



World Wildlife Fund

WWF - Bhutan
P.O. Box No. 210
Kawajangsa
Thimphu 11001
BHUTAN
Tel: +975 2 323528; Fax: +975 2 323518
Website: www.wwf bhutan.org.bt
Global: www.panda.org
USA: www.worldwildlife.org

WWF/DoSPO/Pro/FY26/3100

April 30, 2026

REQUEST FOR QUOTATION

WWF-Bhutan invites sealed quotations from the eligible Suppliers for the supply of Automated External Defibrillator (AED) and Automatic Anti-Choking Device, in accordance with the terms and conditions specified herein.

1. **Submission of Quotation:** The quotation must be submitted in a sealed envelope, clearly marked “RFQ-Supply of AED and Anti Chocking Device”, and addressed to:

Grants & Agreements Coordinator
WWF-Bhutan
Kawajangsa, Thimphu

2. **Content of the Quotation:** The quotation shall comprise the following mandatory documents, failing which the bid shall be treated as non-responsive:

- a. A duly completed, signed or stamped priced quotation using the prescribed format;
- b. A valid Trade Licence issued by the competent authority;
- c. A valid Tax Clearance Certificate;
- d. Product Sample or catalogues/manufacture’s brochures and technical specifications;
and
- e. Any other documents or information specified in this Request or Quotation (RFQ).

3. **Deadline and Submission:**

- a. The deadline for receipt of quotations is 2:30 PM on 20 May 2026 at the address indicated above.
- b. Quotations by fax or by electronic means are not acceptable.
- c. Quotations received after this deadline shall be rejected and disqualified.
- d. Submitted Quotation will be the property of WWF-Bhutan once submitted.



World Wildlife Fund

WWF-Bhutan
P.O. Box No. 210
Kawajangsa
Thimphu 11001
BHUTAN

Tel: +975 2 323528; Fax: +975 2 323518
Website: www.wwf-bhutan.org.bt
Global: www.panda.org
USA: www.worldwildlife.org

4. Price and Delivery Terms:

- a. All prices to be quoted in Bhutanese Ngultrum (Nu.).
- b. The quoted prices shall be inclusive of all applicable taxes, duties, levies, transportation, delivery, installation (where applicable), and any other incidental costs up to the final place of delivery.
- c. Any discounts or promotional offers shall be clearly stated in the quotation.

Note: Quantities indicated under *Specifications and Other Details* are indicative and may be adjusted slightly based on budget availability and quoted unit prices. Final quantities will be confirmed at the time of award.

5. Specification and Sample:

- a. Bidders are encouraged to submit samples of the quoted items.
- b. Where samples are not available, bidders shall submit detailed technical descriptions and manufacturer's catalogues/brochures for all quoted items.

6. **Validity of the offers:** Your quoted prices shall be valid for a period of Six (6) months from the deadline for receipt of quotation(s) for further procurement by WWF-Bhutan.

7. Evaluation of Quotations:

- a. Only quotations that are substantially responsive to the requirements of this RFQ will be evaluated.
- b. Evaluation shall be based on technical compliance, quality, specifications, price, delivery terms, warranty, and after-sales support, etc., as determined by WWF-Bhutan.
- c. In case of price discrepancies:
 - i. where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
 - ii. where there is a 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.
 - iii. if the supplier refuses to accept the correction, the quotation will be rejected.



World Wildlife Fund

WWF-Bhutan
P.O. Box No. 210
Kawajangsa
Thimphu 11001
BHUTAN

Tel: +975 2 323528; Fax: +975 2 323518
Website: www.wwf bhutan.org.bt
Global: www.panda.org
USA: www.worldwildlife.org

8. Spare Parts and After-Sales Support:

- a. Bidders shall also indicate the availability of spare parts and after-sales service/support, etc.

9. Right to Accept or Reject: WWF-Bhutan reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason and is not bound to accept the lowest-priced bid.

10. Contract Award and Supply Order:

- a. Upon completion of the evaluation, a contract agreement will be signed between WWF-Bhutan and the selected bidder.
- b. Upon signing the contract, WWF-Bhutan shall issue a supply order to the selected bidder.
- c. At the convenience of WWF-Bhutan, the supply order shall also include clauses in addition to the agreed Terms and Conditions.

11. Performance Security:

- a. The selected bidder shall furnish a Performance Security equivalent to 10% of the total contract value prior to or at the time of signing the contract agreement.
- b. The Performance Security may be submitted in the form of a bank demand draft, cash warrant, or unconditional bank guarantee in favour of the Director, Department of Strategic Program Operation, WWF-Bhutan.
- c. The Performance Security must remain valid for six (6) months from the date the contract is signed. Upon satisfactory completion of the contract and acceptance of all deliverables, the Performance Security will be released within fourteen (14) working days.
- d. WWF-Bhutan reserves the right to partially or fully encash the Performance Security in the event the bidder fails to fulfil any contractual obligations.

12. Delivery Period: The supplier shall complete the supply of goods within forty-five (45) days from the date of issuance of the Supply Order.



World Wildlife Fund

WWF-Bhutan
P.O. Box No. 210
Kawajangsa
Thimphu 11001
BHUTAN

Tel: +975 2 323528; Fax: +975 2 323518
Website: www.wwf bhutan.org.bt
Global: www.panda.org
USA: www.worldwildlife.org

13. Payment Terms:

- a. Full (100%) payment shall be made within thirty (30) days after acceptance and receipt of goods.
- b. No advance payment shall be permitted.

14. Warranty and Defect Liability:

- a. The Supplier shall provide a warranty for the goods to be supplied, or else a normal commercial warranty/guarantee shall be applicable to the supplied goods.
- b. Any goods found defective during the warranty period shall be replaced /repaired at the supplier's cost.
- c. In the event of failure to rectify defects, WWF-Bhutan may arrange repairs/replacement at the supplier's expense.

15. Force Majeure and Extension of Time:

- a. If the Bidder/Supplier is unable to supply the goods due to unavoidable circumstances, the bidder shall seek prior approval from the WWF-Bhutan for the time extension.
- b. Determination of such circumstances shall rest solely with WWF-Bhutan.

16. Delay, Change and Liquidity Damages:

- a. Any delays in delivery or changes to the item specification must be discussed and approved by WWF-Bhutan. In the event:
 - i. If the supplier delivers an item whose specification differs from the item quoted earlier, WWF-Bhutan can reject the delivered item or, if accepted, impose a penalty of up to 10% of the total quoted price.
 - ii. If the supplier fails to deliver the product on the agreed date (or) fails to notify the WWF-Bhutan of the delay, the supplier shall be liable for a penalty at the rate of 0.1% per day for each day of delay, up to a maximum of 10% of the total quoted price.



World Wildlife Fund

WWF-Bhutan
P.O. Box No. 210
Kawajangsa
Thimphu 11001
BHUTAN

Tel: +975 2 323528; Fax: +975 2 323518
Website: www.wwf-bhutan.org.bt
Global: www.panda.org
USA: www.worldwildlife.org

17. Termination of Contract:

- a. WWF-Bhutan reserves the right to terminate the Supply Order (or Contract agreement if applicable) by written notice in whole or in part at any time if;
 - i. The Supplier fails to perform any obligation(s) terms and conditions specified in the contract agreement and in the supply order, or
 - ii. The Supplier fails to take any remedial action within the agreed period mentioned in the contract agreement or supply order, after receipt of a notice of default from WWF-Bhutan specifying the nature of the default(s), or
 - iii. The Supplier, in the judgment of WWF-Bhutan, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under the contract agreement and in the supply order, or
 - iv. Accumulated penalty (stated in Section 17 (a & b) exceeds 10% of the total quoted price.

18. Point of Delivery:

- a. The Supplier shall deliver the items to the following destination (Point of Delivery):
WWF-Bhutan Office, Kawangjansa, Thimphu.

19. Specification and Other Details:

- a. The description of items, specifications and other details are specified in the price schedule attached as Annexure 1.

Annexure 1: Specification & Other Details

Sl. No	Item Name	Detail specification	Required Unit	Unit Rate (Nu.)	Total Price (Nu.)	Total Price in Figure	Other Remarks
1	Automated External Defibrillator (AED)	<ul style="list-style-type: none"> - AED Device (with Pre-installed Battery and Pre-installed Adult SMART Pads Cartridge and other manufacturer items) - Spare Adult SMART Pads Cartridge (5-year shelf life) - Provides real-time CPR feedback on the rate and depth of chest compressions - Audio prompts and visual icons complement the American Heart Association's Chain of Survival - Fully automatic feature-unit delivers a shock on its own when a shockable heart rhythm is detected - Rugged design with an IP (ingress protection) rating of IP55 for dust and water - Can withstand conditions like extreme temperature, altitude, vibration, and shock 	1				
2	Automatic Anti Choking Device	<ul style="list-style-type: none"> - Automatic Anti Choking Device (with 3 Mask units, 1 Tongue Depressing Tube, 1 Wall -Mounted Hanger and other manufacturer items) - Simple to use with only one button trigger - Consistent and Powerful Pressure, the results will not be different because of the different operators - Preloading: Don't need to push on the face, so no worry about the foreign matter go deeper - Durable and supports advanced practice 	2				

Supplier's Signature/Stamp