



SECRETARY

MOF/DPP/CPMD-01/2024-2025/400

October 7, 2024

NOTIFICATION

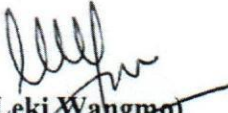
This is to notify all budgetary agencies that in order to standardize procedures, enhance efficiency, minimize the risk of procuring substandard products, and ensure optimal use of public funds, the Ministry of Finance (MoF) has executed contract agreement with State Trading Corporation of Bhutan Limited (STCBL) for the purchase of laptops and desktops for the Fiscal Year 2024-25.

All purchase and management of laptops and desktops shall be carried out in line with the **ICT (Laptop and Desktop) Guideline 2024**, issued by the Department of Procurement and Properties (DPP), MoF.

Therefore, all budgetary agencies shall place purchase orders directly to the STCBL in line with the guideline and the pricing details attached. The pricing details shall be updated periodically and be accessible on the Ministry of Finance website www.mof.gov.bt.

This notification is issued for strict compliance and shall be effective from the date of issuance of this notification.

For any clarification on the notification and related documents kindly contact us at 02-324151 or email at cppmd@mof.gov.bt.



(Leki Wangmo)
FINANCE SECRETARY

Copy to:

1. Dasho Zimpon, Office of Gyalpoi Zimpon, Tashichho Dzong.
2. The Hon'ble Finance Minister, Ministry of Finance.
3. The Head of all Constitutional bodies.
4. The Cabinet Secretary, Cabinet Secretariat.
5. The Secretaries, All ministries.
6. The Secretary General, National Assembly, and National Council of Bhutan.
7. The Vice-Chancellor, RUB.
8. Personal Secretary to HPM, Office of the Prime Minister and Cabinet, Gyelyong Tshokhang
9. All Dzongdas, Thrompons and Gups.
10. Heads of all the Autonomous agencies.



1. Contact the focal point of STCBL:

- i. Name: Mr. Gembo Dorji
 - ii. Mobile number: 17849936
 - iii. Email: ict_namgyal@stcb.bt, ict_gembo@stcb.bt, and it_unit@stcb.bt
2. **Order:** The procuring agency shall submit a purchase order to STCBL, clearly specifying the brand, specification, quantity, and delivery schedule.
 3. **Delivery Location:** When placing the order, the Procuring Agency shall discuss with the supplier whether the computers will be picked up from the STCBL Office or whether to have them delivered to their respective locations outside Thimphu City with appropriate transportation charges. This shall be communicated through the purchase order.
 4. **Mode of delivery:** STCBL shall ensure that the computers are readily made available at the STCBL office in Thimphu within 30 days and for the agreed location (i.e., other than Thimphu) within 35 days of receiving a confirmed purchase order.
 5. **Inspection:** The procuring agency shall inspect the computers upon delivery and notify the Supplier of any defects or discrepancies within 10 days.
 6. **Repair and Replacement:** In the event of a defect, STCBL shall repair or replace the defective Product within 21 days of notice of such defects.
 7. **Payment:** Upon receipt of the computer, valid invoices, and proper inspection, the procuring agency shall pay STCBL the full purchase price within 25 days.
 8. **Additional Charges:** STCBL will apply a cost-plus 5% administrative fee on the cost price of computers. Additionally, a freight charge of Nu. 3,500 for each Mac computer and Nu. 1,000 for each Windows computer will be levied on the respective procuring agencies.
 9. **Delay in Payment:** If the Procuring Agency fails to make payment within 25 days after the submission of correct bills/invoices in complete form. The Procuring Agency shall pay STCBL a late payment penalty calculated at 3% per annum. This penalty will be applied to the outstanding balance until the full amount is received.
 10. **Warranty period:** One year from the date of purchase.
 11. **Inclusion of freebies:** A carry bag will be provided only for the Windows laptops.
 12. **Liquidated damages to be imposed in case of delay:** If the Supplier fails to deliver products within the agreed timeframe (30 days at the STCBL office or 35 days at the delivery location), they will be subject to a late delivery penalty of 0.05% of the undelivered portion per day, up to a maximum of 10% of the total order value.
 13. **Guidelines:** For any other guidance and responsibilities, the procuring agency shall refer to the ICT (Laptop and Desktop) Guideline 2024.

