

# ROYAL SOCIETY FOR PROTECTION OF NATURE



## ANNUNAL CATERING SERVICES (2026)

Thimphu: Bhutan

## REQUEST FOR QUOTATION (RFQ)

To: All the interested Service Providers.

The Royal Society for Protection of Nature (RSPN) invites bid from eligible firms for Annual Catering Services (2026) for a period of one year.

RSPN would like to inform the interested firms to kindly visit the website [www.rspnbhutan.org](http://www.rspnbhutan.org) for vendor registration and to submit the bid.

Interested firms may obtain further information at the address below during office hours (9am to 5pm).

### Notes to Bidders:

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your bid being excluded from the evaluation process.

- a) All prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies.
- b) Proposal should be presented to the RSPN marked “Bid for Annual Catering Services”.
- c) RSPN will not be liable to reimburse any costs incurred by the bidders during the tender process.
- d) Evaluation of tenders will be carried out by a Tender Committee. The evaluators will, if necessary, contact bidders to seek clarification of any aspect of the bid.

### 2. Payment Terms:

RSPN undertakes to pay valid invoices in full within 7 working days from the invoice date for work done to its satisfaction. No payment will be made where there is outstanding information not submitted by the supplier/caterers.

### 3. Validity of Bids:

The rates quoted shall be valid for a period of 365 days from the date of contract award.

### 4. Appointments, Commencement and Duration:

The contract for catering shall be valid for one year from the date of signing of the contract and the supplier/caterers should provide services on the specified venue by RSPN.

### 5. Quality Assurance Reviews of the Service:

The successful bidder shall ensure that all services conform to hygiene and quality as per the agreement to be signed.

### 6. Disclaimer:

RSPN reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any bids. RSPN reserves right to:

- i. Award the contract or any part thereof to one or more service providers.
- ii. Reject all bids.
- iii. Decline to consider any bids that do not conform to any aspect of the bidding process.

- iv. Request further information from any service provider after the closing date for clarity purpose.
- v. Cancel the proposal or any part thereof at any time.

## **TERMS OF REFERENCE**

### **1. Purpose:**

The Royal Society for Protection of Nature (RSPN) is requesting quotation for the purpose of securing a contract agreement with a potential Catering and Meal Service provider during the events (Meetings, workshops, trainings and any other events) for the year 2026. The specification and requirements of the service and meals sought are outlined in the following RFQ.

### **2. Scope of Work:**

RSPN wishes to enter into contracts with a service provider to provide catering services during the events:

- i. The preferred service provider/s must be prepared to cater lot all dietary preferences, including but not limited to vegetarian, with valid certification from respective bodies where applicable.
- ii. The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- iii. The preferred service provider/s should provide adequate catering equipment, cutlery and crockery when required.
- iv. The preferred service providers should be able to respond within 12 hours.
- v. Service providers must price each category and indicate the pace per category in the attached price schedule Form.
- vi. Service provider must be able to deliver services within 12 hours of placing the order.
- vii. Proposed rates must be valid for 12 (twelve) months after the date of submission.
- viii. The menu for all the categories is listed in the attached **Price Schedule Form** and must be completed by service providers.

### **3. Skills, Knowledge and Qualifications:**

The service provider/s should have to submit the following documents:

- Experience in the food and beverage industry,
- Valid certification from health and food authorities,
- Copy of valid trade license
- Tax clearance certificate

### **4. Competency, Expertise and Experience Requirements:**

Basic competencies and expertise which may be required include: 2 (two) years' experience is required and a proof that the service provider has performed similar services.

## **5. General requirements:**

- Bidders must provide all the information requested in the Terms of Reference and instruction to Bidders.
- RSPN reserves the right to procure its requirement elsewhere outside the contract should the services be urgently required and not immediately available or in emergency cases.

## **6. Bid Security & Performance Guarantee:**

- The bid shall be accompanied by a bid security of Nu. 5,000 (five thousand) in the form of cash warrant, Bank Guarantee and Cheque in favor of Executive Director, RSPN. The bid security must be submitted physically to RSPN office, Kawajangsa, Thimphu before the bid submission date line. Any bid without a bid security shall be treated as non-responsive.
- The bid security of the successful bidders will be retained as Performance Security Deposit and will be refunded after the Competition of the contracts.
- Bid security of the unsuccessful bidden shall be refunded after declaration of the evaluation results.

## **7. Proposal Submissions and Opening.**

- The quotation and Price bids (rates shall be inclusive of all related costs including taxes, duties and other levies.) must be submitted by the supplier online as mentioned in the Notification of the Tender document, and no manually or hard copy of the proposal will be accepted.
- Bid must be submitted in hard copy by 25<sup>th</sup> November 2025 before 12 noon and shall be opened on the same day at 3:00 PM at RSPN Red Panda Hall, Thimphu.

## **8. Evaluation Process for Proposals Received:**

- All proposals received will be examined to determine the compliance with the bidding requirements and conditions (completion and attachments of compulsory documents). Bids with obvious deviations from the requirement/conditions will be disqualified from the evaluation process.
- The Tender Committee of the RSPN shall review all the responses received.
- A single stage process will be adopted whereby bidders are required to submit both technical and financial on the attached format.
- The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and contract shall be awarded to the firm offering best services irrespective of the rate.

## **8. Award of Purchase Order:**

The award shall be made to the firm offering best services at all times irrespective of the rates.

## **9. Termination of the Contract:**

Any firm, after the award of the contract fails to adhere by the obligations, terms and conditions, RSPN shall straight away terminate the contract and forfeit the performance security deposit. In case of any disputes, it shall be dealt as per the RSPN PPRR 2022.

**Expression of Interest/Application Procedure:** Eligible firms interested in commissioning this assignment are invited to submit a formal application addressed to the Executive Director of RSPN. The sealed envelope containing the applications should be clearly labeled: “**Annual Catering Services**” Applications, along with any supporting documents, must be submitted in hard copy to the Administration and Finance Division (AFD) of RSPN.

For further clarification, please contact @ 02 326130 /02322056.

### 1.1: Price Schedule Form

| Sl#                 | Items (Description & Details<br>(Minimum Specifications)                                     | Unit | Qty | Rate (Nu.) | Remarks |
|---------------------|----------------------------------------------------------------------------------------------|------|-----|------------|---------|
| <b>Refreshments</b> |                                                                                              |      |     |            |         |
| I                   | Tea/Coffee with 2 Snacks (one veg & one non veg)                                             | Head | 1   |            |         |
| li                  | Tea/Coffee with 3 Snacks (2 veg & One non veg)                                               | Head | 1   |            |         |
| <b>Meals</b>        |                                                                                              |      |     |            |         |
| 1                   | Working Lunch (Rice, one veg, one non veg & Dal, Salad)                                      | Head | 1   |            |         |
| 2                   | Working lunch (Rice, Noodle/Nan/Roti, one veg, 2 non veg, Dal/Jaju and Salad/ezay)           | Head | 1   |            |         |
| 3                   | Meeting Lunch 2 (Rice, Noodle/Nan/Roti, 2 veg, 2 non veg, Dal/jaju, salad/ezay and desserts) | Head | 1   |            |         |
| 4                   | Special launch (Rice, Noodle/Nan/Roti, 3 veg, 3 non veg, Dal/Jaju, salad/ezay and desserts)  | Head | 1   |            |         |

**Above rates shall be inclusive of all related costs including taxes, duties and other levies.**