



World Wildlife Fund

WWF Bhutan Program Office

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

Terms and Conditions

1. The quotation should be submitted in a sealed envelope and addressed to following:

The Program Secretary
Operations
WWF Bhutan

2. The quotation submitted shall comprise of the following:
 - A duly completed and signed priced quotation;
 - A valid Trade License;
 - Tax Clearance Certificate;
 - Detailed specification of the goods and samples;
 - Any other requirements specified in this document.
3. The deadline for receipt of your quotation(s) by WWF Bhutan Program Office at the indicated address is by **4:00 pm of 26 July 2021**. If the bidder fails to submit quotation on the specified time and date, the quotation shall be considered invalid.
4. Quotation by fax or by electronic means are not acceptable.
5. 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. Any discounts/offers shall be clearly mentioned in the bid. The final place of delivery is WWF Bhutan Program Office, Kawajangsa, Thimphu.
6. Specification and Sample – Bidders shall be in the position to furnish sample if required. In-case samples are not available, a detailed description/catalogues (manufacturer brochure) should be included in the bid.
7. Validity of the offers: your quotation(s) shall be valid for a period of Six (6) months from the deadline for receipt of quotation(s).
8. Evaluation of quotation: The evaluation shall be based on specification, quality, quoted prices and other requirements specified in the Terms and Condition.
9. WWF Bhutan 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.
10. The bids shall be evaluated and contract agreement shall be signed between WWF Bhutan Program Office and the selected bidder.



11. Supply Order: Upon signing of the contract agreement, WWF Bhutan shall issue Supply order to the selected bidder.
12. The supply of the goods shall be completed within 45 days from the date of issue of the Supply Order;
13. Payment - Hundred percent (100%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the acceptance of goods by WWF Bhutan. No advance payment shall be applicable.
14. The Supplier shall provide the **warranty**, as stipulated in the Quotation document, for the goods to be supplied. Any goods found defective during the warranty period shall be replaced /repaired by the supplier at his/her cost. If the supplier fails to rectify and/or replace the defective goods, the WWF Bhutan shall do it at the cost of the selected bidder.
15. If the supplier is unable to supply the goods due to any unavoidable circumstances, the bidder shall seek a prior approval from WWF Bhutan for the time extension.
16. 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;
 - the Supplier fails to perform any terms and conditions specified in the contract agreement and in the supply order;
 - the Supplier fails to perform any obligation(s) specified in the contract agreement and in the supply order, or
 - the Supplier does not 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
 - 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.