Red / Green / Blue)	
	Optical Resolution	600 x 600 dots per inch (dpi)	
	Scanning Speed (A4 portrait)(1)		
	Excellent Mode	Color & Grayscale 600 dpi, Monochrome 1200 dpi, Simplex/Duplex, 7 ppm	
	Document Size		
	Normal Mode with Carrier Sheet	Use of a Carrier Sheet permits the scanning of A3, B4, 279.4 mm X 431.8 mm (11 in. x 17 in.) and photographs as well as the document sizes listed above.	
	Long Paper Scanning	863mm (34 in.)	
	Multi-feed Detection	Supported (Standard) ultrasonic multi-feed detection sensor	
	Paper Weight (thickness)	40 g/m2 to 209 g/m2 (11 lb. to 56 lb.)	
	Paper Chute Capacity	Maximum 50 sheets (A4, 80g/m2 or 21 lb.)	
	Interface	USB 3.0 (USB 2.0 / 1.1 Compatible)(6)	
	Wi-Fi Interface		
Observed Standards	IEEE802.11b / IEEE802.11g / IEEE802.11n		
Communication Mode	Infrastructure Mode		

Frequency	2.412 GHz to 2.462 GHz / 2.412 GHz to 2.472 GHz
Communication Distance	Indoors, 50 m (Recommended: indoors, within 25 m)
	*May vary depending on surrounding environment and the access point to be connected
Security	WPA-PSK (TKIP / AES), WPA2-PSK (TKIP / AES),
	WEP (64-bit / 128-bit)
Easy Installation	WPS2.0 supported (button / PIN code)
Power Requirement	AC Adapter AC 100 V to 240 V, 50 / 60 Hz
Power Consumption / USB Connected	
Operating Mode	20 W or less
Sleep Mode	1.6 W or less
Auto Standby (Off) Mode	less than 0.4 watt
Dimensions (W x D x H)(10)	292 mm x 159 mm x 168 mm (11.5 in. x 6.2 in. x 6.6 in.)
Device Weight	3.0 kg (6.62 lb.)
Driver	Specific driver
	· Windows®: All windows 7,8.1,vista, 10
	· Mac OS:
Inbox Contents	ScanSnap, AC cable, AC adapter, USB cable (USB 3.0 supported), Safety Precautions, Setup DVD-ROM, ScanSnap Carrier Sheet

Signature of Supplier	Supplier's Official Stamp
Name of Supplier	
Date	

[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

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 License²;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) Technical Specification of the Goods to be supplied; and
- (f) Any other requirements specified in this document

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

² The non submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit.

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1. The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.
 2. The supply of the goods shall be completed within [*state number*] days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
 3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
 4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
 5. Any goods found defective during the warranty period shall be replaced/repared by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
 6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
 7. 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:
 - a. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.
 - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s),
or
 - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
 8. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
 9. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the security deposit.