



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.wwfbhutan.org.bt

Global: www.panda.org

USA : www.worldwildlife.org

Reference No: -WWF/ Ops/Pro/FY2026/2121

7th November 2025

Terms and Conditions

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

The Program Associate

IKI Living Landscape Project

WWF-Bhutan, Kawangangsa.

2. The quotation submitted shall comprise of the following:
 - A duly completed and signed priced quotation
 - A valid Trade License
 - A valid Tax Clearance Certificate
 - Any other requirements specified in this document.
3. The deadline for receipt of your quotation(s) by the purchaser (i.e. WWF Bhutan Program Office) at the indicated address is by **12:00pm of November 21, 2025**. If the bidder fails to submit a quotation on the specified time and date, the quotation shall be considered invalid.
4. Quotations 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 and installation charges wherever applicable. Any discounts/offers shall be clearly mentioned in the bid. The final place of delivery is WWF-Bhutan Office, Kawajangsa, Thimphu.

Note: The quantities specified in the table under "Specification and Other Details" are indicative and may be subject to slight adjustments based on the prices quoted by the supplier and the budget availability. Final quantities will be confirmed upon evaluation and agreement.
6. Specification and Sample – Bidders shall provide **samples** or if in-case samples are not available, a **detailed description/catalogues** (manufacturer brochure) should be included in the bid for all the items.
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 offers determined to be substantially responsive to the requirements will be evaluated by comparison of quality, specification, quoted prices, and other requirements specified in the Terms and Conditions.



World Wildlife Fund

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

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

- where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
 - where there is 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.
 - if the supplier refuses to accept the correction, the quotation will be rejected.
9. Upon acceptable reasoning, WWF shall reserve the right to accept or reject any or all the bids. Hence, WWF Bhutan is not bound to accept the lowest bid.
 10. The bids shall be evaluated, and contract agreement shall be signed between WWF Bhutan Office and the selected bidder. At the convenience of WWF Bhutan, the contract agreement/supply order shall also include clauses besides the agreed Terms and Conditions.
 11. The selected bidder(s) shall furnish a **Performance Security equivalent to 10%** of the total contract value prior to or at the time of signing the contract agreement. 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. The Performance Security must remain valid for six (6) months from the date of signing the contract agreement. Upon satisfactory completion of the contract and acceptance of all deliverables, the Performance Security will be released within fourteen (14) working days. WWF Bhutan reserves the right to partially or fully encash the Performance Security in the event the bidder fails to fulfill any contractual obligations.
 12. Supply Order: Upon signing of the contract agreement, WWF Bhutan shall issue Supply order to the selected bidder.
 13. The supply of the goods shall be completed within **25 days** from the date of issue of the Supply Order.
 14. Payment - Hundred percent (100%) shall be paid to the Supplier within thirty (30) days after the receipt and acceptance of goods by WWF Bhutan. No advance payment shall be applicable.
 15. The Supplier shall provide the **warranty**, for the goods to be supplied or else normal commercial warranty/guarantee shall be applicable to the supplied goods. Any goods found defective during the warranty period shall be replaced /repaired by the supplier at his/her cost.



World Wildlife Fund

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

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

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.

16. If the supplier is unable to supply the goods due to unavoidable circumstances, the bidder shall seek a prior approval from the purchaser for the time extension. The unavoidable circumstances under this arrangement shall be defined and determined by the purchaser.
17. Delay/Change- Any delays and/or changes in the delivery must be discussed and approved by the purchaser. In the event, the supplier fails to deliver the product on the agreed date (or) fails to notify the purchaser of the delay, the supplier shall be liable for a penalty at the rate of **0.1% per day for each day of delay to a maximum of 10% of the total quoted price.**
18. 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.
19. The selected vendor shall deliver the items to the following destination (Point of Deliver):
WWF Bhutan Office
Kawajangsa
Thimphu, Bhutan
10. The name of items, specifications and other details are specified in the price schedule attached as Annexure 1.