



ཀླུ་ཡོངས་མཐའ་འཁོར་གནས་སྤངས་ལྷན་ཚོགས།
དཔལ་ལྷན་འབྲུག་གཞུང་།
National Environment Commission
Royal Government of Bhutan



Procurement plan

1.0 Purpose: To have a proper procurement process for the office.

2.0 Product: Supply of office stationeries/electrical/hardware/furniture

2.1 Responsibility: Administration and Finance Services.

2.2 Procurement method: Open/Limited enquiry

2.3 Timeline for tender: Call for quotation by the month of May.

2.4 Award of contract: 30 days from the opening of the bids.

2.5 Delivery time: One week from the date of issue of work order.

2.6 Validity of bid: One year

2.7 Lead time: 2 months

3.0 Product: Consultancy Services

3.1 Responsibility: Concerned divisions/services

3.2 Procurement method: Open/Limited enquiry (As per the total amount)

3.3 Tendering process: Should complete all the tendering process 3 months ahead the time frame for start of project.

3.4 Delivery time: As per the TOR

3.5 Validity of bid: Until the completion of the particular project.

3.6 Lead Time: 3 Months

4.0 Product: Catering Services

4.1 Responsibility: AFS

4.2 Procurement method: Open

4.3 Timeline for tender: Call for quotation by the month of May.

4.4 Award of contract: 30 days from the opening of the bid.

4.5 Validity of the bid: One year

4.6 Lead time: 2 months

5.0 Product: Printing

5.1 Responsibility: AFS

5.2 Procurement method: Open/Limited enquiry

5.3 Timeline for tender: Call for quotation by the month of May.

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- 5.4 Award of Contract:** 30 days from the opening of the bid.
5.5 Delivery time: 1 week from the issue of work order.
5.6 Validity of bid: One year
5.7 Lead time: 2 months
- 6.0 Product:** Spare parts and maintenance of office cars
6.1 Responsibility: AFS
6.2 Tendering process: To award directly to STCBL
6.3 Delivery time: 1 week from the issue of work order
6.4 Bid validity: One year
- 7.0 Product:** Supply of Tyres
7.1 Responsibility: AFS
7.2 Procurement method: Open
7.3 Timeline for tender: Call quotation by the month of May.
7.4 Award of contract: 30 days from the issue of work order.
7.5 Delivery time: 1 week from the issue of supply order.
7.6 Bid validity: 1 year
7.7 Lead time: 2 months
- 8.0 Product:** Repair and maintenance of office.
8.1 Responsibility: AFS
8.2 Procurement method: Open/Limited enquiry
8.3 Timeline for tender: Need basis
8.4 Delivery time: As per the TOR
8.5 Bid validity: For that particular activity only.
8.6 Lead time: 1 month
- 9.0 Product:** Supply of Services (Calibration, repair and maintenance of office equipments)
9.1 Responsibility: AFS
9.2 Procurement method: Open/Limited enquiry
9.3 Timeline for tender: Need basis
9.4 Delivery time: As per the TOR

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9.5 Bid Validity: For that particular activity only.

9.6 Lead time: 1 month

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