



GROUP STANDARD BIDDING DOCUMENT

GOODS

Office Supplies and Stationery

March 2025

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Notice Inviting Quotation

NIQ No.: GDL/GENERAL/2025/04

Date: March 20, 2025

1. The GreenDigital Limited (GDL) invites e-Bid from eligible firms (hereafter referred to as the “Bidder” with valid trade license for: *Office Supplies and Stationery*.
2. Interested Bidders shall visit the website www.tender.bt for vendor registration and submit their quotation online.
3. To guide you through the bidding process, please refer the user manuals available on the website www.tender.bt or else can be downloaded from the following links:
 - [User manual for vendor registration](#)
 - [User manual for Bidding process](#)
 - [User manual for EMD upload](#)
4. Proposals shall be opened in the presence of Bidders/representatives who choose to attend as per the information given in the Terms and Conditions.
5. All Bids must be accompanied by Bid security for an amount of Nu. 10,000.00 [Ngultrum Ten Thousand] and shall remain valid for 3 months from the date of the opening of the bids.
6. GDL reserves the right to accept or reject any Proposal partly or fully or cancel the bidding process without assigning any reasons thereof and in such case, no Bidder/ intending Bidder shall have any claim arising out of such action of the company.
7. Timeline

Bid Submission (<i>date & time</i>)	March 31, 2025 at 1230 hours
Opening (<i>date & time</i>)	March 31, 2025 at 1530 hours
Bid Document shall be available at	www.tender.bt

Terms and Conditions

1. Scope of Supply

- 1.1. The bidder(s) must quote for all items as per the technical specification and the [Price Quotation Form](#) as attached in [Annexure - II](#).

2. Clarification of the bidding document

- 2.1. Clarification can be obtained in writing from the address below during office hours no later than March 27, 2025.

Sonam Pelden
Email: sonampelden@gdl.bt
Analyst, Procurement Unit
GreenDigital Limited
Phone: +975 17735753

3. Documents comprising bid

- 3.1. Refer to the [Checklist for Bid Submission](#) in [Annexure III](#) to guide you with the documents the Bidders are required to submit.

4. Bid Price

- 4.1. All prices shall be quoted in **Ngultrum (Nu)**. The quoted price shall be **DDP including taxes, duties and other levies to the final place of delivery**, if required.
- 4.2. The final place of delivery is as per **Centralized Store, Jamjee, Thimphu**.

5. Bid Validity

- 5.1. The bid shall be valid for **90 days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.

6. Bid Security

- 6.1. The Bid shall be accompanied by a Bid Security of BTN 10,000/- in the form of a Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft drawn in favour of the *Sr. Analyst, Corporate Services Department, GreenDigital Limited, Thimphu* issued by the Financial Institution enforceable in any Banks in Bhutan:
 - a. The Bid security shall be valid up to 90 days from the date of submission of the bid.

- b. The scanned version of the Bid Security should be uploaded with the Bid on www.tender.bt and the original Bid Security shall be submitted to the Procurement Unit, CSD, GDL on/before the date of submission of the Bid. Refer [Manual for EMD Upload](#) under Downloads section on the website.
 - c. Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.
 - d. If the Bidder(s) opts to Bank Transfer the Bid Security, it may be deposited to the GDL's BOB Account No. **205233524**, and submit the transaction details along with other documents during bid submission as well as email sonamtobgye@gdl.bt /copy: sonampelden@gdl.bt and ranjanapradhan@gdl.bt
- 6.2. The bid security shall be forfeited in the following cases:
- a. If the Bidder withdraws the bid after Bid opening during the period of Bid validity.
 - b. If the Bidder does not accept the correction of the Bid price
 - c. In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

7. [Submission of Bids](#)

- 7.1. The price bid in the form attached shall be submitted electronically on www.tender.bt.

8. [Submission deadline](#)

- 8.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated: **March 31, 2025 at 1230 hours.**

Bids in hard copy shall not be accepted.

9. [Bid Opening](#)

- 9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend at **March 31, 2025 at 1530 hours** at GDL Mini Conference Hall. In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.

10. [Evaluation of Bid](#)

- 10.1. Evaluation shall be carried out on **item-wise** quoted price. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. In evaluating the bids, the Purchaser will determine for each bids the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors

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

- 10.2. where there is discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.
- 10.3. To assist in the evaluation, comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.

11. Purchaser's Right to Accept Any Bid, and Reject Any or All Bids

- 11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.

12. Quantity Variation

- 12.1. Depending on the final requirement, at the time of the award of the Contract, the Purchaser may increase or decrease the quantities by twenty-five percent (25%) of the indicated quantity.

13. Award of Contract

- 13.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue Notification of Award/ Purchase Order to the successful Bidder. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

14. Validity of the offers

- 14.1. The quotation(s) shall be valid for a period of **12 months** from the award of the contract. However, the period of validity may be extended on mutual agreement.

15. Delivery Schedule

- 15.1. The supply of the Goods and related services shall be completed **within 5 working days** from the date of issue of the Purchase Order, or the signing of the contract [if applicable].

16. Performance Security

- 16.1. The Successful Suppliers shall be required to furnish a lumpsum Performance Security of **Nu.20,000** in the form of bank transfer (Mbob, Mpay, TPay...) , cash warrant, demand draft or unconditional Bank Guarantee in the name drawn in favour of the *Sr. Analyst, Corporate Services Department,*

GreenDigital Limited, Thimphu issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of contract period and will be returned after the end of contract period.

17. Liquidated Damage

- 17.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.

18. Payment Terms

- 18.1. 100% shall be released on the delivery of goods in a serviceable condition at site and on submission of bills.
- 18.2. At the time of release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of the Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

19. Warranty Period

- 19.1. The Supplier shall provide the warranty for a period of **3 months** for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
- 19.2. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

20. Submission of Bid

- 20.1. The Bidder shall submit the **Bid Submission Form** using the Form in the **Annexure - I**: This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 20.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

21. Termination

- 21.1. 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:

- 21.2. if the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and
- 21.3. if the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the Supplier does not take any remedial action within a period of **10 days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

22. Governing Law

- 22.1. The Contract/ Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

23. Dispute Resolution

- 23.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013 for Bhutanese Supplier.

24. Rejection of Materials:

In the event of materials being considered inferior and rejected by the purchaser, the supplier shall replace the same with appropriate quality at their own cost, including to and fro freight and transit insurance charges and all other incidental charges up to Consignee destination within 15 days from the date of intimation of rejection of materials.

25. Inspection & Test:

At its own expense and at no cost to the purchaser, the supplier shall carry out delivery of materials within Thimphu. The purchaser may reject any materials or any part thereof that fail to conform to the required specifications. The supplier shall either rectify or replace such rejected materials or part thereof or make alternatives necessary to meet the specifications at no cost to the purchaser.

26. Packing & Forwarding:

The firm shall provide suitable packing for the materials to prevent their damage or deterioration during transit to their final destination. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation and open storage.

27. Replacement/Repair:

If any damages were found in the course of the shipment/transportation, DHI shall intimate the supplier for replacement. The supplier shall replace the damaged item within **5 working days** from the date of intimation.

Annexure - I: Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date : _____ *[insert date of Bid submission]*

Tender No.: _____ *[insert number]*

To : _____ *[insert complete name of the Purchaser]*

We, the undersigned, declare that:

- a. We have examined and have no reservations about the Bidding Documents, including Addenda number: _____ *[insert the number and date of issue of each addendum]*;
- b. We offer to deliver the services in conformity with the Bidding Documents and in accordance with the Price Schedule: _____ *[insert a brief description of the Services]*;
- c. Our proposals shall be valid for a period of 90 days from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiry of that period;
- d. We have no conflict of interest;
- e. Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Client under the laws or official regulations of Bhutan;
- f. We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per the terms and conditions of the Contract.
- g. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
- h. We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Bid Submission Form]*

Name: _____ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____ *[insert date of signing]*

Annexure – II: Price Quotation Form

Lot 1: Stationery Items

Lot 1: Stationery Items						
SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
1	Arch file	No	Not Required	Not Required		
2	Battery (AA)	No	Not Required	Not Required		
3	Battery (AAA)	No	Not Required	Not Required		
4	Bhutanese paper sheet - Desho	Sheet	Not Required	Not Required		
5	Binder clip (15mm)	Pkt	Not Required	Not Required		
6	Binder clip (19mm)	Pkt	Not Required	Not Required		
7	Binder Clip (32mm)	Pkt	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
8	Binding tape (25m length, 48mm width)	Roll	Not Required	Not Required		
9	Binding tape (25m length, 24mm width)	Roll	Not Required	Not Required		
10	Board marker pens	No	Not Required	Not Required		
11	Calculator Orpat	No	Not Required	Not Required		
12	Cello tape (25m length, 48mm width)	Roll	Not Required	Not Required		
13	Cello tape (25m length, 24mm width)	Roll	Not Required	Not Required		
14	Colin spray	No	Not Required	Not Required		
15	Color photocopying paper A4 (75 GSM)	Ream	Not Required	Not Required		
16	Computer Paper A4 (75 GSM)	Ream	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
17	Computer Paper A3 (75 GSM)	Ream	Not Required	Not Required		
18	Desho A4 envelopes	No	Not Required	Not Required		
19	Dust bin	No	Not Required	Not Required		
20	Dust bin with lid	No	Not Required	Not Required		
21	Dust Collector	No	Not Required	Not Required		
22	Duster cloth	No	Not Required	Not Required		
23	Envelope - file size	No	Not Required	Not Required		
24	Envelope (24X11cm)	No	Not Required	Not Required		
25	Envelope (28X13cm)	No	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
26	Envelope (A4 size)	No	Not Required	Not Required		
27	Executive put up file	No	Not Required	Not Required		
28	File divider	Pkt	Not Required	Not Required		
29	Glue stick	No	Not Required	Not Required		
30	Hand towel	No	Not Required	Not Required		
31	Lysol/Harpic	No	Not Required	Not Required		
32	High lighter pens	No	Not Required	Not Required		
33	Liquid handwash	No	Not Required	Not Required		
34	Marker Pen (permanent)	No	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
35	Marking cloth	No	Not Required	Not Required		
36	Masking Tape (25m length, 48mm width)	Roll	Not Required	Not Required		
37	Multi Paper tray	No	Not Required	Not Required		
38	Note pads - executive (A4, 100 sheets)	No	Required	Not Required		
39	Note pads - executive (A5, 100 sheets)	No	Required	Not Required		
40	Note pads - executive (A6, 100 sheets)	No	Required	Not Required		
41	Pad locks	No	Not Required	Not Required		
42	Paper clips (30 mm, 100 Nos)	Pkt	Not Required	Not Required		
43	Paper clips (28 mm, 100 Nos)	Pkt	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
44	Paper cutter knife	No	Not Required	Not Required		
45	Pens - pilot (V.5)	No	Not Required	Not Required		
46	Pens - pilot (V.7) Signature Pen	No	Not Required	Not Required		
47	Pens - Mitsubishi	No	Not Required	Not Required		
48	Pens - cello gripper	No	Not Required	Not Required		
49	Pens - Signature Pen Baoke	No	Not Required	Not Required		
50	OHP Permanent Marker	No	Not Required	Not Required		
51	Phenol	No	Not Required	Not Required		
52	Plastic files (pocket type)	No	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
53	Plastic files with strips	No	Not Required	Not Required		
54	Punching machine (double hole, 20 sheets capacity)	No	Not Required	Not Required		
55	Register (32 cm x 19 cm, 250 pages)	No	Not Required	Not Required		
56	Ring folder file (2 ring)	No	Not Required	Not Required		
57	Ruler (30 cm)	No	Not Required	Not Required		
58	Scissors (5 inch)	No	Not Required	Not Required		
59	Scissors (8 inch)	No	Not Required	Not Required		
60	Stapler machine (10)	No	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
61	Stapler machine (24/6)	No	Not Required	Not Required		
62	Stapler pins - 24/6	Pkt	Not Required	Not Required		
63	Stapler pins - heavy duty, T-10	Pkt	Not Required	Not Required		
64	Stapler pins (10)	Pkt	Not Required	Not Required		
65	Toilet paper	Roll	Not Required	Not Required		
66	Tissue box	No	Not Required	Not Required		
67	White board duster	No	Not Required	Not Required		
68	White board (3 ft x 4 ft) with Stand	No	Not Required	Not Required		
69	Broom (soft)	No	Not Required	Not Required		

Lot 1: Stationery Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
70	Broom (hard)	No	Not Required	Not Required		
71	Room Freshener	No	Not Required	Not Required		
72	Bucket (20 L)	No	Not Required	Not Required		
73	Mop with bucket	Set	Not Required	Not Required		
74	Foot mat (100 cm x 40 cm)	No	Not Required	Not Required		
75	Foot mat (70 cm x 40 cm)	No	Not Required	Not Required		
76	Toilet brush	No	Not Required	Not Required		
77	Dust collector	No	Not Required	Not Required		
78	Jug (1 L, plastic)	No	Not Required	Not Required		

Lot 2: IT Accessories

Lot 2: IT Accessories						
SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
1	Console cable	No	Not Required	Not Required		
2	Converter (USB to Eth) Specs : USB 3.0 to RJ45 Gigabit Ethernet Network Adaptor(Model UE300, Make TP Link)	No	Not Required	Not Required		
3	Wireless keyboard and mouse	No	Not Required	Not Required		
4	VGA cable (15 m)	No	Not Required	Not Required		
5	HDMI to VGA adapter (female to male)	No	Not Required	Not Required		
6	USB host to OTG cable	No	Not Required	Not Required		

Lot 2: IT Accessories

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
7	8GB memory card	No	Not Required	Not Required		
8	FODP, 6 port	No	Not Required	Not Required		
9	Power Point Laser Pointer	No	Not Required	Not Required		
10	Crimping tool, RJ45, RJ11, cat5/6	No	Not Required	Not Required		
11	Fiber patch cable (LC to LC)	No	Not Required	Not Required		
12	Fiber patch cable (SC to LC)	No	Not Required	Not Required		
13	Ethernet Cables (factory crimped 3m)	No	Not Required	Not Required		
14	Ethernet Cables (factory crimped 2m)	No	Not Required	Not Required		

Lot 2: IT Accessories

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
15	Cat 6 cable	No	Not Required	Not Required		
16	HDMI Cable (15Mtr)	No	Not Required	Not Required		
17	HDMI Cable (10Mtr)	No	Not Required	Not Required		
18	USB 3.0 to RJ45 Gigabit Ethernet Network Adaptor (Model UE300, Make TP Link)	No	Not Required	Not Required		
19	Pen drive , 4 GB	No	Not Required	Not Required		
20	SD Card (4GB)	No	Not Required	Not Required		
21	Eset Antivirus	No	Not Required	Not Required		
22	USB-C Converter for Mac	No	Not Required	Not Required		

Lot 2: IT Accessories

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
23	RUCKUS AP, R350	No	Not Required	Not Required		

Lot 3: Electrical Items

Lot 3: Electrical Items						
SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
1	4 way socket (power strip, 2 m)	No	Not Required	Not Required		
2	4 way socket (power strip, 5 m)	No	Not Required	Not Required		
3	Multiplug 3 pin adaptor, 16A	No	Not Required	Not Required		
4	16A Socket with Switch	No	Not Required	Not Required		
5	3 Pin Electric Plug top, 16A, 230V Make: Havells	No	Not Required	Not Required		
6	LED Lamp: MG GOLD 100 Watt, Ultra-thin, slim, ip66 LED flood outdoor light cool white waterproof	No	Not Required	Not Required		

Lot 3: Electrical Items

SN	Item description	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
7	Rechargeable 9VDC Battery with one Charger: 9V DC, 250mAh, Make: Camelion.	No	Not Required	Not Required		
8	Coin cell battery (Lithium metal battery (CR2032,3VDC-160Ah), Maxell)	No	Not Required	Not Required		
9	Extension Cord Round (5 m)	No	Not Required	Not Required		

Lot 4: Toner Cartridges

Lot 4: Toner Cartridge							
SN	Item description	Cartridge Specification	Unit	Sample	Manufacturer's Authorisation	Offered Brand	Quoted Rate (BTN)
1	HP Laser Jet Pro MFP 226dw	88A	No	Not Required	Required		
2	Laser Jet Pro MFP M329dw	77A	No	Not Required	Required		
3	HP Laser Jet M233sdw	137A	No	Not Required	Required		
4	Xerox C230/C235 High Capacity Toner Cartridges		No	Not Required	Required		
5	HP Colour Laser MFP 178nw	116A	No	Not Required	Required		

Annexure – III: Checklist for Bid Submission

The table below is provided to assist the Bidders with bid submission.

SN	Document	Purchaser's Requirement	Bidders to fill up
		Required (✓) or Not Required (✗)	Submitted (✓) or Not Submitted (✗)
1	Annexure - I: Bid Submission Form	✓	
2	Annexure - II: Price Quotation Form	✓	
3	Annexure - III: Checklist for Bid Submission	✓	
4	Valid Trade License	✓	
5	Tax Clearance Certificate	✓	
6	Integrity Pact Statement	✓	
7	Samples	APR ¹	
8	Manufacturer's Authorisation	APR	
9	Bid Security	✓	

Note:

1. Samples and Manufacturer's Authorisation (MA) shall be submitted *as per requirement* specified in the Price Quotation Forms.
2. The MA shall be uploaded along with the other bid documents on www.tender.bt.
3. The samples shall be submitted to the *Procurement Unit, GDL, Motithang* on or before the bid submission time.

¹ "APR" stands for "As per requirement"