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ཇོང་ཁག་བདག་སྐྱོང་། ཚེས་ཅེ་ཇོང་། གྲོང་གསལ།
DZONGKHAG ADMINISTRATION
Chhoetse-Dzong: Trongsa



"Socio-economically vibrant Dzongkhag with rich cultural heritage and living in harmony with nature"

DAT/Proc-01/2019-20/

February 27, 2020

The

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.....
.....

Subject: Spot Quotation

Sir/Madam,

Spot sealed quotations are invited by the committee for and on behalf of Trongsa Dzongkhag Administration for the feasibility study & master planning expertise to revive and develop blue print for a Revitalization Plan for Heritage Palace Tour to assess the current suitability of the traditional and old routes conversion into trekking route, revival of walking through the old route as part of the historical event, assess the possibility of opening Heritage Palaces to tourist purpose, sites infrastructure system and recommend required infrastructure improvements, develop a circulation plan to tie the visits, revitalization and promotion of other local tourism products in Trongsa.

A. Feasibility study & master planning expertise to revive and develop blue print for a Revitalization Plan for Heritage Palace Tour in Trongsa

Notice for Procurement of Consulting Services

B. The Dzongkhag Administration Trongsa invites proposals to provide the following consulting Services: Feasibility study & master planning expertise to revive and develop blue print for a Revitalization Plan for Heritage Palace Tour in Trongsa. More details on the services are provided in the Terms of Reference-ToR.

This Request for Proposal (RFP) has been addressed to the eligible consulting firms OR expertise group/team who have been doing the work related to or assigned by the agency:

Competent Bhutanese Consulting firms holding valid Trade License and registered with the Construction Development Board OR firms with eligible license holder and having certified recognition in carrying out the works as per the ToR and who can produce blue print plan: OR if possible, The Bhutanese consultancy firms may form joint venture with international consultancy firms to enhance professional capacity.



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Consultant will be selected under **Quality & Cost based selection (QCBS) system (70% weightage for Technical Proposal & 30% weightage for Financial bid)** and procedures described in this RFP, in accordance with the latest Procurement Rules and Regulations in force of the Royal Government of Bhutan

The procedural requirements for responding to this invitation are provided in the complete RFP document, which includes the following:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants (including Data Sheet)
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Terms of Reference
- Section 6 - Standard Forms of Contract

The RFP document can be downloaded free of cost from our Dzongkhag's website www.trongsa.gov.bt with effect from 20th February 2020 to 6th March, 2020

The sealed Technical Proposal & Financial Bid must be delivered to the **Procuring Committee at the designated station/location as communicated place on or before 10:am (BST) on March 10th, 2020 and will be opened on the same day at 02:30 p.m. at the same location**

For the format and the details required to be submitted as a part of the technical proposal please refer to the technical proposal evaluation criteria, Bid Data Sheet and the technical proposal forms which are a part of this bid document.

For further clarifications, please contact the District Planning Officer/Relevant Accounts Personnel, Dzongkhag Planning Unit/ Dzongkhag Finance Section Trongsa at telephone numbers **77209790/17784657** during working hours.

The Dzongkhag Administration will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.



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Instructions to Consultants

DATA SHEET

ITC Paragraph Reference	Details
1.1	<p>Name of the Procuring Agency: Dzongkhag Administration, DAT, Trongsa</p> <p>Method of selection: Quality & Cost Based System (QCBS)</p> <p>A Consultant will be selected under Quality & Cost based selection (QCBS) system (70% weightage for Technical Proposal & 30% weightage for Financial bid) and procedures described in this RFP, in accordance with the latest Procurement Rules and Regulations in force of the Royal Government of Bhutan</p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>A. The name of the assignment is: Feasibility study & master planning expertise to revive and develop blue print for a <u>Revitalization Plan for Heritage Palace Tour</u> in Trongsa</p> <p>The scope of the assignment and expected time of its completion are:</p> <ul style="list-style-type: none"> i. Feasibility study & master planning expertise to revive and develop blue print for a <u>Revitalization Plan for Heritage Palace Tour</u> in Trongsa ii. To assess the current suitability of the traditional and old routes conversion into trekking route, revival of walking through the old route as part of the historical event, asses the possibility of opening Heritage Palaces to tourist purpose iii. Sites infrastructure system and recommend required infrastructure improvements, develop a circulation plan to tie the visits, revitalization and promotion of other local tourism products in Trongsa <p>Refer to the Terms of Reference for further details.</p> <p>The assignment is expected to be fully completed before or within 60 Days (60)</p>
1.3	<p>A pre-proposal conference will be held: No</p> <p>The Procuring Agency 's representative is: District Planning Officer/Relevant Accountant</p> <p>Address: Dzongkhag Administration, Trongsa</p> <p>Telephone: (77209790/17784657) Facsimile: (77209790/17784657)</p>



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	E-mail: prinzin@trongsa.gov.bt
1.4	The Procuring Agency will provide the following inputs and facilities: None
4.1 (e)	The bidders shall submit a signed Integrity Pact: Yes
7.1	Proposals must remain valid for 60 days after the submission date
10.2	Clarifications may be requested not later than 7 days before the submission date. The address for requesting clarifications is: District Planning Officer/Relevant Accountant, Dzongkhag Administration, Trongsa Facsimile: (77209790/17784657) E-mail: prinzin@trongsa.gov.bt
10.3	A pre-proposal meeting will not be conducted.
11.3 (a)	Shortlisted Consultants may associate with other shortlisted Consultants: NA.
11.3 (b)	The estimated number of professional staff-months required for the assignment is: 2 Month (60days)
12.1	Proposals shall be submitted in the following language: English
13.1	The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP) . The valid trade license and CDB certificate shall be enclosed with the technical proposal.
13.1 (g)	Training is a specific component of this assignment: No
14.1	The financial proposal should be prepared based on Clause 14.1 of the RFP and should include all costs necessary to perform the services in accordance with the requirements of the Terms of Reference. Please use For FIN-1 & FIN-2
14.2	Consultant to state all costs in Ngultrum: Yes
15.1	Amounts payable by the Procuring Agency to the Consultant under the Contract to be subject to local taxation: Yes The Consultant will pay local taxes without reimbursement by the Client: Yes
16.3	The Consultant must submit the original Technical Proposal, and the original of the Financial Proposal. The



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	technical and financial proposals have to be sealed and attached in single envelope
16.7	The Proposal submission address is: Dasho Dzongda, Dzongkhag Administration, Trongsa, Bhutan Proposals must be submitted no later than the following date and time: <u>10 a.m. (BST) on 10th March, 2020</u>
20.1	<p>Criteria, sub-criteria and the points system for the evaluation of Technical Proposals are:</p> <p style="text-align: right;"><u>Points</u></p> <p>(I) Specific experience of the Consultant relevant to the assignment within last five years:</p> <p>a) Project Director (Maximum points) 5.00 (will be awarded to personals with designing experienced in tourism promotional camping (videos and material write up))</p> <ul style="list-style-type: none"> i. Above two nos. of similar project completed: 5.00 ii. Up to two nos. of similar project completed : 3.00 iii. One no. of similar project completed: 1.00 iv. None: 0.00 <p style="text-align: right;">Total points for criterion (I): 5.00</p> <p>(II) Adequacy of the proposed methodology & work plan in responding to the Terms of Reference:</p> <p>b) Work methodology (Maximum points) 10.00</p> <ul style="list-style-type: none"> i. Excellent 10.0 ii. Very Good 8.00 iii. Good 6.00 iv. Satisfactory 4.00 v. Poor 1.00 vi. Not submitted 0.00 <p>c) Work plan (Maximum points) 10.00</p> <ul style="list-style-type: none"> vii. Excellent 10.0 viii. Very Good 8.00 ix. Good 6.00 x. Satisfactory 4.00 xi. Poor 1.00 xii. Not submitted 0.00



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c) Organization & staffing (Maximum points)	5.00
i. Excellent	5.0 (Score given) all technical expertise in documentation for videography , one architecture, one engineer and surveyor, who worked as consultant not less than 0-5 years
ii. Very Good	4.00
iii. Good	3.00
iv. Satisfactory	2.00
v. Poor	1.00
vi. Not submitted	0.00
Total points for criterion (II):	25.00

(III) Key professional staff qualifications & competence for the assignment for technical team:

Project Manager/Team Leader 10.00

a) Qualification (Maximum points)

i. Master’s degree or bachelor degree above 5years	10.0
ii. Bachelor’s degree below 5years	7.00
iii. Diploma in relevant field	3.00

b) Media content Creator 5.00

i. Master’s degree or bachelor degree above 5years	5.0
ii. Bachelor’s degree below 5years	3.00

c) Videographer 5.00

i. Experienced above 5years	5.0
ii. Experienced below 5years	3.00

c) Photographer 5.00

i. Experienced above 5years	5.0
ii. Experienced below 5years	3.00

c) Story writer 5.00

i. Bachelor's degree in English language experienced above 5years	5.0
ii. Bachelor's degree in English language experienced below 5years	3.0



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	<p>b) Architect 5.00</p> <p>i. Master’s degree or bachelor degree above 5years 5.00</p> <p>ii. Bachelor’s degree below 5years 3.00</p> <p>c) Civil Engineer 5.00</p> <p>i. Master’s degree or bachelor degree above 5years 5.00</p> <p>ii. Bachelor’s degree below 5years 3.00</p> <p>d) Surveyor 5.00</p> <p>i. diploma degree above 5years 5.00</p> <p>ii. diploma degree below 5years 3.00</p> <p>e) Experience in similar fields (Maximum points) 10.00</p> <p>i. More than three project 10.00 (Score given)</p> <p>ii. 2 to 3 project 7.00</p> <p>iii. 1 to 2 project 5.00</p> <p>iv. None 0.00</p> <p>Total points for criterion (III): 50.00</p> <p>(IV) Instruments for videography and surveying tools 10.00</p> <p>i. Owned by company 10.00 (Score given)</p> <p>ii. Hired from others 5.00</p> <p style="text-align: right;">Total points for criterion (IV): 10.00</p> <p>(v) Participation by nationals among proposed key staff 5.00 (score given since all are Bhutanese)</p> <p style="text-align: right;">Total points for the five criteria: 100.00</p> <p>The minimum technical score required to pass is: 70.00 Points</p>
21.4	<p>The single currency for price conversions is Bhutanese Ngultrum (BTN).</p> <p>The source of official selling rates is the Royal Monetary Authority of Bhutan.</p> <p>The date of exchange rates is: Date of Opening the Financial Bid</p> <p>Those firms making site visits will be given additional 2 points.</p>



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21.6	The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The weights given to the Technical and Financial Proposals are: T = 0.7, and P = 0.3
22.1	Expected date and address for contract negotiations: During the month of March and April 2020
28.6	Expected date for commencement of consulting services: 2nd week of the March month 2020

Section 3: Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Reference paragraph 13.1 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 13.1 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
 - A. Consultant's Organization
 - B. Consultant's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Procuring Agency
 - A. On the Terms of Reference
 - B. On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule
- TECH-9 Drawings/Specifications (if applicable)
- TECH-10 Integrity Pact Statement



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FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Dzongdag, Dzongkhag Administration, DAT, Trongsa

Respected Dasho:

We, the undersigned, offer to provide the Consulting Services titled **Feasibility study & master planning expertise to revive and develop blue print for a Revitalization Plan for Heritage Palace Tour in Trongsa**

in accordance with your Request for Proposal dated **2020**. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed in a separate envelope.

We are submitting our Proposal in association with: [***Insert a list with full name and address of each associated Consultant***]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. In this regard you may contact any of our previous Employers or the previous Employers of any of our sub-consultants or any of the employees thereof for further information.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in ITC Reference 7.1 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in ITC Reference 28.6 of the Data Sheet and to comply with all the provisions of the Contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



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- 8 [In case paragraph Reference 13.1 of the Data Sheet requires submission of a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”]
- 9 [Delete in case no association is foreseen.]

FORM TECH-2: CONSULTANT’S ORGANIZATION & EXPERIENCE

A - Consultant’s Organization

[Provide here a brief (one page) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant’s Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages maximum, listing in the order of most recent first.]

Assignment name:	Approx. value of the contract (in BTN):
Procuring Agency :	Duration of assignment (months):
Address:	Total number of staff months of the assignment:
	Approximate value of the services provided by your firm under the contract (BTN):
Start date (month/year):	No. of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team



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	Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



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**FORM TECH-3 COMMENTS OR SUGGESTIONS ON THE TERMS OF REFERENCE & ON
COUNTERPART STAFF & FACILITIES TO BE PROVIDED BY THE PROCURING AGENCY**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff & Facilities

[Comment here on counterpart staff and facilities to be provided by the Procuring Agency according to paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]



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FORM TECH-4 DESCRIPTION OF THE APPROACH, METHODOLOGY & WORK PLAN FOR PERFORMING THE ASSIGNMENT

FORM TECH-4 DESCRIPTION OF THE APPROACH, METHODOLOGY & WORK PLAN FOR PERFORMING THE ASSIGNMENT

(For small or very simple assignments the Procuring Agency should omit the following text in Italic)[*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) *Work Approach and Methodology,*
- b) *Work Plan, and*
- c) *Organization and Staffing,*

a) **Work Approach and Methodology.** *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) **Work Plan.** *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

c) **Organization & Staffing.** *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*



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FORM TECH-5

TEAM COMPOSITION & TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



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FORM TECH-6

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____
8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, & writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]: _____

From [Year]: _____ To [Year]: _____



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ཇོང་ཁག་བདག་སྐྱོང་། ཚོས་ཅེ་ཇོང་། གྲོང་གསལ།
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Employer: _____

Positions held: _____

11. Detailed Tasks Assigned <i>[List all tasks to be performed under this assignment]</i>	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned <i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i> Name of assignment or project: _____ Year: _____ Location: _____ Procuring Agency or Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
---	---

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____



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 རྫོང་ཁག་བདག་སྐྱོང་། ཚུལ་ཅེ་རྫོང་། གྲོང་གསལ་།
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FORM TECH-7 STAFFING SCHEDULE¹

No	Name of Staff	Staff input (in the form of a bar chart) ²														Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total	
Foreign																		
1		[Home]																
		[Field]																
2																		
N																		
Subtotal																		
Local																		
1		[Home]																
		[Field]																
2																		
N																		
Subtotal																		
Total																		

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.



Full time input
 Part time input



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ཇོང་ཁག་བདག་སྐྱོང་། ཚལ་ཅེ་ཇོང་། གྲོང་གསུམ།
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FORM TECH-8

WORK SCHEDULE

No	Activity ¹	Months ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), & other benchmarks such as Procuring Agency approvals. For phased assignments indicate activities, delivery of reports, & benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.



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ཇོང་ཁག་བདག་སྐྱོང་། ཚེས་ཅེ་ཇོང་། ཁྲོང་གསར།
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FORM TECH-9

**DEMO VIDEOS/DRAWINGS/ LIST AND SPECIFICATIONS OF INSTRUMENTS WILL BE
USED (IF APPLICABLE)**

[Provide here a list of drawings and specifications (if any) contained within the Technical Proposal, and annex these hereto.]



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FORM TECH 10

INTEGRITY PACT

1. General

Whereas **Mr. _____ District Planning Officer** representing the **Dzongkhag Administration, Trongsa** Royal Government of Bhutan, hereinafter referred to as the Employer on one part, and _____ (*Name of Person*) representing the _____ (*Name of Bidder*) as the other part hereby execute this agreement as follows:

This agreement should be a part of the tender document, which shall be signed and submitted along with the tender document. The head of the employing agency/or his authorized representative should be the signing authority. For the bidders, the bidder himself or his authorized representative must sign the Integrity Pact (IP). If the winning bidder had not signed during the submission of the bid, the tender shall be cancelled.

2. Objectives

Now, therefore, the Employer and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as Integrity Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into, with a view to:-

- 2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices and the Employer will commit to prevent corruption, in any form by their officials by following transparent procedures.

3. Commitments of the Employer:

The Employer Commits itself to the following:-

- 3.1 The Employer hereby undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.
- 3.2 The Employer further confirms that its officials has not favored any prospective bidder in any form that could afford an undue advantage to that particular bidder during the tendering stage, and will further treat all the Bidders alike.



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- 3.3 All the officials of the Employer shall report to the head of the employing agency or an appropriate Government office any attempted or completed violation of clauses 3.1 and 3.2.
- 3.4 Following report on violation of clauses 3.1 and 3.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the Employer and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the Employer the proceedings under the contract would not be stalled.

4. Commitments of Bidder

The bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the following:-

- 4.1 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
- 4.2 The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the Contract or any other contract with the Government.
- 4.3 The Bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 4.4 The bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the Employer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

5. Sanctions for Violation

The Breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.



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The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether with or without the knowledge of the Bidder), or the commission of any offence by the bidder, or any one employed by him, or acting on his behalf, shall be dealt with as per the provisions of the Penal Code of Bhutan, 2004, and the Anti-Corruption Act, 2006.

The Employer/relevant agency shall also take all or any one of the following actions, wherever required:-

- 5.1 To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other Bidder(s) would continue.
- 5.2 To immediately cancel the contract, if already awarded/signed, without giving any compensation to the Bidder.
- 5.3 The Earnest Money / Security Deposit shall stand forfeited.
- 5.4 To recover all sums already paid by the Employer.
- 5.5 To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the Employer, along with interest.
- 5.6 To cancel all or any other Contracts with the Bidder.
- 5.7 To debar the Bidder from entering into any bid from the government of Bhutan as per the Department Rule.

6. Conflict of Interest

- 6.1 A conflict of interest involves a conflict between the public duty and private interests (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflict of Interest would arise in a situation when any concerned members of both the parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee member must be declared in a prescribed form (sample form attached).
- 6.2 The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member, and if he does so, the Employer shall be entitled forthwith to rescind the Contract and all other contracts with the Bidder.

7. Examination of Books of Accounts

- 7.1 In case of any allegation of violation of any provisions of this Integrity Pact or payment of commission, the Employer/authorized person or relevant agencies shall be entitled to examine the Books of Accounts of the Bidder and the Bidder shall provide necessary information of the relevant



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financial documents and shall provide necessary information of the relevant financial documents and shall extend all possible help for the purpose of such examination.

8. Monitoring and Arbitration

8.1 The respective procuring agency shall be responsible for monitoring and arbitration of IP as per the Procurement Rules.

9. Legal Actions

9.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal actions that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

10. Validity

10.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Employer and the Bidder.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it. Further, the information provided in this agreement are true and correct to the best of our knowledge and belief.

The parties hereby sign this Integrity Pact at **Trongsa** on _____

EMPLOYER

BIDDER

Witness:

Witness:

1. _____
(Legal Officer/Internal Auditor)

1. _____



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Section 4: Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under paragraph 14 of Section 2. Such Forms are to be used whichever is the selection method indicated in the fourth paragraph of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is only to be used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or the Single-Source Selection method is adopted, according to the indications provided under paragraph 24 of Section 2.]

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

FIN-5 Breakdown of Reimbursable Expenses

Appendix: Financial Negotiations - Breakdown of Remuneration Rates



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FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
DASHO DZONGDAG
Dzongkhag Administration
Trongsa

Dear Sir:

We, the undersigned, offer to provide the Consulting Services for Feasibility study & master planning expertise to revive and develop blue print for a Revitalization Plan for Heritage Palace Tour in Trongsa in accordance with your Request for Proposal dated2020 and our Technical Proposal. Our attached Financial Proposal is for the sum of Nu. _____ (Ngultrums)

_____ [Insert amount(s) in words and figures¹¹]. This amount is inclusive of all local taxes & duties.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in paragraph Reference 7.1 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below¹²:

Name & Address of Agent	Amount & Currency	Purpose of Commission or Gratuity

¹¹ Amounts must coincide with the ones indicated under Total Cost of Financial Proposal in Form FIN-2.

¹² If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."



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We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



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FORM FIN-2 SUMMARY OF COSTS / PRICE SCHEDULE

The cost of Consulting Services for Feasibility study & master planning expertise to revive and develop blue print for a Revitalization Plan for Heritage Palace Tour in Trongsa is as follows:

SN	Description of Works	Rate (Nu)	Amount in Nu.
A	Preliminary Feasibility Studies		
1.	Preliminary Presentation before starting the project giving highlights of the project and work methodology.		
2.	1. Conceptual Plan, Strategic Write ups, Opportunity, Developable potential for Heritage Palace Tour-Connecting Chendebji Chorten, viewpoint, Trongsa Dzong, Thruelpang palace, Kuenga Rabten Palace, Samchholing Palace, Domkhar Heritage Trail, Yudrunghcholing palace & embedding(in videos and tourism promotional materials) 2. History of Monarch Dynasty in Trongsa 3. Stories of Legends: Legend like Pemi Tshewang Tashi, AP Muk-sten, Garp Lungi Khorlo, Legend of Nyagoe- The Strong men 4. Niche Products of Trongsa (green tea, nettle plant fabric, pottery, tex-tile) 5. Festivals in Trongsa Region 6. Nobji Korphu and other unique heritage villages and destinations connecting 7. Kuengarabten to Samcholing connecting Domkhar Palace in Bumthang		
3.	Identification and locating the sites for Infrastructure Development through trails and trekking routes		
4	Preliminary cost estimates of the infrastructures to Integrates a planned historic preservation/interpretation activity on- site that includes revival of palaces and activity that connects with the palaces to observe the continuity of unique historical practices		
5	Assessment of possibility of revival of traditional route that connects from palace to palace, cost analysis and development of restrooms, other entertaining activities such as installation of modern themed sculptors and development of infrastructure with traditional themed architectural cues and final Draft report submission and Presentation		
Sub Total A			



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B	Standard Drawings and Designs		
1	2 Dimensional drawings and cost estimation for structure		
2	Survey details for walking trails		
3	3 Dimensional views with walk through and site section of Heritage Palace Tour with upcoming structures		
4	(Promotional Videos- or Heritage Palace Tour in Trongsa (Digital information system...details of Palaces, religious site, Unique products of Trongsa- Narration of Legend like Pemi Tshewang Tashi, AP Muksten, Garp Lungi Khorlo, Legend of Nyagoe-The strong men, Other prominent Products like Samcholing Green tea-connection with 2nd King)		
5	Final Presentation and submission of all documentation in soft copy		
	Grand Total(A+B)		
	Taxes		
	Total quoted amount		

Note: In case of discrepancy between Unit Price and Total Price per Item, the Unit Price shall prevail. For item(s) of work or facilities not reflected in the "Price Schedule" (if any) but required as per the 'ToR' or 'Instruction to Consultants', the consultant shall build the rates for such items into the relevant item(s) in the Price Schedule.

Name and Signature _____
Seal of the Consulting firm



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FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase) ¹⁷	Description ¹⁸			
_____	_____			
_____	_____			
Cost Component	Costs			
	[Indicate Foreign Currency # 1] ¹⁹	[Indicate Foreign Currency # 2] ²⁰	[Indicate Foreign Currency # 3] ²¹	[Indicate Local Currency]
Remuneration				
Reimbursable Expenses				
Subtotals				

¹⁷ Form FIN-3 shall be filled in at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill in a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

¹⁸ Names of activities (phase) should be the same as, or correspond to, the ones indicated in the second column of Form TECH-8.

¹⁹ Short description of the activities whose cost breakdown is provided in this Form.

²⁰ Indicate between brackets the name of the foreign currency. Use the same columns and currencies as Form FIN-2.

²¹ For each currency, Remuneration & Reimbursable Expenses must respectively coincide with the relevant Total Costs indicated in Forms FIN-4 and FIN-5.



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FORM FIN-4 BREAKDOWN OF REMUNERATION¹

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

Group of Activities (Phase):							
Name ²	Position ²⁴	Staff-month Rate ²⁵	Input ²⁶ (Staff-months)	[Indicate Foreign Currency # 1] ²⁷	[Indicate Foreign Currency # 2] ²⁸	[Indicate Foreign Currency # 3] ²⁹	[Indicate Local Currency]
Foreign Staff							
		[Home]					
		[Field]					
Local Staff							
		[Home]					
		[Field]					

²⁴ Form FIN-4 shall be filled in for each of the Forms FIN-3 provided.

²⁵ Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).

²⁶ Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.

²⁷ Indicate separately staff-month rate and currency for home and field work.

²⁸ Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.

²⁹ Indicate between brackets the name of the foreign currency. Use the same columns and currencies as Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.



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	Total			
	Costs			



དཔལ་ལྷན་འབྲུག་གཞུང་།
 རྫོང་ཁག་བདག་སྐྱོང་། ཚལ་ཕྱོད་རྫོང་། གྲོང་གསལ།
 DZONGKHAG ADMINISTRATION
 Chhoetse-Dzong: Trongsa



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2 FORM FIN-4 BREAKDOWN of Remuneration

(This Form FIN-4 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Procuring Agency)

Name ³²	Position ³³	Staff-month Rate ³⁴
Foreign Staff		
		[Home]
		[Field]
Local Staff		
		[Home]
		[Field]

³² Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).

³³ Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.

³⁴ Indicate separately staff-month rate and currency for home and field work.



དཔལ་ལྷན་འབྲུག་གཞུང་།
 རྫོང་ཁག་བདག་སྐྱོང་། ཚོམ་ཅེ་རྫོང་། གྲོང་གསུམ་།
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FORM FIN-5: BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-5 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Procuring Agency)

Nº	Description ¹	Unit	Unit Cost ²
	Per diem allowances	Day	
	International flights ³	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [Insert place] and [Insert place]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Subcontracts		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the Procuring Agency 's personnel ⁴		

- 1 Delete items that are not applicable or add other items according to paragraph Reference 14.1 of the Data Sheet.
- 2 Indicate unit cost and currency.
- 3 Indicate route of each flight, and if the trip is one- or two-way.
- 4 Only if the training is a major component of the assignment, defined as such in the TOR.



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་། ཚོས་ཅེ་ཇོང་། གྲོང་གསལ།
DZONGKHAG ADMINISTRATION
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B. TERMS of REFERENCE (ToR)

1. Collection of Quotation

The Procuring Committee (PC) will collect the sealed spot quotation from your premises on 08.12.2019 before 12:00 noon/PM and open on same date.

2. DELIVERY

The successful bidder shall provide the services within stipulated time arranged by the PC committee OR shall work in accordance to the work order communicated respectively **01.03.2020-30.06.2020** and additional work shall be awarded if any upon need basis.

3. BID PRICE

- i. Rate per minutes
- ii. As per the listed activities in the category A

4. PAYMENT

Payment after deduction of 2% TDS will be made as proposed by the firm as per the schedule highlighted in the contract agreement 30% Advance and 70% after production of the documentary.

5. ACCEPTANCE AND REJECTION OF BID

The Dzongkhag Administration, Trongsa reserves the rights to accept or reject the submitted bid and /or issue supply orders for full or part of the bid items to one or more bidders. The bids from studio/production unit/audiovisual firm/individual owners/hiring firms shall be accepted since Trongsa lacks production firms.

Signature & Seal:

Name:

Name of the Firm:

Contact Number



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་། ཚོང་ཆེ་རྫོང་། གྲོང་གསུལ་།
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DZONGDAG/DZONGRAB GOM/DAT
Procurement Committee Chairman

DAT/Proc-01/2019-20/

March 4, 2020

S/N	Particulars	Rate (Nu)	Remarks
1	Feasibility study & master planning expertise to revive and develop blue print for a <u>Revitalization Plan for Heritage Palace Tour</u> in Trongsa		

WORK ORDER

The Dzongkhag Administration, Trongsa is pleased to award the following work to M/s DTS Entertainment, Thimphu. This work order is issued based on outcome of lowest evaluated bids submitted by your firm as per the Spot Quotation undertaken by the Dzongkhag Team dated. April 27, 2019.

The work is awarded for the period of two months as stipulated in the Contract Agreement as such 01.05.2019 to 30.06.201. The bill for the same may be submitted to the Dzongkhag Administration for early settlement.

Karma Dendup
DZONGRAB GOM

Cc:

1. Finance Officer DAT for kind information
2. Planning Officer, main coordinator for kind information and follow-up