Tender Number: DHI/Procurement-01/2021/ Dtd. 10/03/2021

REQUEST FOR PROPOSAL

PHOTOGRAPHY SERVICES

March 2021

Druk Holding and Investments Limited,
P.O Box 1127, New BOBL Building, Norzin Lam, Thimphu, Bhutan
Tele# +975-2-336257/58, Fax# +975-2336259
Website: www.dhi.bt

Druk Holding & Investments Ltd.

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PART 1

1. Notice Inviting Quotation

NIQ No.: DHI/Procurement-01/2021/ **March 10, 2021**

Notice Inviting Quotation

The Druk Holding and Investments Limited, (DHI) invites e-Bid from eligible firms (hereafter referred to as the "bidder" / "Consultant") with valid trade license for providing photography services.

DHI would like to inform the interested firms to kindly visit the website **www.tender.bt** for vendor registration and to submit the proposal online.

The EMD amount can be submitted physically to the DHI office or deposit to the DHI's BOBL account no: 100893691, and submit the transaction details along with other documents during bid submission. before the tender submission date. In case of failure, the respective firm will not be considered.

The user manual for vendor registration and bidding process is available on the website www.tender.bt or else can be downloaded from following links:

i. User manual for vendor registration
ii. User manual for Bidding process

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

Proposals must be submitted online by **18th March, 2021 before 12 noon.**

Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
New BOBL Building, Norzin Lam, Thimphu
Tel: *[+975-2-336257/8]*, Fax: *[+975-2-336259]*

2. Introduction

Druk Holding and Investments Ltd. (DHI) is the commercial arm of the Royal Government of Bhutan. DHI was established in 2007 upon issuance of the Royal Charter, "to hold and manage the existing and future investments of the Royal Government for the long-term benefit of the people of Bhutan".

As the investment arm of the Government, DHI will continue to grow and expand its business. In order to meet the future growth of DHI and its companies, it is important to have a well managed, and integrated website system in place. Therefore, it is important to have good resolution and relevant photographs in the DHI official website.

3. Background

DHI completed its first 10 years journey on 11th November 2017, and is currently into the next decade, where DHI plans to accelerate the growth and contribute twice as much as in the last decade. Given the importance of new mandates based on the DHI roadmap 2030, DHI and its companies have already started focusing on the economic development of the country, and also re-establishing the high-level strategic elements, a solid foundation to fulfill the 2030 roadmap. In line with these mandates, it is important for DHI to redesign and develop a new official website with the latest features and looks.

DHI is therefore seeking an experienced photographer to help in redesigning the new official website, by capturing good resolution and relevant photographs/pictures.

PART 2

1. Scope and Objective

DHI is currently working on the new website, in order to to enhance the user experience, simplify content management, and provide better information and service to its stakeholders, while meeting high standards for design quality and visual appeal.

DHI seeks the assistance of an experienced photography company that can accomplish all of the functionality identified in this RFP. The experienced company should have a team of experts who understand the requirement and help us achieve our vision. The Offeror/ Bidder shall furnish all necessary labor and resources, including but not limited to personnel, equipment, materials and supplies to provide photograph services to DHI.

DHI would like to find a firm to assist in accomplishing the following tasks, but not limited to:

1. Propose photographs to be used on a new website.
2. DHI intend to have photographs of DHI office, DHI Group companies, and other relevant photographs for the new website.
3. Shall be on-site prior to the scheduled photography time in order to professionally and adequately set-up equipment.
4. Shall provide all support personnel to organize and maintain the picture taking process.
5. Provide a sufficient number of photographers as may be determined and coordinated with the DHI.
6. Shall work closely with DHI focal person on the timeline and any related works.
7. All photographs shall be shot with state-of-the-art professional quality photography equipment.
8. Proper naming convention of the photographs must be done.
9. Shall submit the pictures in the format as per DHI's selection.
10. Shall retake the pictures if necessary, at the option of DHI.

To do this, the photographer has to gather photos and stories behind the photos and identifying key communications people that can support these efforts. For the photos, it will be important to collect a variety of shot types – e.g. extreme close-ups, close-ups, mid shot, long shot, staged shots, and action shots.

2. Rights and Proprietary

DHI shall own the rights and Proprietary of the photographs taken and the bidder must submit the original and copies (both hard and soft) to DHI.

3. RFP Instructions and Information

3.1 RFP Timeline

Date and Time (Bhutan Time)	Description
March 10, 2021	RFP floated
March 18, 2021 (12 noon)	Last date for the submission of the proposal.
March 19, 2021	Award of work to the successful bidder, based on the successful negotiation of terms and conditions.
April 19, 2021	Completion of the work

3.2 RFP Contact

Mr. Karpo Tshering	Senior Manager	Corporate Services Division DHI, Email: karpotshering@dhi.bt Mob. No: +975-17631696 Tel:+975-02-336257/58 Ext. 144 Direct Line : +975-02-339625 Fax:+975-02336259

3.3 Clarification / Queries

Clarification or queries regarding this RFP must be submitted in writing, in MS Word format on the form provided in Part 3, clause 8, and returned via: email to the RFP Contact listed in Part 2, clause 3.2 and only prior to the submission date detailed in the timeline, Part 2, clause 3.1.

3.4 Submission Information

This section contains general and specific requirements for submitting the technical and financial proposals. Please ensure that completed forms, along with a copy of your legal registration, are included with the technical proposal, otherwise your proposal will be rejected.

- This RFP is issued as a public notice to ensure that all interested, qualified and eligible organizations legally registered for business in Bhutan have a fair opportunity to submit proposals.
- The consultant is requested to submit a proposal directly responsive to the terms, conditions and clauses of this RFP. Alternative proposals will not be considered.
- Proposal shall be written in English.

Technical Proposal

The technical proposal shall be straightforward and concise, outlining in sequence, how the Bidder intends to carry out the technical requirements under each main activity. No contractual price information is to be included in the Bidder's implementation work plan so that it may be evaluated strictly on its technical merit. The bidder is required to submit the follow:

- ***Organizational Information:*** Organization's legal name, contact name and position or title, Organization's E-mail address, physical address and telephone number, copy of legal registration for business in Bhutan.
- ***Technical Approach:*** The bidder will demonstrate its understanding, ability and overall approach to performing the requirements described in the Scope of Work, Activities & Tasks and Deliverables. This may include an implementation plan.
- ***Capability Statement:*** The Firm's capability to perform the scope of work, activities & tasks and deliverables. The bidder will demonstrate that it has the necessary organizational systems and procedures (e.g., personnel policies, project management, equipment, supplies and personnel) in place to successfully comply with the contract requirements and to accomplish the expected results. It will demonstrate that it has the in-house resources e.g. personnel, to provide the required services. It may include a description of relevant personnel training and qualifications, including CVs for key individuals, where applicable. CVs are not included in the 3-page length limit.
- ***Past Performance:*** The Bidder will submit a list of current and past similar work and assignments completed in the past five years that were similar in size, scope and complexity – preferably in areas listed in the SOW.
- ***References:*** References from a minimum of three (3) clients worked with in the past three years on activities similar to this scope of work. Include the contact information: company or organization, name, phone number and email.
- ***Personnel/Staffing:*** The Bidder will identify, the names, anticipated positions of the key team leaders and essential personnel proposed to perform the requirements of this scope of work, activities & tasks and deliverables. The narrative will include the percentage of staff time of principals and managers on this activity. CVs that clearly describe education, experience and professional credentials and biodata forms will be completed and attached for the proposed personnel.
- ***Product samples:*** The Bidder will submit minimum of five (5) photograph / product samples to DHI office prior to the submission date. The copyrights of the photographs must be clearly mentioned.

Financial Proposal

The Bidder will propose the costs, it believes are realistic and reasonable for the work in accordance with the Bidder's technical approach. The Bidder shall provide a complete budget based on cost elements described below.

The detailed cost proposal will include the following:

- Proposed staff, rates and number of days needed to accomplish the work (The bidder shall submit the Man-Month, Man-day and Man-Hour Rate).
- Submit Logistics daily costs for outside Thimphu if applicable.
- The cost proposal from the bidder shall be presented in Bhutanese currency (Ngultrum).
- Offer must be inclusive of any applicable taxes as per the kingdom of Bhutan.

3.5 RFP Evaluation Criteria

The evaluation will be based on the following weighted categories:

Sl	Category	Weightage
1	**Technical Proposal 70%**	**Percentage 70% (maximum)**
	Technical approach	15%
	Qualification and experience of personnel	20%
	Experience and Past performance of the firm	15%
	Product samples	20%
2	**Financial Proposal 30%**	**Percentage 30% (maximum)**
	Financial cost will be evaluated based on cost reasonableness, allowability and realism.	30%

3.6 Selection Process

The selection process will involve the following phases:

Phase 1:	DHI review team will evaluate bidder submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the bidder's acceptance of RFP terms and completeness of submissions.
Phase 2:	Review team will evaluate the technical and financial proposal and will select the bidder for negotiation. If negotiations between DHI and the selected bidder fail to produce a contract agreeable to both parties, DHI reserves the right to cease further negotiation and commence negotiations with another vendor.
Phase 3:	After successful negotiation between DHI and selected bidder, the letter of award will be shared with the successful bidder to commence the work.

PART 3

TERMS AND CONDITIONS

1. Bidding Document

DHI would like to inform the interested firms to kindly visit the website www.tender.bt/www.dhi.bt for bidding documents. For further information at the address below during office hours [9am to 5pm]:

Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
Norzin Lam, Thimphu
Tel: [+975-2-336257/8], Fax: [+975-2-336259]

2. Submission and Opening of the Bid

1. Quotations for the items should be submitted on or March 22nd, 2021 before 12 noon and will be opened on the same date at 14:30 hrs. in DHI, Meeting Room 1.

2. Quotations with complete details should be addressed to The Associate Director, Druk Holding and Investments Limited, Norzin Lam, Thimphu. For any further information please contact Procurement Unit, contact no. +975-2336257/58 (103). The quotation submitted by the firm shall comprise the following:
   - Duly signed Technical and Financial Proposal;
   - A valid Trade License;
   - A valid Tax Clearance Certificate;
   - The required bid security
   - Any other requirements specified in this document

3. Price of Bid

All prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery.

4. Place of Delivery

The final place of delivery is DHI, Norzin Lam, 5th Floor new BOBL Building, Thimphu, addressed to Associate Director, Corporate Services Division, Druk Holding and Investments Limited.

5. Covid-19 Situation

In case the covid-19 situation lock down during the submission date of the tender, the bidder is requested to kindly submit the following:

1. Integrity Pact: Signed copy of the integrity pact to be submitted. No need for legal stamp during the submission, but would be required to sign again during the contract signing.

2. Bid Security (EMD): the lump sum amount of Nu. 5,000/- to be deposited to the DHI's BOBL account no: 100893691, and submit the transaction details along with other documents during bid submission.

6. Bid Security

The quotation shall be accompanied by lump sum amount of Nu. 5,000/- Earnest Money Deposit (EMD/Bid Security) in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for 3 months in favour of The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu in and separate envelope marked as "Bid Security".

1. Any bid not accompanied by bid security shall be treated as non-responsive.
2. The bid security of unsuccessful bidders shall be returned within 15 days from the date of finalization of the tender.
3. The bid security of the successful bidder shall be returned immediately after or adjusted against the submission of the performance security by the successful bidder to whom the contract is awarded.
4. The bid security shall be forfeited:
    - If a bidder withdraws its bids during the bid validity period,
    - If a bidder doesn't accept the arithmetical corrections of its bids,

5. In the case of successful bidder, if the bidder fails to:
    - Sign the contract within the specified prescribed time and / or
    - Furnish the performance security within the prescribed time.

7. Performance Security

1. DHI shall retain the Bid Security as the Performance Security and retained till the completion of the services.
2. The performance security shall be forfeited if the successful bidder fails to adhere by its obligations within the contract period.

8. Advance

The advance of the payment shall be as per the PART 4, clause 5 (Project Payment Terms).

9. Evaluation of the bids

The evaluation of the bids will be carried out as mentioned in this RFP, Part 2: Clause 3.5 (RFP evaluation criteria).

10. Award of the Contract

The award will be made to the bidder scoring the highest from the combination of the technical and financial score, carried out based on the evaluation criteria. The successful bidder will sign a contract prior to the commencement of the work.

11. Quality of the work

The quality/standard of the work shall be maintained strictly and the work order for the selected firm not meeting the quality/standard of the work, will be cancelled and forfeit the performance security deposit. The work will be awarded to the next bidder.

12. Validity of the offers

Your quotation(s) shall be valid for a period of 03 months from the deadline for receipt of quotation(s). However the period of validity may be extended on mutual agreement.

13. Liquidated damages

In case a delay in the completion of the work, liquidated damages @ 0.1% maximum of 10% shall be levied for the number of days of delay. The work shall be completed within the stipulated date and time.

14. Verification and Acceptance of the work

DHI shall carry out detailed verification and acceptance on the awarded work, and in case of fault, mis-matching of requirements or any other issues found, DHI reserves the right to reject any or all of the works without assigning any reason. It will be at the DHI's discretion to take the final decision on such situation if pertains.

15. Payments

The payment for the awarded work, shall be made within 30 days upon verification and acceptance by DHI, based on the receipt of bill/invoice from the firm.

16. Resolution of Disputes

In case of any disputes, it shall be dealt as DHI Procurement Manual 2010, and the governing law and jurisdiction applicable within Bhutan.

17. Force Majeure

In the event, owner/firm delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, pandemics, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the bidder shall notify the Procuring agency in writing of such conditions and the cause thereof along with documentary or pictorial evidence acceptable to the Procuring agency. Unless otherwise directed by the Procuring agency in writing, the owner/firm shall continue to perform its obligation.

18. Termination of the Contract

The contract shall be terminated if in case the owner/firm fails to abide by its obligations and the contract may be awarded to next bidder.

19. General Terms and Conditions

1. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase / work order.
2. The quotation(s) will be opened in the presence of bidders or their representatives (Power of Attorney is required) who choose to attend at the specified venue and time.
3. DHI is not bound to accept the lowest bid or highest evaluated bidder, and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
4. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
5. The items shall be nicely sealed in a box clearly specifying the quantities and shall be delivered as given in the clause 5 of this RFP.
6. DHI reserves the right to reject any or all of the tenders without assigning any reason.
7. The decision of the tender committee will be final and binding.

PART 4

1. Requirements

The project requires the following:

- Dedicated team to work on the project.
- Documentation must be submitted with sign-off from DHI.
- Detail Project plan and timeline must be approved by DHI.
- Every deliverable must be signed-off by DHI.

2. Compliance

The bidder must comply with the following:

- The law of the Kingdom of Bhutan.
- DHI Procurement rules and regulation.
- This RFP does not obligate the DHI to award a contract or complete the project and DHI reserves the right to cancel the solicitation if it is considered to be in its best interest.
- Proper documentation and report of the project.
- Proper sign-off of the deliverables from DHI.

3. Deliverables

Phases	Activities
Phase 1: Understanding the scope of work	• Understand the scope of work with DHI team
Phase 2: Need gathering	• Review DHI current website and other related materials. • Undertake need gathering exercise with the DHI team. • Develop project plan and timeline. • Acquire DHI's feedback and approval
Phase 3: Implementation	• Take Photographs in consultation with DHI focal person. • Submission of photographs to DHI office • Approval of the photographs by DHI.

4. Timeline

The Project is to be completed within one (1) month from the date of the award of the work. Detailed timeline for respective deliverables and phases will be based on the bidder's project plan submitted and approved by DHI.

5. Project Payment Term

Based on the agreed scope of work, the timeline and project cost, the payment terms will be discussed and agreed before signing the contract. The following is the proposed payment terms:

SL.	Milestone	Amount (Nu.)
1.	After Successful Completion of the work	100% of contract sum

6. Additional Work

DHI may require the consultant to carry out additional work that is not mentioned in the scope of work, for which it will be at the discretion of the DHI management to decide and award the work based on the rate quoted by the bidder.

7. Question Submittal Form

Questions regarding this RFP must be submitted in writing, in MS Word format on the form provided below and returned via: email to the RFP Contact listed in Part 2, clause 3.2 and only during the allotted time frame detailed in the timeline, Part 2, clause 3.1. Answers to all pertinent questions from all Vendors will be returned to all RFP participants without identifying the Vendor making the inquiry. The answers to the questions will be made available as per the RFP timeline mentioned in Part 2, clause 3.1 of this RFP at DHI website (www.dhi.bt).

START BELOW HERE --- use "CUT" and then "PASTE" to another MS Word document

# Tender Number: DHI/Procurement-01/2021/	**RFP QUESTION FORM**

RFP Section and Paragraph:		RFP Page Number:	
Submitted By:		Date Submitted:	
Email:		Phone:	
Company Name:			
Questions:			
1			
2			
3			
4			
5			