

CENTRE FOR BHUTAN STUDIES & GNH

Invitation for Quotation

1. In pursuant to the tender announcement, the interested bidders are invited to submit your priced bid for the **Record and Documentation of Vajrayana Conference to be held from April 18-20 2019**. The quotation including all documents should be sealed in an envelope as required by PRP clause 5.1.7.2 and addressed to and delivered at the following address [Head, AFD, and Centre for Bhutan Studies & GNH]. Bids will not be accepted if the purchaser fails to submit the required documents.
2. The deadline for receipt of your quotation(s) is on 9 April 2019 before 11.00 am and will be opened on the same day at 11:30 am.
3. The bid shall be accompanied by a bid security/EMD of Nu. 10,000 in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for 6 months. Any bid not accompanied by bid security shall be treated as non-responsive.
4. Quotation by fax or by electronic means (are not) acceptable.
5. The quotation should be submitted as per the following instructions. The Terms and Conditions of the Work 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, and nothing extra shall be paid. The final place of delivery is (Centre for Bhutan Studies & GNH).
 - b) **EVALUATION OF QUOTATION:** offers determined to be subsequently responsive to technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation and 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;
 - c) **AWARD OF PURCHASE ORDER:** the award order will be made to the bidder who is offering the lowest evaluated price that meets the specifications.
 - d) **VALIDITY OF PURCHASE ORDER:** your quotation(s) shall be valid for period of [1 Financial Year 2018-19] from the dead line for receipt of quotation(s).
6. Further information can be obtained from: [AFD, Tele No: 321005] during office hours.



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7. 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 to maintain the quality of the services provided.
8. The purchaser may, by written notice, terminate the Purchase / Supply 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 obligation(s) under the Purchase Order, or
 - b. 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.
9. The Purchaser may hire the service from the open market or may hire from the next lowest evaluated bidder in case, if the supplier fails to provide the service within the stipulated time mentioned in the work order or the services delivery is found unsatisfactory.
10. All Government rules related to supply and services shall apply.

Documents required to be submitted as part of the Quotation.

The original and copies of quotation submitted by the supplier shall comprise the following:

- a) A duly completed and signed priced quotation
- b) A valid Trade License
- c) A valid Tax Clearance Certificate
- d) The required bid security



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ToR and Job specification for Record and Documentation of Vajrayana Conference to be held from 18-20 April 2019 (3 and half days)

1. Video recording is required for the following days:
 - a. 18 April (Welcome dinner) – From 5-7 pm
 - b. 19-20 April (Main conference) – From 9 am-6 pm
 - c. 21 April (Excursion to Punakha) – Short videos and photo
2. Please quote the prices separately for package a, b, and c, given under point 1 above.
3. Kindly use the following number of equipment to record video and sound for the conference
 - a. DSLR Camera capable of shooting 4K videos – 4 numbers
 - b. Voice sync between Camera and the Mike
 - c. High quality voice recorder – 2 numbers
4. Produce HD video of all the presentation by the speakers with good quality power point slides inserted.
5. Submit all the videos to the Purchaser (CBS&GNH) in soft copies within one month after the end of the conference.
6. The videos should have Intro and Credits.
7. All Copyright of the videos will be with the Purchaser. The Supplier will not use the whole or any part of the Video captured during the Conference or related to the Conference.
8. Purchaser have the right to assess the quality of the audio and video and reject the videos if it is not up to the standard expected of a video.
9. Capture a few important still photos of the Conference and related events.
10. Supplier agrees to submit all bills at the end of the submission of videos.

