

PROCUREMENT AND PROPERTY RULES AND REGULATIONS (PPRR) 2025



**Royal Society for Protection of Nature
Thimphu: Bhutan**

Procurement and Property Rules and Regulations:

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PREFACE

The Procurement and Property Rules and Regulations (PPRR, 2025) is developed with a focus on transparency, efficiency, effectiveness, sustainability, value for money, and adherence to best national and international practices. It details out procedures, standardized processes, and outlines accountability and responsibilities for procuring works, goods, and services, as well as managing RSPN's assets professionally. Additionally, it establishes a governance framework that enables RSPN to make procurement decisions based on merit, competitiveness, transparency, and cost-effectiveness, while best serving the organization's interests.

We hope that the PPRR will serve as an essential guide for all users, including bidders, vendors, service providers, and RSPN staff, in managing procurement and assets professionally while fostering a culture of integrity. RSPN is committed to continuously improving the PPRR, based on need and ensuring its implementation aligns with the highest standards of good governance and ethical conduct.

Let me take this opportunity in thanking everyone who contributed to the development of PPRR and I encourage RSPN staff and all user entities to adhere to the principles, practices and provisions outlined within. Collectively, we will and continue to build a robust system which is a cornerstone for a sustainable growth and success of our organization.

Chairperson
Royal Society for Protection of Nature (RSPN)

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Acronyms

ACC	Anti-corruption Commission
AF	Adaptation Fund
AML	Anti-Money Laundering
BOQ	Bill of Quantity
BSR	Bhutan Schedule Rates
CFT	Combating Financing Terrorism
CSO	Civil Society Organization
DOA	Delegation of Authority
EC	Evaluation Committee

ED	Executive Director
DLP	Defect Liability Period
EMD	Earnest Money Deposit
EOI	Expression of Interest
FBS	Fixed Based Selection
FRR	Financial Rules and Regulations
GCC	General Terms of Contract
GNH	Gross National Happiness
IFQ	Invitation for Quotation
IP	Integrity Pact
ITB	Instructions to Procedure
LCS	Least Cost Selection
LOI	Letter of Intent
MOF	Ministry of Finance
NIQ	Notice Inviting Tender
NU	Ngultrum (Bhutanese currency)
OD	Operation Department
OEM	Original Equipment Manufacturer
PRR	Procurement Rules and Regulations
PPRR	Procurement and Property Rules and Regulations
QCBS	Quality and Cost-Based Selection
RFP	Request for Proposal
RSPM	Royal Society for Protection of Nature
SBD	Standard Bidding Document
SLA	Service Level Agreement
SRR	Service Rules and Regulations
TC	Tender Committee
TCMS	Tender Committee Member Secretary
TOR	Terms of Reference

Chapter I: General Provisions

1. Introduction

- 1.1. The Royal Society for Protection of Nature (RSPN) is dedicated to advancing the conservation of Bhutan's unique and valuable natural environment, in line with the development Philosophy of Gross National Happiness.
- 1.2. To effectively carry out its mission, RSPN relies on the procurement of works, goods, and services and implementation of conservation projects. As a Citizen-based Civil Society Organization, RSPN recognizes the responsibility entrusted to it and is committed to transparency, efficiency, accountability, and sustainability in its management and operations. It is crucial that all procurement processes adhere to clear guiding principles.
- 1.3. The Procurement and Property Rules and Regulations (PPRR) provides guidelines that shall govern the acquisition of works, goods, and services, and asset management, ensuring that the resources are used effectively to achieve organizational strategic goals.

2. Title, Commencement and Amendment

- 2.1. This document shall be known as the Procurement and Property Rules and Regulations 2025 (PPRR-2025).
- 2.2. PPRR shall take effect from 1st March 2025 and shall supersede all previous versions.
- 2.3. PPRR may be amended, in whole or in part, when necessary to reflect the changes in best procurement practices, with the approval of the competent authority.

3. Purpose

- 3.1. The purpose of the PPRR is to:
 - 3.1.1. Obtain the best value for money in the procurement of works, goods, and services.
 - 3.1.2. Ensure greater harmonization of procurement standards with national and international best practices. The selection, contracting, management and monitoring of works, goods, and services shall be in line with the principles of efficiency and economy, equal opportunity, transparency, sustainability, and best value for money; and
 - 3.1.3. Govern the entire procurement cycle from project initiation to final delivery or performance, contract completion and property management.

4. Scope of Application

- 4.1. PPRR shall apply to the following, but not limited to:
 - 4.1.1. General procurement of work, goods and services and asset management.
 - 4.1.2. Implementation of projects; and
 - 4.1.3. Any other entities/individuals directly or indirectly engaged with RSPN.
- 4.2. In the absence of specific provisions in these rules, RSPN may adopt the Procurement Rules and Regulations of the Royal Government of Bhutan 2023 and any amendment thereof.

5. Definitions

- 5.1. The words and phrases for this PPRR are defined in *Appendix A*.

6. Procurement Principles

- 6.1. The general guiding principles are as follows (Details are outlined in *Appendix B*):
 - 6.1.1. *Best Interest of RSPN*: Support RSPN's mission and values;

- 6.1.2. *High Ethical Standards*: Integrity and anti-corruption measure;
- 6.1.3. *Value for Money*: Cost-effectiveness and long-term value;
- 6.1.4. *Open and Fair Competition*: Equal opportunities for all;
- 6.1.5. *Sustainability*: Environmental, social and economic sustainability;
- 6.1.6. *Accountability and Transparency*: Clear decision-making and responsibility;
- 6.1.7. *Efficiency and Effectiveness*: Timely and informed procurement process; and
- 6.1.8. *Protection of Data and Information*: Secure data and information.

7. Interpretation and Clarification

- 7.1. In the event of ambiguity in the interpretation and application of this PPRR, the final authority to clarify and interpret shall rest with the Board/Management Team.
- 7.2. The Operations Department shall report on the specific problems experienced in its implementation as required and may propose standard operating procedures, if required.

8. Language

- 8.1. All procurement documentation and communication prepared by both the RSPN and bidders, contractors, consultants or vendors shall be in English.

9. Preference for Domestic Origin

- 9.1. In case of tie between the evaluated bids, preference shall be given to the bid offering works, goods or services of Bhutanese origin.
- 9.2. In a scenario where both the National and Foreign bidders compete, the National bidder shall be eligible for twenty percent (20%) price preference on the Bhutanese origin goods.

10. Fraud and Corruption

- 10.1. RSPN shall be zero tolerant to fraud and corruption. The highest ethical standards shall be upheld in all procurement transactions, and all staff and bidders shall observe the highest standards of ethics during the procurement and execution of such contracts. Bidders shall certify that they have not engaged in any fraudulent practices.
- 10.2. For the purposes of these provisions, the terms set forth below are defined as follows:
 - 10.2.1. *Corrupt practice* is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of RSPN or another party in the procurement process or in contract execution;
 - 10.2.2. *Fraudulent practice* is any intentional act or commission or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the party in the procurement process or the execution of a contract, to a financial gain or other benefit or to avoid an obligation;
 - 10.2.3. *Collusive practice* is an undisclosed arrangement between two or more parties designed to artificially alter the results of the tender process to obtain a financial gain or other benefit;
 - 10.2.4. *Coercive practice* is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process or the property of the party to influence improperly its activities, or affect the execution of contract; and
 - 10.2.5. *Obstructive practice* is (i) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive or unethical practices; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant

to the investigation or from pursuing the investigation; or (ii) acts intended to materially impede the exercise of RSPN's contractual rights of access to information.

11. Anti-Money Laundering and Countering Financing of Terrorism

- 11.1. RSPN shall adhere to due diligence requirements to combat AML/CFT and ensure compliance with AML/CFT Act 2018 and the Rules and Regulations issued by the Royal Monetary Authority (RMA) of Bhutan.
- 11.2. A risk assessment shall be conducted to all bidders to examine potential risks related to AML/CFT.

12. Labor Standards and Gender-Responsive Procurement

- 12.1. All bidders shall comply with the labour standards providing safe working environment free of harassment, sexual harassment, sexual exploitation, abuse and adhere to child protection, domestic violence, and encourage gender-responsive procurement, among others. Bidders shall state their conformity with these provisions in their request for proposals.

13. Gifts, Benefits, and Bribery

- 13.1. All bidders shall prohibit from offering any bribe, gift, favour, or commission, whether directly or indirectly, to RSPN staff or any third party connected to the procurement.
- 13.2. RSPN staff shall not accept any gifts, commissions, favours, or benefits from bidders or any other stakeholders involved in the procurement process.

14. Due Diligence

- 14.1. RSPN shall carry out the following due diligence by evaluating the bidders against the risk of AML/CFT, fraud and corruption:
 - 14.1.1. Verification of the identity and nature of the bidders;
 - 14.1.2. Cross checking business registration details, including physical address and country of operation;
 - 14.1.3. Screening bidders or consultants against national and global sanctions lists; and
 - 14.1.4. Assessing any perceived, potential or actual conflicts of interest.

15. Inspection and Rejection of Bidders

- 15.1. RSPN reserves the right to inspect accounts, records, and any other documents related to bid submission and contract performance.
- 15.2. RSPN shall reject any bid or proposal, if it is determined that they have engaged, directly or indirectly, in any of the following:
 - 15.2.1. Fraudulent, corrupt, collusive, coercive or obstructive practices, including violations made related to AML/CFT; or and
 - 15.2.2. Listed on any debarment or sanctions list maintained by ACC or RMA or any international agency.
- 15.3. RSPN shall blacklist any bidders involved in fraud and corrupt practices and listed on any debarment or sanction list. The duration of blacklisting shall depend on the nature and severity of the offense, with the possibility of indefinite exclusion from future contracts.

16. Records and Reporting System

- 16.1. RSPN shall maintain an internal mechanism to report any breaches of procurement rules and report the matter to relevant authorities, where necessary, if there is suspicion or sufficient evidence that any party has engaged in fraud, corruption practices and illicit activities such as violating AML/CFT policies.

17. Exclusion of Bidders

- 17.1. A bidder shall be excluded from registration, prequalification, or participation in a procurement procedure, if a bidder:
- 17.1.1. Is insolvent or bankrupt; or
 - 17.1.2. Has suspended business operations or is undergoing liquidation; or
 - 17.1.3. Has failed to fulfil obligations related to the payment of taxes; or
 - 17.1.4. Has been found guilty of professional misconduct by relevant authorities or pending court case due to prohibited practices, bribery, violation of AML/CFT, sexual harassment, exploitation and abuse; or
 - 17.1.5. Has failed to fulfil contractual obligations with RSPN; and
 - 17.1.6. Has debarred or suspended from participation in public procurement by any competent authority, including international agencies.

Chapter II: Procurement Authority and Governance

1. Procurement Authority

- 1.1. RSPN shall apply decentralized procurement decisions with different levels of delegated authority based on the thresholds.
- 1.2. Staff with a delegated procurement authority shall ensure that actions taken under their supervision are in compliance with the provision of PPRR.

2. Procurement Governance

- 2.1. To ensure accountability and transparency, RSPN shall establish a Tender Committee (TC) for overseeing the procurement processes.
- 2.2. All TC members shall declare conflict of interest (*PPRR: Form-2*) before convening any meetings. Any member who may have an actual or potential conflict of interest with any bidder shall declare it and immediately withdraw from the proceedings. In such case, to meet the meeting quorum, officers of appropriate level shall be appointed to replace the designated member with the approval of the competent authority.
- 2.3. The TC shall:
 - 2.3.1. Hold collective responsibility and accountability for all decisions or recommendations made;
 - 2.3.2. Refrain from disclosing any information regarding bid proceedings to outside parties; and
 - 2.3.3. Familiarize with the PPRR and other relevant policies, including the DoA of FRR.

3. Structure and Composition of the Tender Committee

- 3.1. RSPN shall establish two Tiers TC (TC members are detailed in *Appendix D*) based on defined thresholds as under:
 - 3.1.1. *Tier 1: The Executive Director* shall chair the higher-level committee for procurement activities at or above the upper thresholds.
 - 3.1.2. *Tier 2: The Head of Operations Department (OD)* shall chair the second-level committee for procurement activities below the upper thresholds.
- 3.2. The *Procurement Official* shall serve as the Member Secretary for both the committees.
- 3.3. The TC shall open the Tender Bids and appoint an Evaluation Committee (EC).
- 3.4. The Evaluation Committee shall be independent of TC. In a situation where there is insufficient internal expertise for specific field of procurement activities, TC may engage external expert to support the EC.
- 3.5. The number of the members of the EC shall be determined based on the value and complexity of the procurement. For routine and simple procurements, the minimum number of evaluators shall be three. For non-routine and complex procurement, the minimum number of evaluators shall be five.

4. Roles and Responsibilities

- 4.1. The TC shall:
 - 4.1.1. Act ethically and with due diligence in all procurement processes;
 - 4.1.2. Define and communicate clear procedures to all bidders and consultants;
 - 4.1.3. Provide bidders and consultants equal time and opportunity to submit bids or proposals;
 - 4.1.4. Ensure adherence to procedures throughout the procurement cycle;

- 4.1.5. Review documents to confirm complete justification and documentation (*PPRR Form-7*);
 - 4.1.6. Review and recommend the evaluation report, for timely approval by the competent authority ensuring procedural integrity;
 - 4.1.7. Review and approve deviations, variations, or changes in quantities during the implementation of the contract;
 - 4.1.8. Ensure procurement activities stay within defined thresholds;
 - 4.1.9. Review and approve procurement exceeding the established thresholds;
 - 4.1.10. Serve as the first-tier grievance redressal and dispute resolution body for procurement complaints and contractual disputes;
 - 4.1.11. Follow procedures outlined in manuals or circulars from competent authorities;
 - 4.1.12. Recommend revision to procurement thresholds to the competent authority;
 - 4.1.13. Advice on specific procurement activities, crisis response procedures, and exceptional process waivers;
 - 4.1.14. Record and maintain minutes of deliberations and decisions; and
 - 4.1.15. Take on additional responsibilities for oversight and accountability as delegated by competent authority.
- 4.2. The attendance of two-third of the committee members including the chairman shall constitute a quorum.
- 4.3. Depending on the circumstances, representatives from relevant user entity or implementing partners, or procurement recipients may be invited to attend the committee as observers. The competent authority shall approve their attendance if the committee confirms that the observer has no potential conflicts of interest. Observers shall not intervene in the discussions of the committee.
- 4.4. The TC who shall be also *Tender Opening Committee* shall:
- 4.4.1. Oversee the tender opening process to ensure fairness, transparency, and compliance with PPRR and tender opening checklist (*PPRR Form-6*);
 - 4.4.2. Ensure all tenders meet submission requirements, including deadlines and document completeness;
 - 4.4.3. Open tenders in an organized manner, documenting and recording all submissions;
 - 4.4.4. Accurately document bidder names, tender amounts, and any relevant details;
 - 4.4.5. Maintain the confidentiality of tender information;
 - 4.4.6. Handover the bid opening record and copies of bids to the Evaluation Committee; and
 - 4.4.7. Report any discrepancies in the tender submissions to the relevant authority.
- 4.5. Any bid price or alternative bid price, which is not announced and recorded during bid opening, shall not be considered under any circumstances.
- 4.6. The *Tender Evaluation Committee (EC)* shall:
- 4.6.1. Evaluate bids based on the criteria and methodologies determined by TC;
 - 4.6.2. Maintain signed minutes and records of deliberations, recommendations and prepare the evaluation report;
 - 4.6.3. Maintain confidentiality of bid evaluation information; and
 - 4.6.4. Present evaluation results to the TC.
- 4.7. The *Tender Committee Member Secretary* shall:
- 4.7.1. Prepare and circulate tender documentation;

- 4.7.2. Distribute and collect Conflict of Interest Declaration forms;
- 4.7.3. Keep minutes, records and relevant documents for all meetings;
- 4.7.4. Record and maintain attendance;
- 4.7.5. Compile bid opening, evaluation reports, contract award, supporting documents; and
- 4.7.6. Maintain a complete set of procurement documents and make them available to internal and external auditors, upon request.

4.8. The *Operations Department* shall:

- 4.8.1. Lead, facilitate and manage procurement planning;
- 4.8.2. Follow standard annual procurement estimate template;
- 4.8.3. Research, conduct prequalification, and maintain preselected bidders or consultants;
- 4.8.4. Liaise with user entities to establish specification and/or prepare tender documents;
- 4.8.5. Review works, goods or services specifications related tender documents (*RFP, ToR*);
- 4.8.6. Ensure the requested items align with the approved annual procurement estimate;
- 4.8.7. Advertise and invite qualified bidders through mass media;
- 4.8.8. Manage bidder responses and evaluation reports;
- 4.8.9. Negotiate with winning bidder, where applicable to secure cost-efficient, high-quality purchases;
- 4.8.10. Prepare price comparisons;
- 4.8.11. Convene committee meeting and prepare required documentation;
- 4.8.12. Keep records for procurement process, including gift and hospitality and the conflict-of-interest registers;
- 4.8.13. Handle complaints/grievances related to the tendering process or contract award;
- 4.8.14. Communicate outcomes to successful and unsuccessful bidders after approval; and
- 4.8.15. Collaborate with user entities and ensure quality standards during contract implementation and obtain feedback from the user entities.

5. Delegation of Procurement Powers

- 5.1. TC shall seek approval ED for any unbudgeted procurement before starting the tendering process. Such approval shall be formalized with the approval of the Board and incorporate the changes in the budget revision.

6. Monitoring Bidder Performance

- 6.1. RSPN shall monitor and report on bidder performance, focusing on the following areas:
 - 6.1.1. Monitor the completion of key deliverables and milestones as per the contract;
 - 6.1.2. Ensure compliance with all contractual, legal, and regulatory requirements;
 - 6.1.3. Assess bidders' communication effectiveness and responsiveness; and
 - 6.1.4. Provide feedback and collaborate to resolve issues and improve performance.

1. Procurement Cycle

- 1.1. The procurement cycle consists of the following steps:
 - 1.1.1. Annual procurement planning;
 - 1.1.2. Conducting procurement process;
 - 1.1.3. Contract preparation; and
 - 1.1.4. Contract management.

2. Procurement Planning

- 2.1. Procurement planning shall begin to effectively identify and assess needs, determine the best method, or explore alternate project modalities, identify potential bidders, assess timing and risks, manage the process, and find opportunities to consolidate purchases for better terms and services.
- 2.2. The procurement plan shall include:
 - 2.2.1. A list of contracts for work, goods or services required for the year, along with their expected outputs;
 - 2.2.2. Proposed procurement methods for each contract;
 - 2.2.3. Indicative budgets or cost estimates for work, goods, and services; and
 - 2.2.4. Internal review procedures and timelines for the delivery of work, goods, and services.
- 2.3. For efficient procurement planning, every user entity shall prepare a procurement plan in the prescribed form (*PPRR Form-1*) for the upcoming financial year by the last month of the current year or within the project period for on-going projects. The OD shall consolidate the plans based on information obtained from the user entities. The plan shall be approved by the ED.
- 2.4. Any procurement deemed necessary shall be requested using the stock requisition (*PPRR Form-8*). Prior to submission of stock requisition to OD for processing the procurement, all necessary approval should be sought as per the Financial Rules and Regulations.
- 2.5. Any ad-hoc procurement, which is not part of annual procurement plan and budget, shall be approved by the ED.
- 2.6. The user entity shall plan purchases in advance and the estimated cost shall be based on previous purchase records or, if unavailable, by conducting market research or requesting indicative quotes from potential bidders.
- 2.7. The user entity shall plan their procurement by deploying relevant procurement methods based on budget availability and according to the thresholds and specific requirements of the procurement.

3. Contract Preparation

- 3.1. After identifying winning bidder, the contract agreement shall be prepared and approved by a competent authority

4. Risk Management

- 4.1. Risk management in procurement is essential for ensuring the RSPN to effectively identify risks and mitigate potential challenges (risk management framework for procurement is provided in *Appendix D*). The risk management shall include to:

- 4.1.1. *Minimize Disruptions*: Identify and manage risks to avoid delays or interruptions in procurement.
- 4.1.2. *Control Costs*: Assess and mitigate financial risks to stay within budget.
- 4.1.3. *Ensure Compliance*: Follow all legal and regulatory requirements in procurement.
- 4.1.4. *Manage Bidders*: Assess bidders' potential risk against AML/CFT and other forms of corruption.
- 4.1.5. *Ensure Quality*: Ensure works, goods or services meet quality and performance standards.
- 4.1.6. *Procurement Training*: RSPN may, based on need, provide appropriate training to the members of the TC and relevant procurement personnel.

Chapter IV: Procurement Thresholds and Methods

1. Thresholds

- 1.1. The threshold levels for application of appropriate competitive procurement method are provided in *Appendix F*.
- 1.2. The thresholds shall be reviewed and revised from time to time in relation to the consumer price index.

2. Application of Thresholds

- 2.1. Procurement of works, goods and services shall be as per the prescribed threshold. At any cost, the works shall not be split across multiple bidders.

3. International Competitive Bidding

- 3.1. RSPN shall conduct open or limited tendering to solicit tenders, proposals, or quotations from foreign bidders under following circumstances:
 - 3.1.1. When required works, goods or services are beyond the capacity of domestic contractors or service providers; or
 - 3.1.2. The funding agreement requires international competitive bids.
- 3.2. RSPN shall provide global publicity for the tender notice through the following means:
 - 3.2.1. Advertising it in at least one widely circulated national newspaper; and
 - 3.2.2. RSPN website and social media.
- 3.3. RSPN shall require that all the financial instruments (bid and performance securities) be issued by a financial institution in Bhutan. If the issuing institution is outside Bhutan, it shall have a corresponding financial institution in Bhutan to make the instrument enforceable.

4. Procurement Methods

- 4.1. The procurement shall be processed in one of the following methods:
 - 4.1.1. Open Tender/Bidding;
 - 4.1.2. Limited Tender/Bidding;
 - 4.1.3. Limited Enquiry;
 - 4.1.4. Direct Contracting; and
 - 4.1.5. Community Contracting.

5. Open Bidding Method

- 5.1. Open Tender shall be the standard method for procurement, unless there are circumstances which justify the use of the other methods.
 - 5.1.1. All eligible bidders shall have the opportunity to submit their bids following a public notification.
 - 5.1.2. If only one bidder responds to the tender, the TC shall initiate re-tender processes, and the duration for time extension shall be maximum of 10 working days.
 - 5.1.3. After the second re-announcement, if there are less than three bidders, TC shall conduct market research/ analysis and may negotiate and award the contract.

6. Limited Tender/Bidding Method

- 6.1. Under this category, invitations for bids shall be sent to at least three potential bidders. This method shall be used under the following situations:
 - 6.1.1. The estimated value of the works, goods, or services is within the thresholds for limited bidding; and
 - 6.1.2. There is insufficient time (properly justified and documented) to follow the open tender/bidding method, but it is still possible to solicit competition and provide equal opportunity for bidders to submit their bids after a notification.
- 6.2. All pre-qualified bidders recommended by OD based on merits shall be invited to submit their bids.
- 6.3. Bids shall be evaluated and compared to determine the lowest evaluated bid. However, abnormally lowest evaluated bid shall not be considered.
- 6.4. If this method does not result in the award of a contract, the Limited Enquiry may be used.

7. Limited Enquiry Method

- 7.1. RSPN shall use this method in the following situations:
 - 7.1.1. The estimated value of the works, goods, or services is within the threshold of limited enquiry/tender; and
 - 7.1.2. In the absence of at least three bidders responding to limited tender/bidding.
- 7.2. RSPN shall invite at least three most prospective bidders to submit a tender.
- 7.3. If at least two bids are received, the bids shall be compared to determining the lowest evaluated bid.
- 7.4. If this method does not result in the award of a contract, the Direct Contracting method may be deployed.

8. Direct Contracting Method

- 8.1. RSPN shall engage in direct negotiation with one or more bidders under any of the following situations:
 - 8.1.1. For purchases up to a maximum of Nu. 200,000 (Ngultrum Two Hundred Thousand);
 - 8.1.2. In the event of no bidders receiving following the limited enquiry method;
 - 8.1.3. When only one supplier or contractor is competent to execute the contract, with no suitable alternative or substitutes available in the market;
 - 8.1.4. In the case of additional works and supplies, it is provided that the total value of the additional work and supplies do not exceed twenty percent (20%) of the original contract value or the maximum threshold for the use of Limited Enquiry, whichever is lower;
 - 8.1.5. In the event of an emergency situation, when there is sudden and unforeseen circumstance that may result in injury, loss of life or significant or critical damage to property or infrastructure or economic loss or a situation requiring immediate action due to extremely tight deadlines that could not be met through procurement methods;
 - 8.1.6. For a large and complex procurement from the manufacturer or authorized dealers holding an Original Equipment Manufacturer (OEM) dealership certificate; and
 - 8.1.7. Annual maintenance contracts.

8.2. For direct contracting:

- 8.2.1. Quotation shall be solicited from one, or where feasible, multiple suppliers or contractors specifying the required work, goods or services and the terms and conditions of supply.
- 8.2.2. A reasonable time limit, as mutually agreed upon, may be provided to bidders for the preparation and submission of their quotations;
- 8.2.3. Upon approval from TC, RSPN may adopt the quotation rates of another procuring agency, as may be applicable, provided that the unit prices are the same or lower than those in the original contract, and such prices remain the most advantageous to RSPN after price verification. A separate contract agreement shall be executed with the supplier.
- 8.2.4. Meet the specified requirements and terms and conditions; and
- 8.2.5. Negotiations may be conducted to reduce prices if the offered prices are deemed excessive or substantially above prevailing market prices or RSPN estimates.

8.3. Under special circumstances, RSPN may opt to purchase goods from an ex-country directly with the prior approval of the ED, if the quality of goods is superior and rates competitive and lower than the market price in Bhutan. The purchase may be made either in cash or Corporate Credit Card facility. The concerned official shall produce an original bill/invoice and document of price comparisons for such purchase made.

9. Community Contracting

9.1. For works not exceeding Nu 1.5 million, RSPN may award contracts to local communities in accordance with the established Community Contract Protocol.

10. Procurement Processes

10.1. RSPN may as deemed necessary and appropriate shall follow the procurements process (i) One Envelope Process refers to receiving both technical and financial bids in One Envelope and evaluating them accordingly; and (ii) The Two-Stage Process shall refer to receiving technical and financial bids in separate envelopes and their evaluation done separately. The Two-Stage Process shall be carried out as follows:

- 10.1.1. *First Stage:* Bidders shall be evaluated based on technical competencies based on prescribed evaluation. Only the technically qualified evaluated bidders shall qualify an advance to second stage.
- 10.1.2. *Second Stage:* RSPN shall evaluate the financial bids of the qualified technical bidders based on prescribed evaluation criteria. The scores of the technical and financial bids shall be consolidated to determine the successful bidder.

Chapter V: Bidding Process for Works and Goods

1. Essentials of the Bidding Process

- 1.1. RSPN shall prepare bidding documents specific to the work, goods, or services following the standards of formally published bidding documents. However, any deviations from the standard bidding documents shall be approved by the competent authority.
- 1.2. All bidding processes of the works, goods or services approved for the financial year shall be completed within three months from the day of the approved budget.

2. Invitation of the Bids

- 2.1. The method of inviting bids depends on the procurement method:
 - 2.1.1. *Open Bidding and Framework Contract*: Invitations shall be published in mass media, on the RSPN's website, and other media.
 - 2.1.2. *Limited Tendering*: Invitations shall be delivered through any appropriate and convenient methods, ensuring all are notified at the same time. No bidders shall be notified before others;
 - 2.1.3. *Limited Enquiry*: Invitation shall be sent to shortlisted/pre-qualified or any prospective bidders, ensuring all are notified at the same time. No bidders shall be notified before others; and
 - 2.1.4. *Direct Contracting*: RSPN shall directly approach bidders to solicit quotations.
- 2.2. The bid notification must include:
 - 2.1.1. The identity of the Procuring agency (RSPN);
 - 2.1.2. A summary of the assignment;
 - 2.1.3. Execution timeline;
 - 2.1.4. Address for obtaining bidding documents and submitting bids;
 - 2.1.5. Cost of bidding documents, if applicable;
 - 2.1.6. Procedural requirements; and
 - 2.1.7. Final submission date and time.

3. Minimum Time Limits for Submission of Bids

- 3.1. Bid submission time limits shall be reasonable, considering the nature of the procurement and the time needed for site visits, if applicable.

- 3.2. The following minimum time limits shall apply:

Minimum Time Limits	Open Bidding		Limited Bidding/Limited Enquiry		Direct Contracting
	International	National	International	National	
From the day of announcement	14 working Days	10 working Days	7 working Days	5 working Days	By mutual agreement

- 3.3. RSPN shall upload the documents on the website or documents shall be made available during working hours throughout the document sale period.

4. Eligibility of Bidders

- 4.1. The following bidders shall not be eligible to participate:
 - 4.1.1. A bidder who has provided services or is affiliated with any firm that provided consulting services during the preparatory stages of the assignment or project;
 - 4.1.2. Bidders falling within the list of Prohibition Order of the Anti-corruption Commission;
 - 4.1.3. Bidders within the national and global sanctions lists; and
 - 4.1.4. Bidders not furnishing required clearances such as Tax Clearance, Security Clearance, Credit Information Bureau form and Construction Development Board Clearance, where applicable.

5. Clarification of Bidding Documents

- 5.1. The Instructions to Bidders (ITB) shall outline the process for submitting clarification requests as follows:
 - 5.1.1. Bidders shall not be allowed to seek clarifications in person.
 - 5.1.2. Bidders shall submit clarification requests in writing to RSPN, at least a week prior to the bid submission deadline;
 - 5.1.3. RSPN shall respond to clarification requests within three working days and share the response, along with a description of the enquiry without disclosing the bidder's identity, with other bidders who purchased the tender documents. Any changes to the ITB shall be issued through amendments; and
 - 5.1.4. A pre-bid meeting shall be held for the procurement of works, goods and services for higher thresholds to address any doubts or concerns of bidders before bid submission. The minutes of the meeting shall be shared with all the bidders. For smaller projects, RSPN may hold a pre-bid meeting if deemed necessary, based on the project's nature and complexity.

6. Amendment of Bidding Documents

- 6.1. RSPN reserves the right to amend or modify the bidding documents at any time before the bid submission deadline, either on its own initiative or in response to a bidder's clarification request. The bidding documents shall include a section stating that any issued addendum is part of the documents and binding on all bidders.
- 6.2. The addendum shall be communicated in writing to all bidders, who have purchased the bid documents. Bidders shall confirm receipt before bid opening.
- 6.3. RSPN may extend the bid submission deadline to allow bidders, to have sufficient time to consider the addendum in their preparations.

7. Submission of Bids

- 7.1. Bidders shall be informed of the deadline, time, and location for bid submission.
- 7.2. Bids must be submitted in sealed envelopes, either by hand or registered post, marked "Confidential" to the appropriate addressee. The bid shall not be delivered through email, unless specified in the Standard Bidding Document (SBD).
- 7.3. The bid shall be placed in an inner envelope sealed and signed across the seal, with the bidder's name written on it. This inner envelope should then be placed inside the outer envelope, also sealed, and marked "Confidential" on it. On this outer envelope, only the addressee, and the words "Confidential", shall appear.
- 7.4. If multiple copies of the bid are required, the number of copies shall be specified in the bidding documents. The original bid shall be marked "ORIGINAL," and copies shall be marked "COPY." The original shall be retained by RSPN, while the "COPY" shall be used for evaluation. In case of any discrepancy, the original shall prevail.

- 7.5. In one-envelope, the bidders shall include both technical and financial proposals in a single sealed envelope.
- 7.6. In a Two-Stage Process, the bidders shall submit both technical and financial bids in two separate envelopes clearly specifying technical and financial proposals.

8. Bidding Documents

- 8.1. The bidding documents shall assist bidders in deciding whether to submit a bid and to prepare responsive bids. The documents shall outline the bidder's requirements, bidding instructions, and proposed contract terms.
- 8.2. In the case of works, RSPN shall use the Bhutan Schedule of Rates (BSR) to determine the cost estimates. Bidders shall independently prepare their estimates based on the specifications in the bidding documents and may conduct site visits as needed.
- 8.3. RSPN shall not revise or alter Instructions to Bidders or General Conditions of Contract (GCC) as these instructions and conditions are generally acceptable within the thresholds. Any modifications shall only be made in the Bidding Data Sheet or Special Conditions of Contract.

9. Components of Bidding Documents

- 9.1. The following components shall be included in the bidding documents (Open Bidding):
 - 9.1.1. *Invitation for Bids*: Invitation extended to bidders to participate, with notification (NIQ).
 - 9.1.2. *Bidding Instructions*:
 - 9.1.2.1. *Scope of Bid and Completion*: Clearly defined scope and expected timeline.
 - 9.1.2.2. *Bidder Eligibility*: Qualification and necessary licenses/certificates.
 - 9.1.2.3. *Bid Submission and Preparation*: Detailed instructions for submitting bids.
 - 9.1.2.4. *Clarification or Amendment*: Procedures for bid changes before submission.
 - 9.1.2.5. *Required Documents*: Documents to accompany bids.
 - 9.1.2.6. *Bid Opening and Evaluation*: Procedures for opening and evaluation, including preferential treatment if any for national bidders.
 - 9.1.2.7. *Proposed Contract*: Details of the contract to be awarded.
 - 9.1.2.8. *Bid Evaluation Criteria*: Methods and factors for evaluating bids, including preferential treatment for national bidders in international procurement.
 - 9.1.2.9. *Final Price Quotation*: Bidders shall submit an all-inclusive price (including taxes, duties, insurance, etc.) and clearly state any rebates or tax exemptions.
 - 9.1.2.10. *Currency of Bid*: Bids for domestic procurements shall be in Ngultrum, and for international procurements, in USD.
 - 9.1.3. *Bid Form and Price Schedules*:
 - 9.1.3.1. *Bid Form*: Commitment to comply with contract terms, validity, and performance guarantees.
 - 9.1.3.2. *Price Schedule*: A detailed breakdown of prices, quantities, and country of origin.
 - 9.1.4. *Form of Contract and Conditions*:
 - 9.1.4.1. A legally binding agreement between the contracting parties, outlining terms, condition under which the procurement shall be executed. It shall serve as the foundation for all rights and obligations relating to the procurement process, including the delivery of works, goods, or services. The conditions include, but not limited to, scope of work, contract duration, pricing and payment terms, obligation

and responsibilities, dispute resolution, termination clause, force majeure, confidentiality, and compliance.

9.1.5. *Specifications/Scope of Works:*

9.1.5.1. Detailed technical description of works, goods, or services, including performance standards and environmental, social and safeguard requirements. Non-compliance with these specifications makes the bid non-responsive.

9.1.6. *Brand Name or Catalogue Restrictions:*

9.1.6.1. RSPN shall avoid using specific brand names or catalogue numbers that could restrict competition. However, the bidders may mention brand name or “equivalent,” if necessary.

9.1.6.2. RSPN may seek additional information such as catalogues, brochures, or publications to provide additional information about specifications.

10. Bid Validity

10.1. For both Open Bidding and Limited Bidding, the bid validity period shall be sixty days from the bid closing date.

10.2. If RSPN is unable to complete bid evaluation and contract award within the validity period, it may seek an extension in writing from the bidders.

10.3. Bidders agreeing to extend the bid validity shall also extend the validity of their bid security. However, no modifications to the bid shall be allowed.

10.4. Bidders who refuse to accept the extension shall be disqualified, and their bid security shall be refunded. In such case, bid shall not be considered for further evaluation or award.

11. Bid Security

11.1. All bids shall be accompanied by Bid Security.

11.2. The successful bidders may retain the bid security with the RSPN as a performance security.

11.3. Failure to submit bid security along with bids shall disqualify the bidder and TC reserves the right to disqualify the bidder for not submitting required documents.

12. Performance Security

12.1. The successful bidder shall submit a performance security of 10% of the contract value within fifteen working days of receiving the letter of acceptance, and before signing the contract.

12.2. The performance security shall remain valid until the completion of the contract and any extensions, guaranteeing the contractor/supplier’s performance.

12.3. The performance security shall be in the form of:

12.3.1. An unconditional bank guarantee from the credible financial institution;

12.3.2. Banker’s cheque/Cash warrant; and

12.3.3. Demand draft (Account Payee).

12.4. For works, the performance security shall be returned within fourteen days following handing over of the works to the full satisfaction of the RSPN.

12.5. For supplies, the performance security shall be returned after the supplies have been delivered to the full satisfaction of the RSPN.

13. Retention Money/Security Deposit

- 13.1. RSPN shall retain 10% of the total contract value as security deposit. The security deposit shall be refunded after the expiry of the defect liability period of six months.
- 13.2. For other supplies besides consumable items, the 10% retention money of contract value shall be refunded after expiry of warranty period.
- 13.3. In the case of defect items within the warranty period, the suppliers shall replace them at his/her own cost.
- 13.4. In case of works, the retention money shall be deducted from the running bills.
- 13.5. In the case of any defects during the DLP, the contractor shall rectify the works. If the contractor fails to do so, the RSPN shall forfeit the retention money to fix the defects.
- 13.6. Any balance retention money after the rectification of the defects during DLP, RSPN shall release to the contractor within fourteen days.
- 13.7. The Contractor shall remedy any loss or damage to the Works or Materials between the Start Date and the end of the DLP at their own cost, if caused by the Contractor's actions or omissions.

14. Mobilization Advance

- 14.1. RSPN shall offer mobilization advance for work contracts, contingent upon the submission of the unconditional bank guarantee from a credible financial institution, equivalent to the amount of mobilization advance.
- 14.2. The RSPN shall specify the mobilization advance in the bidding documents, including:
 - 14.2.1. The maximum advance shall not exceed 10% of the contract price;
 - 14.2.2. The contractor shall provide an unconditional guarantee equal to the advance, valid until the full recovery of the advance amount; and
 - 14.2.3. The advance shall be recovered from the contractor's running bills, ensuring the full amount is recovered before 80% of the contract price is certified for payment.

15. Secured Advance

- 15.1. RSPN may offer secured advances to contractors for materials delivered at site or for off-site fabrication, contingent on a site inspection and proof of payment.
- 15.2. The provision for secured advances, if provided for, shall be incorporated in the bidding documents with the following conditions:
 - 15.2.1. Materials must meet the specified standards and quantities, and not exceed project requirements;
 - 15.2.2. Materials must be stored on-site and protected from loss, damage, or deterioration;
 - 15.2.3. The contractor shall declare that the materials are lien to RSPN;
 - 15.2.4. The secured advance may cover up to 80% of the material cost, supported by original invoices or customs receipts for imported materials; and
 - 15.2.5. The secured advance shall be recovered from the contractor's running bills in the months in which these materials are used in the works.

16. Advances in Supplies and Services Contracts

- 16.1. Advances for supplies shall not apply to supply of goods.
- 16.2. Advances for service contracts shall be determined by the Contract Agreement entered between RSPN and the Party(s).

17. Processing of Bids Procedures

- 17.1. The receipt, opening, and recording of bids shall be conducted in a manner that ensures full transparency, fairness, and integrity.
- 17.2. The TC shall be responsible for ensuring that bids are opened at the stipulated time, date, and location.

18. Receipt of Bids

- 18.1. Bids shall be accepted only within the period specified in the bidding documents or any approved extensions thereof.
- 18.2. Bids shall be securely stored in a sealed container, with a designated official responsible for their receipt, particularly for large submissions.
- 18.3. Where a bid box is used, it shall be kept under the lock and key by a designated official. The box shall be sealed after expiry of the submission deadline and opened in the presence of the TC.

19. Bidders' Participation

- 19.1. Bidders or their authorized representatives shall be invited to attend the bid opening, where applicable.
- 19.2. Bidders or their representatives shall sign the attendance sheet in the Record of Bid Opening (*PPRR Form-3*).

20. Opening of the Bids

- 20.1. The opening of bids shall occur following the expiration of the submission deadline and are opened at the stipulated time, date, and location.
- 20.2. The bids shall be arranged and maintained in their original and copy form and in order.
- 20.3. The TC shall inspect the envelopes for tampering whether or not to accept the bids.
- 20.4. The TC shall sign all the bid opening documents.
- 20.5. Bid opening shall be done in the presence of Bidders and representatives where applicable.
- 20.6. Bidders or their representatives shall sign the Record of Bid Opening (*PPRR Form-4*).
- 20.7. Any bids in an improper and incomplete shall be rejected.

21. Storage of Bid Documents

- 21.1. All original bid documents shall be securely stored by the OD and copies of the bid documents shall be maintained for future reference.

22. Evaluation of Bids

- 22.1. The evaluation process shall be conducted to determine the best-evaluated bid.

23. Responsive Bids

- 23.1. A responsive bid is one that fulfils all eligibility criteria, adheres to bid instructions, and meets technical specifications.

24. Evaluation Criteria

- 24.1. Price is a factor in bid evaluation; however, other non-exclusive criteria, as defined in the bidding documents, may also apply. These criteria may include, but not limited to:
 - 24.1.1. Preferential treatment for use of local materials.
 - 24.1.2. Completion dates for works or delivery of goods.
 - 24.1.3. Cost-effectiveness, after-sales service, and technical merit.

- 24.2. Sustainability factors such as energy efficiency, use of recycled materials, compliance with occupational safety and standards may be considered in the evaluation during the bid evaluation process. Bidders may provide documentation of their compliances, wherever applicable. The TC shall determine the tender evaluation criteria.

25. Evaluation Procedure

- 25.1. Evaluation shall be conducted strictly according to the criteria specified in the bidding documents and EC shall prepare evaluation report.

26. Abnormally Low Bid

- 26.1. If the lowest evaluated bid is deemed unreasonably low, RSPN reserves the right to disqualify the bid without any conditions.

27. Bids Exceeding Budget

- 27.1. Bids shall be rejected if they are non-responsive that exceed the budget significantly, or appear tampered with.

28. Action following Rejection of Bids

- 28.1. If bids are rejected, RSPN shall initiate a new bidding process or proceed with an alternate procurement method, as outlined under this PPRR.

29. Standstill Period

- 29.1. After issuing a Letter of Intent (LoI), RSPN shall observe five working days standstill period, during which bidders may lodge complaints regarding the award decision, if aggrieved by the decision of the committee.

30. Debriefing

- 30.1. An unsuccessful bidder may request a debriefing within the standstill period. RSPN shall redress the complaints within standstill period without disclosing or revealing competitors' bids, and bid comparisons. Copies of such notification shall also be sent to all unsuccessful bidders.

31. Negotiation

- 31.1. Negotiation may be conducted on the terms and conditions of the procurement contract for all procurement methods as applicable.

Chapter VI: Contract Management and Conclusion

1. Award of the contract and Notification

- 1.1. Upon the conclusion of the Standstill Period and with no pending or unresolved complaints from the bidder, RSPN shall proceed with the award of the contract by issuing a formal Letter of Acceptance. Such notification shall also be published on the RSPN's website within a period not exceeding fifteen days from the date of the award of the contract. RSPN shall also notify non-winning bidders.

2. Conclusion of Contract

- 2.1. Following the award of the contract, the parties shall enter into formal legal agreement signed by the authorized representatives of both parties.
- 2.2. Under any circumstances, RSPN shall not entertain sub-contracting of any works, goods and services.

3. Price and Methods of Payment

- 3.1. The rates and prices in a contract shall be on a fixed basis, except for:
 - 3.1.1. Price adjustments due to quality differences/deficiencies not fulfilling RSPN's standards;
 - 3.1.2. Price adjustments on account of natural calamities and disasters;
 - 3.1.3. Changes in government policies including duties, taxes, levies and charges payable resulting from Government Orders after the award of the contract.
- 3.2. In a work contract, with mutual consent of the Parties, if RSPN supplies materials for certain reasons, the contract shall specify these items and exclude the costs from the bills.
- 3.3. In a works contract, if the contractor fails to quote rates for any items, the cost shall be deemed covered by other quoted rates, and no payment shall be made for missing items.
- 3.4. Provisions for the deduction of Retention Money or Security Deposit and any other recoverable from the contractor shall be included in the Contract.
- 3.5. Provisions for payment of Bills/invoices shall be in accordance with RSPN's FRR.
- 3.6. Contracts shall specify payment conditions as agreed by the parties.
- 3.7. The price and payment methods shall be as follows, but not limited to:
 - 3.7.1. *Lump Sum*: The contractor agrees to complete the work for a fixed amount, with payments linked to milestones or a percentage of work completed;
 - 3.7.2. *Ad Measurement (Unit Price or Unit Rate) Contract*: The contract shall be based on estimated quantities and contractual unit prices, with payment made for actual quantities at the agreed prices. It is generally suitable for works where the scope is clear, but quantities cannot be accurately determined in advance;
 - 3.7.3. *Reimbursable-cost Contract*: It shall apply when a contractor undertakes works beyond the scope of the contract agreement. In such cases, the Parties may mutually agree on the prices and payment terms and conditions;

- 3.7.4. *Advance Payments*: For requisition of advances, the contract shall specify types, limits, required documents, and adjustment methods in the bidding document; and
- 3.7.5. *Payment/Discharge of Securities*: The contract shall specify the time, procedure, and formalities for the release of securities.

4. Price Adjustment

- 4.1. Rate and price adjustments shall apply to work and supply contracts exceeding duration of twelve months.
- 4.2. If rates are subject to adjustments due to labour/material cost changes, provisions for adjustments, including the method, may be included in the bidding documents.

5. Period and Place of Performance/Delivery

- 5.1. All contracts shall specify the period, project site and delivery timeline. For construction contracts, this shall include a detailed schedule of works or programs, outlining the contractor's performance, and starting/completion dates, especially for projects with multiple stages or milestones.
- 5.2. For one-time purchases, the supply order shall be sent within five working days after contract signing.

6. Scope, Quantity and Quality

- 6.1. The contract shall define the scope, quantity and describe the required goods or services, and outline performance standards including environmentally friendly requirements where applicable.
- 6.2. The contract shall specify insurance, transportation costs, and compensation for delays or damage if any.
- 6.3. Provisions for compensation for delays shall be included with limits of 0.05%–0.1% per day of delay and shall not exceed 10% of the Initial Contract Price.

7. Variation in Quantities

- 7.1. Variations in the contract work up to 20% of the contract amount or the limited tender threshold) may be allowed during execution, covering changes in quantity, deletion or addition of items, modifications to dimensions or quality, additional works changes in construction sequence or timing.
- 7.2. All variations shall be mutually agreed between the Parties and communicated formally.

8. Pricing of Variations

- 8.1. Variations shall be valued as follows:
 - 8.1.1. Pricing variations shall be valued at contract rates or price as mentioned in the Bill of Quantities (BOQ). If the contract does not contain any rate(s) or price applicable to the variation, suitable rates or prices shall be agreed upon by both the parties.
 - 8.1.2. The variations in quantities within 20% of the original quantity shall be valued at contract rates and prices.
 - 8.1.3. If the variation exceeds 20% of the contract quantity from the contract Bill of Quantities, and the value exceeds 1% of the original contract price, the extra work shall be mutually agreed upon and valued at an agreed rate.
 - 8.1.4. Any variation requires approval from the Competent Authority.

9. Termination

- 9.1. The contract shall specify conditions for termination, including a Force Majeure clause that relieves the parties from breach due to unforeseeable events beyond their control.
- 9.2. Early termination of works contracts may occur when the contractor fails to meet the provisions of the contract agreement.
- 9.3. Payment terms and conditions upon termination shall be prescribed in the contract agreement.
- 9.4. RSPN may directly purchase goods; or re-tender or execute works following the termination of contract.

10. Dispute Resolution

- 10.1. The contract shall specify dispute resolution mechanisms, including the use of mediation or arbitration before resorting to court; and under any circumstances, disputes shall not halt work execution unless there is an injunction order from the court.

11. Contract Management

- 11.1. Contract management shall involve technical and administrative approval including financial sanction from award to completion of works including redressing grievances and disputes.
- 11.2. Additional contract management provisions shall be covered by contract terms.

12. Monitoring of Contracts

- 12.1. The relevant Officials shall conduct monitoring of the contracts on a periodical basis and submit reports to the competent authority.

Chapter VII: Consultant's Services and Consortium of Experts

1. Use of Consultants

- 1.1. RSPN shall engage consulting firms or individual consultants for expert advice, project implementation, or specialized services.
- 1.2. RSPN shall ensure that the best consultants capable of providing quality services at competitive prices are sourced and every effort shall be made in encouraging national consultants.
- 1.3. RSPN shall decide on the methods of selecting the consultants in reference to the nature and scope of the assignment, cost, competencies of consulting firms/ individuals, duration of the assignment and volume of the assignment etc.
- 1.4. The contract between both the parties shall include, amongst others, provisions regarding payments, declaration of conflict-of-interest, advances, securities, price adjustments, consultant's contribution etc.

2. Exclusion of Consultants

- 2.1. Consultants shall disqualify under the following conditions:
 - 2.1.1. A firm or individual having conflict of interest with a specific project shall be disqualified from offering consulting services for that particular project;
 - 2.1.2. A firm or individual hired to provide consulting services for project preparation or implementation shall be disqualified from subsequently providing related works, goods, or services for that project;
 - 2.1.3. Consultants shall not be hired for any assignment that conflicts with other assignments; and
 - 2.1.4. Consultants who prepare Terms of Reference (TOR) for an assignment shall not be hired for that particular assignment.

3. Methods of Selecting Consultants

- 3.1. Consultants shall be selected based on the following selection method, whichever is applicable:
 - 3.1.1. *Quality and Cost-Based Selection (QCBS)*: QCBS is a competitive method evaluating both the quality and cost of proposals. The weight given to quality and cost shall vary by assignment.
 - 3.1.2. *Fixed Budget Selection (FBS)*: FBS is used for simple, well-defined assignments with a fixed budget. The RFP shall clearly indicate the available budget and request the firms to strictly adhere to the budget limit. The consultants shall submit technical and financial proposals within it.
- 3.2. The above two selection methods shall follow the following standards and procedures in selecting consulting firms or consultants:
 - 3.2.1. Prepare Terms of Reference (TOR);
 - 3.2.2. Prepare evaluation criteria;

- 3.2.3. Prepare cost estimate and budget;
- 3.2.4. Announce Expressions of Interest (EOI);
- 3.2.5. Receive proposals;
- 3.2.6. Evaluate technical and financial proposals; and
- 3.2.7. Negotiations and Award of the contract (where applicable negotiations shall also include lump-sum and time-based contract).

4. Payment Provision

- 4.1. The contract shall specify the payment amount, schedule, and procedures.
- 4.2. The consultants shall be eligible to 10% of the contract amount as advance after signing the contract.
- 4.3. Bid and performance securities shall not be required for consulting services.
- 4.4. If RSPN provides its professionals (staff engagement) or facilities, the contract agreement shall specify the details and understandings between RSPN and the Party(s).

5. Consortium of Experts Services

- 5.1. Based on urgency and the need for specialized skills, RSPN may directly award specialized work within a certain budget threshold to consortium of experts, following the Guidelines of Consortium of Experts.

Chapter VIII: Grievance Redressal Mechanism

1. Procurement Grievance Redressal Mechanism

- 1.1. RSPN and its partners shall be governed by RSPN GRM Policy.
- 1.2. Bidders who suffer loss due to an alleged breach may file a complaint either through the RSPN website which has a provision to lodge complaints or submit it in writing directly to ED within five working days of receiving the LoI of the contract.
- 1.3. RSPN shall issue a written decision/response to the complaints within five working days, responding to the complaints with reasons and corrective measures undertaken, if the complaint is upheld and valid.
- 1.4. If no decision is made within the timeframe, or the complainant is dissatisfied, the bidders may escalate the matter to the Board whose decisions shall be final and binding.
- 1.5. If the complainant is not satisfied with the decision taken by the Board, the complainant may appeal as per the Laws of the Kingdom of Bhutan.

Chapter IX: Procurement and Property Rules and Regulations

1. Purpose

- 1.1. The purpose of the procurement and property rules and regulation is to establish clear and consistent procedures for the acquisition, use, transfer, maintenance, and disposal of properties owned by RSPN. These rules aim to safeguard the organization's assets, prevent misuse, theft, and damage, and ensure accountability in managing RSPN's resources.

2. Definitions

- 2.1. Unless the context requires otherwise, the following terms in this rule shall have the meanings specified below:
 - 2.1.1. *Equipment and Machinery*: The non-expendable properties other than land, buildings and other structures with a useful life of more than one year, such as motor vehicles, furniture, office equipment, machinery and computers etc.
 - 2.1.2. *Land and Buildings*: Any plots of land, including the physical structures and facilities (such as offices, residential buildings, or other structures) permanently attached to the land owned or controlled by RSPN.
 - 2.1.3. *Leasing of Properties*: The arrangement where RSPN rents or leases properties, either as a lessee or lessor, for a specified period and under agreed terms for the use of land, buildings, or other facilities.
 - 2.1.4. *Public Auction*: A process where RSPN sells surplus or unserviceable property through open bidding.
 - 2.1.5. *Reserve Price*: The minimum price set by RSPN for a property to be auctioned.
 - 2.1.6. *Stock Ledger*: It is a record that keeps track of all the stock transactions for RSPN.

3. Scope

- 3.1. These rules shall apply for the management of all properties, including but not limited to:
 - 3.1.1. Materials used for daily operations;
 - 3.1.2. Furniture, office equipment, and machinery;
 - 3.1.3. Land and buildings;
 - 3.1.4. Leasing of properties;
 - 3.1.5. Vehicles; and
 - 3.1.6. Other properties not explicitly mentioned.

4. Custody and Control of Property

- 4.1. The Operations Department (OD) shall be responsible for the management of all properties.
- 4.2. The OD shall be responsible for ensuring that properties are used meaningfully and unnecessary expenditure avoided in purchasing properties.
- 4.3. All employees shall be responsible for ensuring the property's care and maintenance until it is returned or transferred.

5. Inventory Management

- 5.1. All properties shall be recorded in the Property/Stock Register (*PPRR Form-10-11*) maintained by the Operations Department.
- 5.2. Properties shall be assigned a unique identification number for tracking purposes.

6. Acquisition of Property

- 6.1. Property shall only be acquired if an approved budget exists for the specific item and upon approval from competent authority.
- 6.2. Vehicles may be purchased directly from the dealer, provided the procedures outlined by the Ministry of Finance and relevant authorities are followed.

7. Property Donations

- 7.1. Any receipt of donations (in-kind) shall be approved by the competent authority after verification of items including the source of the donated items and its negative impact on the environment and society.
- 7.2. Properties received as donations (in-kind) shall be recorded, accounted and audited.

8. Issue of Property

- 8.1. Requisition for property shall be submitted using the Stock Requisition Form (*PPRR Form-8*), which must be signed by the competent authority.

9. Record-Keeping

- 9.1. The Property Issue Note (*PPRR Form-12*) shall be used to record the issuance of property. The employee receiving the property shall sign the note to acknowledge receipt.

10. Routine Maintenance

- 10.1. Routine maintenance of properties, including furniture, machinery, and vehicles, shall be carried out periodically to extend their useful life.

11. Transfer of Property

- 11.1. Any transfer of property between RSPN offices or employees shall be approved by OD.
- 11.2. Transfers shall be documented and notified by all relevant parties.

12. Recording Transfers

- 12.1. Transfers of property or issuance of property to a designated RSPN official shall be approved by OD and the property shall be assigned to the respective official using the Property Transfer Note (*PPRR Form-13*).
- 12.2. Any issuance of property to third party, other than RSPN, shall be approved by the competent authority and same shall be delisted from the Stock/Property Register and adjusted in the books of account.

13. General Property Usage

- 13.1. All properties shall be used for their intended purposes only. Unauthorized use or misuse of property shall be prohibited.
- 13.2. Employees shall ensure that properties are safeguarded against loss, damage, or theft.
- 13.3. When a property is no longer needed, it must be returned to OD to be reassigned or properly stored.

14. Disposal of Property and Valuation

- 14.1. The property which are unserviceable, obsolete, or beyond repair shall be disposed off through public auctions. However, RSPN may decide to donate as deemed appropriate.
- 14.2. The OD shall determine the reserve price and recommend for approval by the Management Team for disposal of property through auction.

15. Physical Inventory and Audits

- 15.1. A physical verification of all properties shall be conducted annually by the OD to ensure the accuracy of the Fixed Asset Register and take corrective actions as needed.

16. Reconciliation of Records

- 16.1. The inventory and fixed assets shall be reconciled with the Stock and Fixed Asset Register.

17. Missing or Damaged Property

- 17.1. Any missing, damaged, or unaccounted property shall be reported immediately. Accountability for such items shall rest with the individual responsible.

18. Write-Off

- 18.1. Any missing, damaged, or unaccounted properties, shall be written off, as per the FRR.

Appendix A: Definitions

1. Wherever used in these Rules and Regulations the terms shall have the following meanings:
 - 1.1. **Award of Contract:** The decision of the procuring agency to enter into a contract with a supplier, service provider or contractor for delivery of specified Works, Goods and Services.
 - 1.2. **Bid:** An offer to supply and execution of Works, Goods and Services made in accordance with the terms and conditions set out in a bidding document. Tender, bid or quotation shall be treated as synonymous.
 - 1.3. **Bid Security:** A security, serving as a guarantee that the bid shall remain valid until the contract is awarded or until the expiry of a specific period, delivered along with the bid by a bidder in a form and in accordance with the terms and conditions specified in the bidding document. The terms “bid security”, “bid bond”, “bid guarantee”, and “earnest money” shall be treated as synonymous.
 - 1.4. **Bidder:** A licensed and registered eligible individual consultant or legal entity that submits a quotation, proposal or bid in response to a solicitation request to provide Works, Goods and Services.
 - 1.5. **Bidding Document:** A set of documents prepared by RSPN and issued to the interested bidders for preparation and submission of bids.
 - 1.6. **Bill of Quantities (BOQ):** Abstract of the units and unit prices of the items proposed under the contract. Bill of quantities and schedules of rates shall be treated synonymous.
 - 1.7. **Board:** An apex body of the RSPN with an authority of oversight functions constituted as per the Article of Associations (AoA).
 - 1.8. **Competent Authority:** An organization, body, or individual officially designated or authorized to perform specific tasks, make decisions, or enforce laws and regulations within a particular area or field, in accordance with the Delegation of Authority.
 - 1.9. **Consortium of Expert:** An expert registered with RSPN Consortium of Experts to provide professional services.
 - 1.10. **Consultant:** Any legal entity (consulting firm) or individual (Individual Consultant) providing consultancy services to RSPN.
 - 1.11. **Consultancy Services:** Services of a professional nature (skills and expertise) provided to RSPN.
 - 1.12. **Contractor:** An individual or a legal entity having a valid business license entering into a contract to execute Works, Goods and Services.
 - 1.13. **Community Contracting:** A direct contracting of small works to a local community by the gewog administration as per community contract protocol.
 - 1.14. **Corporate Credit Card:** A mode of payment issued by the financial institution in Bhutan to RSPN for business-related expenses, subject to RSPN’s internal policies and approval processes.
 - 1.15. **Delegation of Authority:** The policy instrument that sets out the decision-making responsibilities, authority levels and segregation of duties within RSPN subject to amendment from time to time (same as FRR).

- 1.16. **Eligible Bidder:** A bidder, who has required business license and complies all requirements of the bidding documents.
- 1.17. **Fixed Asset:** Those items which are purchased for long-term use and are not likely to be converted quickly into cash, such as land, buildings, and equipment (as per FRR).
- 1.18. **Fit for Purpose:** All works, goods, or services that fulfill the purpose for which they are procured.
- 1.19. **Goods:** Commodities, raw materials, products, equipment, and objects in solid, liquid, or gaseous form, along with related services, provided the value of services does not exceed that of the goods. This includes routine and non-routine supplies and equipment, expendable or semi-expendable items, vehicles, furniture, computer hardware/software, and IT-related goods essential for RSPN's operations.
- 1.20. **Grievance Redressal:** A mechanism for resolving disputes, complaints or issues related to procurement raised by the bidders or aggrieved parties.
- 1.21. **Individual Consultant:** A person engaged or hired by RSPN to provide consultancy services.
- 1.22. **Invitation for bids:** A document published or notified by the procuring agency, which informs the potential bidders that intends to procure Works, Goods and Services.
- 1.23. **Lowest Evaluated Bid:** The bid which offers the best values for money, evaluated on the basis of various objective criteria set out in the bidding document. The "lowest evaluated bid" does not necessarily mean the "lowest quoted price".
- 1.24. **Long-Term Agreement (LTA):** An agreement between RSPN and a select group of bidders for the provision of specific works, goods, or services at a defined unit price over a period of twelve months or more.
- 1.25. **Quote:** A written document that specifies the most recent price of an item or service offered by the bidders.
- 1.26. **Request for Proposal (RFP):** A formal invitation issued to prospective bidders soliciting proposals for works, goods, and services.
- 1.27. **Service Contract:** A written contract that defines the obligation of the parties to provide a defined range of services.
- 1.28. **Service Level Agreement (SLA):** Part of a service contract that defines the required level of service and includes performance indicators that bidders must meet in delivering the service.
- 1.29. **Sustainability Criteria:** Environmental, social and economic factors integrated into procurement process contributing to long-term ecological balance, social equity, and economic viability.
- 1.30. **Tender Committee:** A committee collectively bestowed with responsibility of supervising and ensuring the procurement procedures outlined in this PPRR are followed.
- 1.31. **Threshold value:** A monetary ceiling for determining the procurement procedures as prescribed in this PPRR-2025.
- 1.32. **User Entity:** The RSPN entities requesting the procurement of works, goods or services.
- 1.33. **Work/Works:** All activities involved in the design, drawing, construction, reconstruction, demolition, repair, or renovation of buildings or structures, including site preparation, excavation, erection, installation of equipment or materials, decoration, and finishing. This also covers incidental services such as drilling, mapping, satellite photography, seismic investigations, and similar services, provided the value of these services does not exceed that of the main works.

Appendix B: Procurement Principles

1. **Value for money** means achieving the best outcome from the limited resources. For efficiency gain, factors such as reliability, reputation, experience, and past performance of the bidders shall be considered. It ensures that the procurement deliver maximum impact while maintaining efficiency, effectiveness and sustainability.
2. **High Ethical Standards:** RSPN maintains the highest ethical standards in procurement. In doing so, its staff involved in procurement must adhere to the following:
 - 2.1. declare conflict of interest (as per the Conflict-of-Interest Policy).
 - 2.2. must not accept gifts, payments, or benefits that could influence contract awards. Gifts exceeding the value stipulated in the Anti-Corruption Gift Rules must be declared and recorded in the gift and hospitality register.
 - 2.3. Any instances of bribery and inappropriate offers that could influence the procurement decisions must be reported immediately.
3. **Accountability and Transparency:** Procurement information shall be made publicly available. All the procurement procedures shall be conducted in a transparent manner. RSPN officials involved in the procurement including the parties shall be responsible and accountable.
4. **Open and Fair Competition:** Procurement must be competitive and adhere to prescribed thresholds. Direct Contracts should only be used in exceptional cases. Bidders must not be unjustly discriminated against or given unfair advantages, and contracts should not be awarded to ineligible entities.
5. **Sustainability:** Procurement shall consider the following:
 - 5.1. **Environmental Impact:** RSPN aims to minimize environmental harm by reducing emissions, promoting low-carbon products, preserving ecosystems, and managing waste.
 - 5.2. **Social sustainability:** RSPN shall ensure bidders uphold occupational, health and safety standards including gender equality and social safeguards.
 - 5.3. **Economic sustainability:** RSPN shall support local economic development by including community participation and providing preferences on domestic products.
6. **Efficiency and Effectiveness:** Procurement shall optimize utilization of RSPN's resources. RSPN shall also adopt cost efficiency measures where applicable.
7. **Securing Data and Information:** RSPN is committed to safeguarding the confidentiality and integrity of all procurement-related information. Employees of RSPN shall abide by the Code of Conduct enshrined in the SRR.

Appendix C: Composition of Tender Committee

Tier 1 Tender Committee

1. Executive Director	Chairman
2. Director	Member
3. Chief/AFD	Member
4. Chief/ SLD	Member
5. Chief/ SCD	Member
6. Invitee	Observe
7. Procurement Officer	Member Secretary

Tier 2 Tender Committee

7.1.Director	Chair
7.2.Chief/AFD	Member
7.3.Chief/ SLD	Member
7.4.Chief/ SCD	Member
7.5.Procurement Officer	Member Secretary

Appendix D: Risk Management

Types of perceived Risks

Risk Type		Description
Financial		
18.2.	Cost Overruns	Procurement costs exceeding the approved budget due to poor planning or unforeseen expenses.
18.3.	Currency Exchange Volatility	Fluctuations in exchange rates affecting the cost of imported goods or services.
18.4.	Late Payments/Delays	Delays in payments to suppliers affecting the supply chain or causing delays in delivery.
Supply Chain		
18.5.	Supplier Non-performance	Suppliers fail to meet deadlines, quality standards, or agreed terms.
18.6.	Dependency on Single Suppliers	Risk of disruption if relying too heavily on one supplier for critical goods or services.
18.7.	Market Fluctuations	Unexpected price increases or shortages in the market affecting availability or pricing.
Operational		
a.	Inadequate Specifications	Poorly defined procurement specifications leading to incorrect deliveries.
b.	Fraud and Corruption	Corrupt practices or unethical behaviour that affect the procurement process.
c.	Non-compliance with Legal Requirements	Failure to adhere to procurement laws, regulations, or internal policies.
Performance		
a.	Substandard Quality	Goods or services delivered that fail to meet the agreed quality or functional specifications.
b.	Contractual Disputes	Disagreements or disputes arising from unclear contract terms or performance issues.

Risk Identification and Assessment

SN	Risk Identification	Assessment
1	Procurement Risk Register	Maintain a comprehensive risk register, documenting potential risks, their likelihood, impact, and mitigation strategies
2	Risk Assessment	Conduct risk identification at the planning stage of procurement. Analyze each risk to determine its impact on cost, schedule, and overall project performance
3	Regular Reviews	Regular reviews of procurement activities to identify new and emerging risks, especially with high-value, long-term contracts.

Possible reasons for risk occurrence

Risk Type	Low Risk	Medium Risk	High Risk
Financial Risks			
Cost Overruns	Tight budget controls, accurate forecasting, little variation	Changes in project scope, unexpected price increases, or mismanagement of funds	Poor budget planning, inaccurate forecasting, or unforeseen cost such as changes in materials prices due to external economic factors that weren't accounted for
Currency Exchange Volatility	Stable/Minor fluctuations which generally don't cause significant financial loss	Some/moderate changes impacting imports and exports to a limited extent	Major fluctuations, frequent, significant overspending, difficulty adhering to budget affecting the overall cost of procurement significantly
Late Payments/ Delays	Timely payments, minor delays in payment processing, which are usually temporary or due to administrative issues	Occasional delays in payment due to cash flow issues or errors in invoicing, but generally manageable	Persistent delays in payments due to cash flow problems, mismanagement, or deliberate withholding of payment, significantly impacting relationships and delivery schedules
Supply Chain			
Supplier Non-performance	Reliable suppliers with consistent delivery and performance, minor issues with supplier performance, such as slight delays or lower-than-expected quality	Occasional performance issues, manageable with alternatives, Suppliers occasionally miss deadlines or fail to meet quality expectations due to logistical or production issues	Frequent failures, operational disruptions, supplier fails to deliver on agreed terms repeatedly, impacting production or project timelines significantly
Single Suppliers	Reliable suppliers with consistent delivery and performance/ Low dependence on a single supplier for certain goods/services, with backup options available	Occasional performance issues, manageable with alternatives or heavy reliance on one supplier for critical goods/ services, but the supplier is generally reliable with few risk	Frequent failures, operational disruptions, complete reliance on a single supplier for critical materials, causing a high risk of disruption if the supplier fails or experiences issues
Market Fluctuations	Stable market conditions, limited volatility. small, predictable changes in the market, such as slight seasonal price increases or material availability changes	Periodic fluctuations affecting supply/ demand, market prices fluctuate moderately due to external factors like demand-supply shifts or global events	High volatility significantly impacting costs, pricing, and supply chains, major market instability or crises causing widespread price increases, shortages, or unavailability of key materials, affecting procurement costs and timelines
Operational			
Inadequate Specifications	Clear, well-defined specifications minimizing errors	Occasional issues with unclear specs, manageable with minor corrections, misalignment between buyer and supplier on specifications, leading to suboptimal deliveries or minor disputes	Frequent miscommunications, leading to significant rework and delays, lack of clarity or detail in the specifications, leading to significant errors or mismatches in procurement that affect the whole project or operation

Fraud and Corruption	Strong internal controls, transparent culture, rare instances of unethical behaviour or mistakes in process without significant consequences	Instances of fraudulent activity or corruption occur but are usually contained through internal controls	Weak controls, poor oversight, systematic fraud, or corruption, impacting procurement processes, damaging reputation, and resulting in legal or financial consequences
Non-compliance with Legal Requirements	Occasional lapses in minor regulations or misunderstanding of non-critical legal requirements.	Compliance failures due to lack of training or oversight, often with legal penalties but not causing major disruptions	Serious breaches/non-compliance with regulations, resulting in significant penalties, reputational damage, and operational stoppages
Performance			
Substandard Quality	Minor quality control issues that are detected early and corrected without major disruption	Occasional substandard quality in delivered works, goods or services that can be rectified or replaced but causes delays	Major issues with substandard quality in procured goods or services, causing significant delays, rework, or failure to meet project requirements, customer dissatisfaction
Contractual Disputes	Clear contracts, well-understood and agreed upon terms, minor disputes over contract terms that are resolved easily through clarification	Minor disputes, manageable through negotiation, disagreements over terms or performance that cause delays or negotiations but are usually resolved within agreed timelines	Significant contractual disputes arising from unclear or poorly drafted terms, leading to legal battles, project delays, or loss of supplier relationships

Risk Level Formula

Risk Level = Severity x Probability

- **Severity/Impact:** The potential impact of the risk if it occurs (rated from 1 to 5, with 1 being low and 5 being high).
- **Probability:** The likelihood of the risk occurring (rated from 1 to 5, with 1 being unlikely and 5 being highly likely).

Simulation

- Probability of Occurrence: 4 (high likelihood)
- Impact: 3 (moderate impact)

Risk Score = $4 \times 3 = 12$ (moderate risk level)

Risk Level Interpretation

- **High Risk (H):** Score of 16-25
- **Medium Risk (M):** Score of 6-15
- **Low Risk (L):** Score of 1-5

Simulation

S N	Risk Type	Severity/ Impact (S) (1-5)	Probability (P) (1-5)	Risk Level (SxP)	Risk Ranking	Mitigation strategy
1	Financial					
A	Cost overruns	4	4	16	H	Include contingency funds in the budget;

						monitor expenditures regularly
B	Currency exchange volatility	2	2	4	L	Include price adjustment clauses in contracts; Refer to RMA.
C	Late payment/ Delays	2	5	10	L	Ensure adherence to payment schedules; implement automated tracking systems
2	Supply chain					
A	Supplier Non-performance	2	4	8	M	Require performance bonds; include penalties for non-compliance
B	Dependency on Single Suppliers	4	5	20	H	Diversify suppliers; develop contingency plans.
C	Market Fluctuations	3	3	9	M	Monitor trends; use long-term contracts to lock in prices.
3	Operational					
A	Inadequate Specifications	3	2	6	M	Ensure clear specifications; involve technical experts
B	Fraud and Corruption	3	5	15	M	Implement transparent procedures; regular audits
C	Non-compliance with Legal Requirements	2	3	6	M	Ensure legal compliance; conduct regular training
4	Performance					
A	Substandard Quality	3	5	15	M	Implement quality control measures; Include Quality Assurance clauses in contracts
B	Contractual Disputes	3	2	6	M	Define contract terms clearly; include clear dispute resolution clauses

Based on the risk assessment (H, M and L), RSPN can determine the allocation of resources and plan mitigation measures by according the top priority on the most critical risks. RSPN can adjust the scale periodically depending on the situation.

Risk Monitoring and Reporting

- Regular Monitoring:** Establish a system for continuous monitoring of procurement activities, including performance tracking, contract compliance, and risk-related issues.
- Risk Reports:** Regularly update the risk register and provide risk management reports to the management for review and decision-making.
- Training and Awareness:** Conduct training for procurement staff on risk identification, mitigation strategies, and the importance of adhering to procurement rules.

Roles and Responsibilities

- Procurement Team:** Responsible for identifying, assessing, and mitigating risks throughout the procurement process.

- b. **Management:** Ensures that procurement procedures are reviewed from time to time and followed, and that risk management practices are integrated into procurement.
- c. **Audit:** Conduct regular audits and assessments of procurement practices to ensure compliance with rules and to identify potential risks.
- d. **Suppliers and Contractors:** Adhere to agreed terms, quality standards, and timelines to avoid performance risks.

Appendix E: Threshold, Methods and Approvals

Works

Method	Threshold (Nu.)	Endorsing Authority & Chairman	Approval Authority
Open Tender	Above 2,000,000	PC & ED	Board
Limited Tender	1,500,001 - 2,000,000	PC & Director	ED
Limited Enquiry	500,001 - 1,500,000	Pc & Director	ED
Direct Contract	Up to 500,000	PC & Director	ED

(align with FRR)

Goods and Services

Method	Value Threshold (Nu.)	Endorsing Authority	Approval Authority
Open Tender	Above 500,000	PC & Director	ED
Limited Tender	400,001 - 500,000	PC & Director	ED
Limited Enquiry	200,001-400,000	PC & Director	ED
Direct Contract	Up to 200,000	PC & Director	ED

Appendix F: Standard Bidding Document

STANDARD BIDDING DOCUMENT Procurement of Works, Goods, and Services



(RSPN Letter head)

Invitation for Quotation (IFQ)

To: -----

Dear Sir/ Madam,

RSPN is inviting you to submit your priced bid for the works/supplies/services of the attached details. Detailed specifications and required quantities are attached.

The bidder(s) must quote for all the items under this invitation. The bidder(s) shall submit the price quotation in the form of Bid. The quotation including all documents in the attached format should be sealed in an envelope as required by PPRR 2025 and address to:

The Executive Director,
Royal Society for Protection of Nature Building # 25
P.O Box 325,
Kawajangsa, Lhado Lam, Thimphu.

The bid shall be delivered in-person or by registered post in sealed envelopes to the appropriate addressee and shall be marked "CONFIDENTIAL". A "sealed envelope" shall mean that:

- A bid shall be contained in an inner envelope sealed with adhesive or another sealant, which will prevent re-opening;
- The inner envelope shall be signed across the seal. The name of the bidder shall be written on the inner envelope.

- The inner envelope shall be placed inside an outer envelope similarly sealed. On this outer envelope, only the addressee, the words “Confidential”, and any other relevant information in accordance with the bidding documents shall appear.

Alternatively, if the bids are required to be submitted in more than one copy, the specific number of copies to be submitted shall be mentioned in the bidding documents. The bidders shall be advised in such cases to mark the outer envelope of the original document as “ORIGINAL” and the envelopes of the others as “COPY”. The bid document marked as “ORIGINAL” shall be opened in presence of the bidders and retained by RSPN in safe custody. For evaluation purpose, the EC shall use the document marked “COPY”. In case of discrepancy the original copy shall be referred and the contents of the original bid documents shall prevail. The bids shall be completed with both the technical details as well as the financial bid and the bid shall be submitted in a single sealed envelope.

Bids must be accompanied by a bid security or earnest money which may be returned upon signing the agreement with a successful bidder or furnishing the required Performance Security.

Quotation by electronic means may be accepted where necessary.

The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Works/Goods/Services are an integral part of the Contract.

PRICE: all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all taxes, duties and other levies to the final place of delivery. The final place of delivery is (insert final place of delivery)

EVALUATION OF QUOTATION: RSPN can adopt evaluation criteria to select the best evaluated bid under criteria such as 1) Lowest bidding price 2) Quality 3) Environment/ Green Criteria 4) Social Criterion, Gender inclusion, domestic preference

AWARD OF PURCHASE ORDER: the award will be given to the best evaluated bidder. The successful bidder will sign a contract as per attached **PPRR Form-19** of the contract and terms and conditions.

VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of.....[insert validity period] from the deadline for receipt of quotation(s).

Depending on the actual requirement, RSPN may increase or decrease the quantities by fifteen percent (15%) of the purchase order. The quotation(s) will be opened in the presence of bidders or their representatives.

RSPN 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.

The bidder whose bid is accepted will be notified of the award of contract by RSPN prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply/work order.

Payment shall be realized as per the payment terms and conditions.

RSPN PPRR Form-14: Schedule of Items and Priced Quotation (bid form)

Date:

[Describe below the items, unit and quantity of the goods, work and services required].

SN	Items (<i>specifications of work, goods and services</i>)	Unit	Qty.	Unit Rate (Nu.)	Total Amount (Nu.)
1					
2					
	Total amount (<i>figure and words</i>)				

Signature

Name

Address of the Supplier/Bidder/Contractor

RSPN PPRR Form-15: Technical Specification of the Goods required

S N	Item	Specification
1		
2		
3		

The Supplier/Bidder/Contractor is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier/Bidder/Contractor

Stamp

Name

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 duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- A valid Trade License³;
- A valid Tax Clearance Certificate;
- Technical Specification of the Goods to be supplied; and
- Any other requirements specified in this document.

Terms and Conditions for the Works /Goods/Services

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

- Performance Security (as per the Bank form):** The Supplier/Bidder/Contractor shall be required to submit a performance security of 10% of the quoted price in the form of a cash warrant, demand draft, unconditional Bank Guarantee, or electronic payment, issued by a financial institution in Bhutan, which shall be furnished upon signing the contract. For consumable supplies, the performance security shall be returned. For goods having warranty period the PS shall be returned after the end of the warranty period;
- Supply and Delivery:** The supply order for one-time purchases shall be sent within five (5) working days after signing of contract. The supply of the goods shall be completed within the number of days specified in the contract from the date of issue of the Supply Order, or the signing of the contract;

3. **Payment:** Payment shall be made, upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Supply Order and as per the FRR.
4. **All-Inclusive Quotation:** The quoted price shall include all taxes, duties, insurance and any other associated costs.
5. **Warranty/Guarantee:** Any goods found defective during the warranty period shall be replaced/ repaired by the Supplier/Bidder/Contractor at his cost. If the supplier fails to rectify and replace the defective goods, the purchaser shall do it at the cost of the supplier.
6. **Liquidated Damages:** The Supplier/Bidder/Contractor shall pay liquidated damages at the rate of 0.05%-0.1% per day for each day of delay to a maximum of 10% of the quoted price.
7. **Termination for Default:** 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/Bidder/Contractor fails to perform any other Terms and conditions specified in the Purchase Order or exceeds the maximum number of liquidated damages.
 - b. if the Supplier/Bidder/Contractor fails to perform any other obligation(s) under the Purchase Order, or
 - c. if the Supplier/Bidder/Contractor does not take any remedial action within a period of seven days after receipt of a notice of default from RSPN specifying the nature of the default(s), or
 - d. if the Supplier/Bidder/Contractor, in the judgment of RSPN, has engaged in any corrupt or fraudulent practices including money laundering and terrorist financing in competing for or in executing the tasks under this Purchase Order; and
8. **Defects:** The Supplier/Bidder/Contractor/Consultant shall provide the warranty/guarantee, as stipulated in the bid/Quotation document. If any defects are detected within the warranty/guarantee period, the Supplier/Bidder/Contractor shall rectify the defects or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies/works not delivered or defective items/products not replaced or rectified.
9. **Security Deposit:** The ten percent (10%) performance security shall be retained as security deposit and paid at the end of the warranty period or after six months whichever is later after adjustment of dues, if any.
10. **Market Price Adjustment:** RSPN may procure any of the items or continue carrying works from the open market in case the Supplier/Bidder/Contractor fails to supply the goods or conduct the works within the stipulated time and realizes the difference between the quoted price & market price from the security deposit.
11. **Conflict of Interest Declaration:** Supplier/Bidder/Contractor are required to declare any actual or potential conflicts of interest that may arise during the bidding process and the execution of the contract. RSPN reserves the right to disqualify any Supplier/Bidder/Contractor who fails to provide such a declaration or if the declared conflict of interest affects the impartiality of the procurement process.
12. **Environmental and Social Safeguard Compliance:** Supplier/Bidder/Contractor must ensure full compliance with all relevant environmental, social, and safeguard policies set forth by RSPN. This includes but is not limited to adherence to sustainable practices, conservation efforts, and consideration of social impacts in the provision of Works/Goods/Services. The Supplier/Bidder/Contractor shall provide a statement confirming their compliance with these policies, including any mitigation measures to be taken in the event of any adverse environmental or social impacts.
13. **Failure to Meet Compliance:** Should the Supplier/Bidder/Contractor fail to meet the required environmental, social, or safeguard standards, the Purchaser reserves the right to cancel or terminate the contract, without incurring any liability.

RSPN PPRR Form-16: Integrity Pact

INTEGRITY PACT

1. General

Whereas (*Name of head of the Procuring Agency* hereinafter referred to as the “RSPN” on one part, and (*Name of Bidder or his/her authorized representative, with power of attorney*) representing M/s. (*Name of firm*), hereinafter referred to as the “**Bidder**” on the other part hereby execute this agreement as follows:

This agreement shall be a part of the Standard Bidding Document, which shall be signed by both the parties at the time of purchase of Bidding Documents and submitted along with the tender document.

2. Objectives

The objectives of this IP are for:

- 2.1. Enabling RSPN to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
- 2.2. Enabling Bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope

- 3.1. The scope of this IP shall cover the Bidding process and contract administration period.

4. Commitments of RSPN

- 4.1. RSPN hereby undertakes that no officials, shall indulge in corrupt practices which shall influence the decision of bidding process.

5. Commitments of Bidders

- 5.1. The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the Bidding process and contract administration.

6. Sanctions for Violation

- 6.1. The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the prevailing laws of the Kingdom of Bhutan.

7. Examination of Books of Accounts

- 7.1. In case of any allegation or violation of this IP or payment of commission, RSPN shall be entitled to examine the books of accounts of the bidder.

8. Monitoring and Administration

- 8.1. RSPN shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 8.2. The Bidder shall have the right to appeal/setting aside as per the arbitration mechanism contained in the relevant rules.

9. Legal Action

- 9.1. The actions stipulated in this IP are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relation to any civil or criminal proceedings.

10. Validity

- 10.1 The validity of this IP shall cover the tender process and extend until the completion of the contract to the satisfaction of both the parties.
- 10.2. Should one or several provisions of this IP turn out to be invalid, the other provisions of this IP remain valid. In this case the parties will strive to come to an agreement in accordance with their original intentions.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at *(place)* _____ on *(date)* _____



PROCURING AGENCY

BIDDER/REPRESENTATIVE

CID:

CID:

Witness:

Witness:

Name:

Name:

CID:

CID:

RSPN PPRR Form-17: Contract Agreement

THIS CONTRACT AGREEMENT made on [insert day, month and year] BETWEEN:

- (1) Royal Society for Protection of Nature (RSPN), hereinafter called “the Purchaser”, and
- (2) [insert name of Supplier/consultant/Contractor/Parties], hereinafter called “the Supplier/Consultant/ Contractor/Party”).

WHEREAS the Purchaser invited bids for certain Works/Goods/Services viz., [insert brief description of Goods/Works/Services] and has accepted a bid by the Supplier/Bidder/Contractor for the supply of those Goods/implementation of work/conduct services in the sum of [insert Contract Price in figures and words, expressed in the Contract currency].

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/Contractor/Consultant, 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);
 - (d) The Supplier’s Bid and original Price Schedules;
 - (e) The Purchaser’s Notification of Award of Contract;
 - (f) The form of Performance Security; and
 - (g) insert here any other document(s) forming part of 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]

Appendix G: Evaluation of Technical (Template)

The technical proposal should be evaluated separately based on its responsiveness to the technical requirements. It will be assessed and scored according to the evaluation criteria, and in accordance with the scoring system adopted by the RSPN. The table is a template to guide the TC.

SN	Criterion	Sub-Criterion	Score	Description
	Firm's expertise			
1	Expertise of Firm		25	
1.1.	Proven track record of assessing entity/ institutions	1. Legal status, reputational risks, portfolio baselines for low-emission and climate-resilient development, 2. Capacities for financial management and safeguarding funded projects and programs, 3. Performance and operational track record (implementing entities, funding entities, and intermediaries), preferably in climate-related fields	8	Demonstrated expertise in assessing entities and institutions, including legal status and financial management related to climate-resilient development
1.2	Proven experience in working with a variety of stakeholders	Proven experience with both private and public sector, subnational, national, regional, international entities, and in climate change finance	5	Experience working with diverse stakeholders, particularly in climate finance/ similar field
1.3	Knowledge and experience in applying international standards	Experience in financial management, accountability, transparency, prohibited practices prevention, ESS, and gender safeguards implementation	8	Demonstrated ability to implement the best practices, financial management, transparency, and safeguards, in relation to RSPN policies
1.4	Organization's commitment to sustainability	Demonstrates commitment to sustainability in operations (social, environmental, and economic considerations), innovative approaches to sustainability	4	Commitment to sustainability in the organization's operations, aligning with global best practices
2	Technical approach and methodology		35	
2.1	Task coverage & understanding	Has the scope of the task been addressed in sufficient detail? Does it demonstrate understanding of the RSPN mandate and business model?	15	Clear understanding and articulation of the task and its alignment with the ToR and mandate
2.2	Clarity and sequence of activities	Is the presentation clear, and is the sequence of activities logical, realistic, and promises efficient implementation? Risk management system	10	Logical and realistic sequencing of activities, ensuring efficient implementation of the project

2.3	Team structure and composition	Is the proposed team composition, including key expert and support staff, sufficient for the project?	6	Sufficient and well-structured team composition, with appropriate roles for each member and clear delineation of responsibilities
2.4	Integration of sustainability measures	Demonstrates plans for integrating sustainability measures in the execution of the contract to provide goods/services	4	Clear plan on how sustainability will be integrated into the execution of the contract, ensuring long-term environmental and social benefits
3	Personnel		40	
3.1	Lead Expert/ Team Leader		20	
3.1.1	Strategic level experience in institutional assessment	Strategic experience in providing institutional assessment advisory services	15	Extensive strategic-level experience in institutional assessments, including advisory services related to the task
3.1.2	Educational background and professional experience	Minimum Masters' degree (or Bachelors' + ... years' experience), at least ... years of relevant work experience	5	Demonstrated strong academic background and relevant professional experience in institutional assessments
3.2	Project Team		20	
3.2.1	Professional expertise in specialization	Expertise in areas such as institutional assessment advisory services, years and others	15	Relevant professional expertise in specialized areas required for the assignment
3.2.1	Educational background and professional experience	Advanced degrees and at least ... years of experience for senior consultants, ... years for junior consultants	5	Adequate educational qualifications and relevant experience for team members, having certain years of relevant experience

Weightage Breakdown

SN	Criterion	General Procurement (Goods and Services)	Consultancy and Professional Services	Infrastructure and Construction Projects	Green Climate-Focused Projects
1	Firm's Expertise	25%	30%	20%	35%
1.1	Proven track record of assessing entity/institutions	8%	8%	8%	12%
1.2	Proven experience in working with various stakeholders	5%	6%	5%	8%
1.3	Knowledge and experience in applying international standards	8%	10%	6%	10%
1.4	Organization's commitment to sustainability	4%	6%	1%	5%
2	Technical Approach and Methodology	35%	35%	40%	40%
2.1	Task coverage and understanding	15%	15%	15%	20%

2.2	Clarity and sequence of activities	10%	10%	12%	10%
2.3	Team structure and composition	6%	5%	7%	6%
2.4	Integration of sustainability measures	4%	5%	6%	4%
3	Personnel	40%	35%	40%	25%
3.1	Lead Expert/Team Leader	20%	20%	20%	15%
3.1.1	Strategic level in experience institutional assessment	15%	15%	15%	12%
3.1.2	Educational background and professional experience	5%	5%	5%	3%
3.2	Project Team	20%	15%	20%	10%
3.2.1	Professional expertise in specialization	15%	12%	15%	7%
3.2.2	Educational background and professional experience	5%	3%	5%	3%

Explanation of Weightage Allocation

1. General Procurement (Goods & Services)

Emphasis on a balance between firm expertise (25%), technical approach (35%), and personnel (40%), as the nature of the procurement is straightforward with less complexity in the project structure and sustainability requirements.

2. Consultancy & Professional Services

Consultancy and professional services require significant **firm expertise** (30%) and **technical approach** (35%) as these are heavily dependent on the quality of advisory services. The **personnel** criterion (35%) focuses on the specific skills and qualifications of the consultants involved.

3. Infrastructure & Construction Projects

The infrastructure and construction projects require significant attention to the **technical approach and methodology** (40%) due to the complexity of the tasks and project scope. The **firm's expertise** (20%) and **personnel** (40%) are also crucial to ensure the success of large-scale projects.

4. Green Climate-Focused Projects

For green climate-focused projects, **firm expertise** (35%) is a key factor due to the specific focus on sustainability and climate-related initiatives. **Technical approach** (40%) plays a critical role in ensuring the project's alignment with climate goals. The **personnel** (25%) focus more on environmental, social, and governance expertise in the team.

The evaluation committee can adjust the weightage depending upon the nature of procurement.

Explanation of Sustainability Criteria

1. Environmental Sustainability Criteria

Criteria	Description	Examples
Resource Efficiency	Prioritize goods, services, and works that promote efficient use of resources (e.g., energy, water, raw materials)	Energy-efficient appliances, sustainable building materials, low-carbon alternatives
Waste Reduction and Recycling	Select suppliers with a focus on waste reduction and recyclable or reusable product	Packaging that is recyclable, biodegradable materials, waste management services supporting circular economy
Low Carbon Footprint	Prefer suppliers offering products/services with a lower carbon footprint throughout the lifecycle	Renewable energy production, carbon-neutral products, low-carbon emission manufacturing processes
Environmental Certifications	Preference for suppliers with recognized environmental certifications (e.g., ISO 14001, LEED)	Furniture with FSC certification, products certified as eco-friendly (e.g., Green Seal)

2. Social Sustainability Criteria

Local Economic Development	Support local suppliers, promoting economic development in the community	Sourcing from small local businesses or cooperatives, especially in rural or disadvantaged areas
Fair Labour Practices	Ensure suppliers adhere to fair labour practices, safe working conditions, and equitable wages	Suppliers paying living wages, providing health and safety training, adhering to national labour standards
Gender Equality and Inclusion	Support suppliers that promote gender equality, diversity, and inclusion in the workforce	Suppliers with gender-equitable hiring policies or programs for equal pay for equal work
Community Impact	Ensure procurement decisions benefit local communities, avoiding negative impacts	Projects supporting health, education, or infrastructure improvements for the local community

3. Environmental and Social Safeguards

Compliance with Standards	Suppliers must comply with applicable environmental and social safeguards of RSPN	Suppliers who submit Environmental and Social Impact Assessments and follow mitigation measures
Stakeholder Consultation	Prioritize procurement involving stakeholder consultation, particularly local communities	Suppliers with mechanisms for engaging with local communities and stakeholders for feedback on projects
Environmental and Social Impact Monitoring	Implement systems to track the actual environmental/social impacts of procured works, goods, services	Developing indicators for monitoring carbon reductions, waste management, and social inclusion efforts
Mitigation and Corrective Actions	Suppliers must commit to corrective actions in case of adverse environmental or social impacts	Remediation plans for ecological restoration or compensating communities affected by resource access loss

Appendix H: Tender Evaluation Report Format

1. Background Information

- **Purpose of the Report: Scope of Work/Service:** Provide a brief description of the works, goods or services that are being procured. State the purpose of the evaluation and provide a brief summary of the evaluation process.
- **Tender Reference Number:** Include the tender number, title, and the procurement item or service.
- **Date of Opening:** Specify the date when the tender was opened.
- **Date of Evaluation:** Provide the date when the evaluation was conducted.
- **Number of Bids Received:** Mention the total number of bids received.
- **Evaluation Team:** List of the members of the committee, including their roles and qualifications.
- **Recommendation:** Summarize the evaluation findings and the recommended bidder for the award.

2. Evaluation Criteria

- **Technical Evaluation Criteria:** List the key technical criteria used for evaluating bids (e.g., experience, methodology, qualifications).
- **Financial Evaluation Criteria:** Outline the financial evaluation criteria used, such as cost competitiveness and payment terms.
- **Compliance Criteria:** Mention the legal or regulatory requirements that were assessed during the evaluation (e.g., licenses, certifications).
- **Weightage Distribution:** Provide the weightages assigned to technical and financial aspects in the evaluation (e.g., 70% technical, 30% financial).

3. Bidder Information

SN	Bidder Name	Bid Date	Submission	Total Bid Price	Bidder's Nationality	Bidder's Contact Information
1	Bidder 1					
2	Bidder 2					
3	Bidder 3					
...	...	...	...	...	...	...

4. Evaluation Process

- **Bid Opening:** Detail the process followed during bid opening, including any clarifications or adjustments made to bids (if any).
- **Eligibility Criteria Check**
- Confirm that all bidders meet the eligibility criteria (e.g., legal documents, registration, certifications).

5. Technical Evaluation

- List the detailed evaluation of each bidder's technical proposal.
- Include a table showing the scores for each bidder based on the technical evaluation criteria.

- **Note:** Provide a rationale for scores assigned.

6. Financial Evaluation

- Summarize the financial evaluation, including a comparison of bid prices.
- Include a table with the financial bid details of all bidders.
- **Note:** Indicate any adjustments (e.g., discounts, taxes) made to the financial bids during evaluation.

7. Total Score Calculation

- Provide a summary of the total scores for each bidder (technical + financial score) and the final ranking.

8. Detailed Evaluation of Bids

Bidder Name	Technical Evaluation	Financial Evaluation	Compliance	Strengths
Bidder 1				
Bidder 2				
Bidder 3				

9. Bid Comparison

Bidder	Technical Score	Financial Score	Total Score	Price	Recommendation
Bidder 1					
Bidder 2					
Bidder 3					

10. Recommendation and Conclusion

- **Preferred Bidder:** Based on the evaluation, the preferred bidder is [Bidder Name].
- **Justification:** Provide a detailed explanation of why the selected bidder is recommended, including their overall score, cost competitiveness, compliance, and technical strengths.
- **Contract Award Recommendation:** Recommend awarding the contract to the selected bidder.

11. Attachments/Appendices

Appendix 1: Copy of the Tender Document

Appendix 2: Bidder Proposals (Technical and Financial)

Appendix 3: Evaluation Scoring Sheet

Appendix 4: Bidder Clarifications (if any)

Appendix 5: Other Supporting Documents

12. Signatures

Tender Evaluation Committee Member

Appendix I: Procurement and Property Forms

RSPN PPRR Form-1: Procurement Plan

Activity/ budget head:.....

Description of goods/works/services	Budget estimate	Method of procurement	Service commencement	Service completion	Remarks

(Division

RSPN PPRR Form-2: Conflict of Interest Declaration

(Tender Committee)

(To be filled by each member)

Name : _____
CID No. : _____
Office : _____
Designation : _____
Contract Title : _____
Tender Ref. No. : _____
Tick (appropriate) : Tender/Opening/Evaluation/Auction Committee/Observer

Statement of Declaration

Confidentiality of Procurement Process: I fully understand the nature of procurement activities and declare that I shall maintain strict confidentiality regarding all information related to the tendering process.

I hereby declare that none of legitimate family have participated in the bidding process.

Declaration A (if there are no conflicts of interest)



I declare that I have read and accept the Statements above, and that there are no conflicts of interest of any nature which would prevent me from participating in the aforementioned procurement.

Declaration B (if actual, potential of perceived conflicts of interest)



I confirm that the conflicts of interest in this subject. If any other actual, potential or perceived conflicts of interest arise in the future, I will inform the competent authority immediately.

Reasons:

I confirm that the above information is accurate to the best of my knowledge. I understand that providing false information may result in administrative or legal action.

Signature : _____
Mobile No. : _____

Date: _____

RSPN PPRR Form-3: Record of Bid Opening

Contract Title/No:

Bid No:

The following bids were received on or before the deadline for submission of bids that was fixed at date.....at time and publicly opened at date.....at time.....at place.....

Name of the Bidder	Nationality	Bid Price	Discount/Rebates	Bid Security Amount	Validity of the Bid Security	Remarks

RSPN PPRR Form-4: Bid opening Attendance

The following bidders' official representatives attended the public opening bids:

Name of the representative	Bidder represented	Signature

RSPN PPRR Form-5: Bid Opening Compliant Form

The following complaints/manifestations were received during the opening of bids:

Name of the Representative	Nature of Complain	Signature

Chairperson (Signature, Name, Designation)

Member
(Signature, Name, Designation)

RSPN PPRR Form- 6: Bid Opening Checklist (for Tender Committee)

The following is the list of items which fall under the responsibility of the bid opening committee established for the opening of the bids pursuant to the RSPN PPRR.

SN	Particulars	Yes	No
1	Have the bids been presented in the correct format?		
	Are the envelopes properly sealed, unopened and addressed to RSPN?		
	Are the original documents and copies properly marked?		
	Do the people signing the documents have the necessary authority to sign?		
	Are all the bid securities in order: form, amount and validity?		
	Have the bidder used the prescribed bid form, price schedule and bill of quantities?		
2	Have the bidders submitted the required documents establishing eligibility and qualification?		
	Where required are they registered/licensed?		
	Have they supplied all documents set out in the bidding documents, from the third parties, such as bank statements etc.?		
3	Have the bidders' supplied brochures, catalogues, literature and drawings?		
4	Have all members of the bid opening committee seen and approved the above and signed the document?		
5	Has the record of bid opening been duly completed?		

Total number of bid opening committee members: Each member must sign and add his/her name below:

RSPN PPRR Form-7: Stock Requisition

Date:

Please arrange to supply the following stationery/Equipment

Description of the Item(s)	Qty.	Purpose	Project	Budget

Requested by:

Signature/Name

For verifications:
Remarks (if any)

Signature/ Designation

For approval:

Signature/Designation

RSPN PPRR Form-8: Purchase Order for Works/Supplies/Services

Date.....

To.....

Sub: Purchase order/work order/supply order

Dear Sir/Madam,

Kindly arrange to supply/execute the work/service the items listed below and request you to deliver within the date (insert date).

PURCHASE ITEMS					
SN	Description	Unit	Quantity	Quoted rate (Nu.)	Total Amount (Nu.)

The invoice for the same after delivery of the product may be submitted to RSPN
(Signature and name of the purchase order issuing personnel)

RSPN PPRR Form-9: Stock Register

Name of Article:

Unit:

Page No.:

Date	Name of Supplier	Receipts (Qty)	Issue (Qty)	Balance (qty)

RSPN PPRR Form-10: Fixed Asset Register

SN	Date of Acquisition	Asset Type	Initial cost (Nu.)		Disposal/Transfer/ownership		
					Location	Disposed/ Tran transferred to	Remarks

PPRR Form-11: Property Issue Note

Issued to:

.....

..... Date.....

SN	Name of Item & Description	Quantity Issued

Prepared By:

Received By:

(Signature)

Name and Designation

(Signature)

Name and Designation Approved By:

(Signature) Name and Designation

RSPN PPRR Form-12: Property Transfer Note

Transfer to:

Authorization Date and No:

Name and address of transporter:

Date

SN	Name of Item	Qty

Prepared By:

Approved By:

Name and Designation

Name and Designation

Acceptance Certificate: Certified that goods mentioned in the have been received as per the list.

(Transferee)

(Signature) Name and Designation

RSPN PPRR Form-13: Property Surrender Note

Date:

Surrender to:

Purpose of surrender:

Condition of the item:

SN	Name of Item	Qty

Surrendered by:

Received by:

(Signature)

Name and Designation

Date: Date:

(Signature)

Name and Designation

Further remarks of the item by the receiver

Condition: Serviceable

☐

Unserviceable

☐

Any other remarks



