Request for Quotation for the designing of Website

Invitation for Quotation (IFQ)

Project title: GST ,MDF Project

Source of Funding: MDF, World Bank

Contract Ref: MoF/DRC/GST/2020-21/01

To:

_____

_____

Dear Sir/ Madam,

1. You are invited to submit your priced bid for the supply of the following items:

   i) Design of Website

   [*Information on technical specifications and required quantities are attached*]

2. Contract will be awarded to the firm offering the lowest evaluated price.

3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address

   Procurement Officer,

   Directorate of Services, Ministry of Finance

   Or

   The bidder(s) may submit original priced quotation sealed and signed through email at gyeltshent@mof.gov.bt or tdorjee@mof.gov.bt . However, it is solely a bidder's responsibility to submit **the schedule of items and Priced quotation (Bid form)** with pass word encrypted/protected format.

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **on or before 10:30am 06ᵗʰ April 2021** and will be opened on same day **at 11:00am.**

5. Bids must be accompanied by a bid securing declaration using the form 1.

    i. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitably extended.

    ii. The Bid-Securing Declaration shall be executed:
    a) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
    b) If the Bidder does not accept the correction of the Bid price as Clause per 7 (b) (iii);
    c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required Performance Security.

    iii. In case Bid Securing Declaration is executed, the bidder shall deposit the bid security of Nu. *3,000 within* 14 days from date of notification by Employer.

    iv. In case the bidder fails to comply, bidder shall be excluded from being eligible for Bidding or submitting Bid in any tender with the Employer for a period of two years.

6. Quotation by **email is acceptable**.

7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

    a) 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. The final place of delivery is Tashichodzong, Ministry of Finance

    b) EVALUATION OF QUOTATION: offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors as follows;

        i. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

        ii. 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 unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

        iii. if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

Evaluation Criteria:

Sl.No	Category	Weightage
1	Technical Proposal (70%)	Percentage 70% (maximum)
	Presentation	10%
	Technical approach including implementation plan	20%
	Qualification and experience of personnel	20%
	Experience and Past performance of the firm	10%
	Creativity of proposal	10%
2	Financial Proposal 30%	Percentage 30% (maximum)

The firm securing highest combination point of technical and financial (technical 70: 30 financial) will be awarded the service.

c) AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form-3 of contract and terms and conditions of supply.

d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of Two month from the deadline for receipt of quotation(s).

8. Further information can be obtained from: *Procurement Section, Directorate of Services, MoF.*

9. The *[GST project office, Ministry of Finance]* has a budget **allocation under MDF for Strengthening PFM Legal and Institutional Framework** and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.

10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend electronically.

11. The Purchaser 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.

12. The bidder whose bid is accepted will be notified of the award of contract by the

Purchaser prior to expiration of the quotation validity period.

13. Normal commercial warranty/guarantee of 12 months shall be applicable to the service rendered.

Payment schedule:

After signing of contract	10% of the contract sum
Acceptance of final System Design Report	20% of the contract sum
Completion and sign off the development of the system	30%
After Go-live	30% of contract sum
After successful hand holding period of one month	10% of contract sum

Schedule of Items and Priced Quotation (bid form)
schedule of items and Priced quotation(Bid form)

Sl	Item	Description & Details*(minimum specifications of goods to be supplied)*	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	Website	1. Website must be security oriented and meet or exceed industry security best practices at the time of its launch. 2. Average site load-time should be reasonable, taking into account available internet speed. 3. User-friendly site search engine, intuitive navigation and organized content. 4. Able to render appropriately on a wide variety of different browsers, optimized for tablet and smartphones, and remote places (low connection). 5. Content management: the solution should allow authorized staff or appointed personnel to edit and update the website including the ability to create, remove, edit and publish content. 6. The website should appear and act consistently across all major browsers such as Chrome, IE, Firefox, Safari, etc.	no	1		
		Sub-Total for Supply of Goods				
		Total Amount for Supply of Goods to Purchaser (including all types of cost) Goods to be supplied to [*Destination of Goods*]				

Total Amount in Nu. (in words)	*[Insert the Total Amount for Supply of Goods including all related costs].*
Timeline	The project is to be completed within three (3) months from the date of the award of the work. Detailed timeline for respective deliverables and phases will be based on the consultant's project plan submitted and approved by GPO.
Warranty Provided	*12c months from the hand over*

Signature of Supplier	Supplier's Official Stamp
Name of Supplier	
Date	

Technical Specification of the Goods Required

Sl. No.		Items
1	**Technical website components and characteristics**	1. Website must be security oriented and meet or exceed industry security best practices at the time of its launch. 2. Average site load-time should be reasonable, taking into account available internet speed. 3. User-friendly site search engine, intuitive navigation and organized content. 4. Able to render appropriately on a wide variety of different browsers, optimized for tablet and smartphones, and remote places (low connection). 5. Content management: the solution should allow authorized staff or appointed personnel to edit and update the website including the ability to create, remove, edit and publish content. 6. The website should appear and act consistently across all major browsers such as Chrome, IE, Firefox, Safari, etc.
	Technical Website Features	1. Home page with a graphic element giving an overview of the strategies and its main components. 2. Events calendar and pages. 3. Search functionality. 4. Password-protected area for certain constituents. 5. Optimized with Search Engine Optimization (SEO) best practices. 6. Google analytical tool. 7. Search function by news, type of publication/guidance, type of resources, events, etc. 8. Interactive image galleries to illustrate activities. 9. Links to other relevant websites. 10. Alerts & Emergency Notification- Alerts posted on website and assigned pages and public notifications sent out through email, text message and social media. 11. Approval Rights-Allow system administrators to establish specific rights and capabilities for internal staff to update content based upon the role they have in updating the website. 12. Automatic Expirations- The ability to set a date for content to automatically expire-both for content within a page (content blocks) and for an entire page. 13. Dynamic Blog- feature to allow text, video, photos with categories and archiving capabilities. 14. Browser Based Administration- Update, delete and create template-based web pages. 15. Calendar-Update/publish calendars. Includes unlimited number of event listings, single or recurring. Viewable by list, week, month or type (event, meeting, closure). 16. Content preview- The ability to preview content before publishing live. 17. Document Center-Upload/download capability, back-end ability to search within. 18. E-Notifications-Electronic subscription, scheduled notifications for email and SMS. 19. Frequently Asked Questions-Dynamic content. 20. Rotating Photos/Banners-Dynamic image display.

			20. Rotating Photos/Banners-Dynamic image display. 21. Quick Links- Links can be placed directly on the pages. 22. Staff Dictionary-with ability to include phone, email and department. 23. Site Search- Internal site search engine, site search log, with keyword matching capabilities (see metadata) or other methods to optimize search results. 24. Sitemap & Breadcrumbs- Dynamically generated. 25. Social Media Interface- Ability to integrate Facebook, Twitter, YouTube and Instagram. 26. Spell-check-The ability to spell check content via the editor. 27. Third Party Integration- Ability to integrate third-party applications. 28. Unique Department Home Page- Ability for departments or associated organizations to have a unique separate design and URL. 29. Uploads- provide a feature that allows for document uploads/attachments to online forms, etc. 30. Secured complaint form and /or integration with existing one. 31. Chat features included
	Design Requirements		1. Editorial support to make content web friendly. 2. Interactive, appealing, highly user-friendly and responsive web design. 3. Clean, current and focused design. 4. Accurate reflection and use of government branding.
	Site Map		1. The developer is expected to follow latest trends in design so that the website looks extremely professional yet user-friendly. 2. The developer should refer to the Government web standard document which is available in www. dit.gov.bt along with www.mof.gov.bt to understand the requirement, and based on the requirement gathering and analysis, a detailed site map is to be made prior to implementation.
	Deliverables		Phase 1: Temporary Pages; Develop temporary pages; Acquire DRC/MOF approval; Make at least three pages website live Phase 2: Need gathering; Review current website; Undertake need gathering exercise with the GPO team; Develop project plan Acquire GPO's feedback and approval Phase 3: Designing; Finalize theme and site map; Develop and edit illustrations for web banners; Develop web banners, architect design for both website and intranet; Acquire DRC/MOF feedback and approval Phase 4: Development; Develop website; Uploading or migration of content; Undertake test run Phase 5: Testing; Deliver Demo presentation (need 3 sittings); Acquire and incorporate feedback; Deliver final presentation for review and testing; Migration and hosting of the new website Phase 6: Go-Live; Deliver proper training; Deliver and submit documentation and other related materials; Conduct final review and test; Go-live; Deliver source code of the website Phase 7: Hand-holding period of one month from Go-live; Post launch support and maintenance

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

Documents required to be submitted as part of the Quotation

The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:

  (a)   A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.

  (b)   A valid Trade License[3];

  (c)   A valid Tax Clearance Certificate;

  (d)   Bid- securing declaration

  (e)   Technical Specification of the Goods to be supplied;

  (f)   CVs of the staff designated to perform the work including knowledge of language skills indicating the required professional experience; and

  (g)   Any other requirements specified in this document

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.

2. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid. The applicable incoterm is DDP-Delivered Duty paid

3. The supplier shall pay liquidated damages at the rate of 0.07% per day for each day of delay to a maximum of 10% of the quoted price.

4. The Purchaser may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:

    a. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.

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[3] The non submission of historical (b & c) documents should not become rejection criteria and bidder should be allowed to submit again.

b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or

c. if the Supplier does not take any remedial action within a period of (10) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or

d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and

5. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

6. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realize the difference amount between the quoted price & market price from the security deposit.

Bid-Securing Declaration

Date: _____

IFB No.: _____

To: _____

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Bidding Data Sheet within 14 days of your instruction and failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for the period of two years if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the

    Form of Bid; or

- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders; or

- (c) Having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to furnish the performance security or (ii) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty(30) days after the expiration of our Bid.

Signed: _____

In the capacity of _____

Name: _____

Duly authorized to sign the Bid for and on behalf of: _____

Dated on_____day of_____Corporate Seal (where appropriate)

Affix Legal Stamp

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title*: [insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*
Beneficiary: *[insert complete name of Purchaser]*
PERFORMANCE GUARANTEE No.:   *[insert Performance Guarantee number]*
We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No*. [insert number]* dated *[insert day and month], [insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").
Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.
At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.
This Guarantee shall expire no later than the *[insert number]* day of *[insert month] [insert year]*, and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months] [one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

(1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called "the Purchaser"), and

(2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called "the Supplier").

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:

   (a) This Contract Agreement;
   (b) Terms and Conditions;
   (c) Technical Requirements (including Schedule of Supply and Technical Specifications);
   (e) The Supplier's Bid and original Price Schedules;
   (f) The Purchaser's Notification of Award of Contract;
   (g) The form of Performance Security;
   (h) The form of Bank Guarantee for Advance Payment;
   (i) *[insert here any other document(s) forming part of the Contract]*

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*
[insert identification of official witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*
[insert identification of official witness]

Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title: *[insert number and title of bidding process]*

[bank's letterhead]

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank],* have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date[4]].* We agree to a one-time extension of this Guarantee for a period not to exceed *[six months][one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

_____
[signature(s) of authorized representative(s) of the bank]

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[4] *Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee*