



དཔལ་ལྷན་འགྲུག་གཞུང་།
 རྒྱལ་ཡོངས་གཞུང་ཆས་ལས་ཁུངས་། དངུལ་རྩིས་ལྷན་ཁག།
 ROYAL GOVERNMENT OF BHUTAN
 DEPARTMENT OF NATIONAL PROPERTIES, MINISTRY OF FINANCE



PREQUALIFICATION APPLICATION FORM
FOR
MULTI-YEAR RATE CONTRACT
(FY 2021-22 to 2022-23)

Name of Business Entity:

.....

Name of the Proprietor/Authorized Person:

.....

Contact Number: (Office) **Mobile Number:**

The Department of National Properties (DNP) in line with Clause 2.2.1 of the Procurement Rules & Regulations (PRR) 2019 will be carrying out prequalification proceedings prior to submission of tenders to prequalify suppliers for the following items:

1. 75 GSM A4 Paper(500 sheets)
2. Lever Arch Files (ambassador file or equivalent); and
3. Paper Lever Arch File.

The prequalification will be carried out based on the capability and resources of the prospective bidder to perform the contract satisfactorily taking into account the permitted qualification criteria under Clause 2.1.3 and Clause 2.2.1.5 of the PRR which shall be spelled out in this Prequalification Application Form.

Prequalification Criteria:

- A. Business establishment
- B. Product details
- C. Dealership/distributorship/authorization letter issued by the manufacturer

After having carried out the prequalification proceedings, the prequalified bidders will be allowed to participate in the tendering process through the e-GP system. On the other hand, DNP will provide an estimate of the annual consumption collected from 10 Ministries and 35 Autonomous Agencies.

The interested bidders will have to fill this form and submit it along with the documents listed in the form to DNP latest by 30/4/2021.

Failure to submit as per the form will result in disqualification.

For clarifications contact email at naricdorji94@gmail.com or call 336963.

1. BUSINESS ESTABLISHMENT :

a. Business Details:

Name of Unit:	
Trade License Number:	
Telephone Number:	
Fax Number:	
Business Physical Address:	
Postal Address:	
Date Company Established:	
TPN No:	
Business website if applicable:	
e-GP Registered email:	

b. Proprietor's Details:

Name	
Job title	
CID No.	
Telephone number	
Fax Number	
Mobile Number	
E-Mail Address	
Signature	

c. Authorized Person's Details (if applicable):

Name	
Job title	
CID No.	
Telephone number	
Fax Number	
Mobile Number	
E-Mail Address	
Signature	

2. FINANCIAL INFORMATION

a. Banking Details:

(Note: The Banking details should be endorsed, attested, sealed, and signed by a competent Banking Official. It is done in order to authenticate that the banking details submitted by the supplier are true.)

Account Name		
Bank:		
Type of Account:		
Account Number:		
It is hereby confirmed that these details have been verified.	Bank Stamp here	
	Official Name:	<input type="text"/>
	Name of the Bank:	<input type="text"/>
	Contact Details:	<input type="text"/>

b. Business Turnover and Tax details

Income Year	Turnover	Declared /Assessed Tax

Documents to be attached :

- I. Brief Business Profile
- II. Copy of Trade Licence
- III. Tax Clearance Certificate/ Certified turnover and tax verified by RRCO

3. PRODUCT DETAILS:

a. Tick the line of products intended to supply

A4 Paper 75 gsm	
Arch File	
Lever Arch File	

Supporting documents :

Details(specification, make, manufacturer, brand, and country of origin) of the products intended to supply

b. Dealership/ Distributorship / Authorization

Sl. No	Products	Name of Product	Country of Origin	Manufacturer
1				
2				
3				

Supporting Documents: Dealership/distributorship/Authorization issued by the manufacturer for products intended to supply

Summary of Mandatory documents required to submit along with this application form

Sl. No	Particulars/Name of Documents submitted	Please Tick
1	Business Profile	
2	Copy of valid Trade License	
3	Business turnover and Tax Amount Paid of last 3 years certified by RRCO	
4	Valid Tax Clearance Certificate made available	
5	Details(specification, make, manufacturer, brand, and country of origin) of the products intended to supply	
6	Dealership/distributorship/Authorization issued by the manufacturer for products intended to supply	

Other terms and conditions:

1. Please submit duly filled up application latest by 10.00 AM on 30 April 2021, to Ms. Tshering Yangzom, Procurement Officer, DNP
2. The committee shall make a decision with respect to the qualification of each supplier submitting an application to pre-qualify. In reaching that decision, DNP shall apply only the criteria set forth in this document.
3. DNP shall promptly notify each supplier on the selection/failure and only suppliers that have been pre-qualified shall be entitled to participate further in the procurement process.
4. During the procurement process, the supplier shall conform to the information provided during the submission of prequalification.

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

(NAME & Signature with Company Seal)