



REQUEST FOR PROPOSAL

RISE with SAP (SAP S/4HANA) Training Provider

(Tender No.: DHI/PROC/TEN/2025/07)

May 2025

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Section A: Notice Inviting Quotation

NIQ No.: DHI/PROC/TEN/2025/07

May 27, 2025

1. Druk Holding and Investments Limited (DHI) & RISE - a DHI project hereinafter referred to as the “Client”—invite proposals/bids from firms/organisations *for RISE with SAP (SAP S/4HANA) training provider*, as per the following Terms and Conditions:

Activity	Time
Mode of Tendering	Single Stage - Single Envelope
Proposals Submission	June 13, 2025, at 1230 hours (Bhutan Time)
Proposals Opening	June 13, 2025, at 1430 hours (Bhutan Time)

2. Accessibility to Bid Documents shall not automatically construe that the firm(s) fulfill the Qualifying Requirements which shall be determined during tender evaluation based on proposals submitted by the Firm(s).
3. Proposals shall be submitted by email with password-protected proposals. The proposals shall be opened on the specified date and time in the presence of Firm(s)/representatives who choose to attend and password shall be submitted on that specific date.
5. Scope of Work, Terms & Conditions and Terms of Reference (hereinafter referred to as “ToR”) are given in this Request for Proposal (hereinafter referred to as “RFP”) document.
6. The client 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 firm/intending firm shall have any claim arising out of such action of the company.

Section B: Terms and Conditions

1. Scope of Work

- a. Druk Holding and Investments Limited (DHI) was established in November 2007 in accordance with the Royal Charter by His Majesty the King. The primary purpose of DHI is to hold and manage commercially oriented state-owned enterprises and make new investments on behalf of the Royal Government. Visit www.dhi.bt for more information.
- b. DHI aims to align DHI and its companies' strategic goals with SAP's cloud transformation roadmap, ensuring seamless migration to Rise with SAP and maximizing operational efficiency, business growth and value, improve agility and driving innovation.
- c. The Firm is required to submit the list of trainers for the modules and topics mentioned in the training course content. Refer to [Section C: Terms of Reference](#) for more detail.
- d. One trainer can cover the proposed standards [4 days (Sl. 2, 4, 5, 6, 7 and 8)] of the training course content and also continue for one of the specific modules of 4 days (Sl. 1) if the trainer meets the requirement. Whereas one dedicated trainer is required for every modules [(4 days (Sl. 1))] of the training course content.
- e. If no trainers are assigned for the aforementioned standards (as mentioned in clause 1(d) of [Section B: Terms and Conditions](#)), the bid will be considered non-responsive.
- f. The mode of training is classroom training with in-person trainers arranged by the training provider.

2. Clarification of the RFP document

- 2.1 Further clarifications can be obtained in writing from the addresses below during office hours no later than three days from the date of submission of Proposals.

SN	Name	Address
1	Mr. Damcho Dorji	Focal Person RISE – a DHI project Druk Holding and Investments Limited +975 17320878 damchodorji@dhi.bt
2	Ms. Kinley Gyem	Associate Manager, Corporate Services Division Druk Holding and Investments Limited +975 17787782 kinleygyem@dhi.bt

3. Submission of Proposals

3.1 The Bids shall be submitted via email to the address given below:

kinleygyem@dhi.bt /cc: damchodorji@dhi.bt

3.2 The tendering process shall follow a *Single-Stage, Single-Envelope* method.

3.3 Bids with complete details should be addressed to the Associate Manager, Procurement Unit, Corporate Services Division, Druk Holding and Investments Limited, Norzin Lam, Thimphu.

3.4 A proposal in which the Bid Submission Form is not duly filled, signed, and sealed by the Firm shall be rejected.

3.5 The Firm(s) shall refer to the Checklist for Proposal Submission to assist in the proposal submission.

3.6 The following timeline shall be followed:

SN	Date & Time	Activity
1	June 13, 2025, at 1230 hours (Bhutan Time)	Submission of Proposals <i>The Proposals shall be submitted via email and documents should be password-protected</i>
2	June 13, 2025, at 1430 hours (Bhutan Time) at DHI Conference Hall, Thimphu, Bhutan	Opening of Proposals <i>The proposals shall be opened in the presence of the Firm(s) or their representatives who choose to attend.</i>
4	June, 2025 <i>(The exact dates will be communicated at a later date)</i>	Award of Work <i>The Client shall award the Contract to the Firm whose offer has been determined to be the lowest evaluated proposal.</i>
5	June 23, 2025 – July 01, 2025 (including Saturday) Tentatively	Conduct of Training
6	July 2025	Final Payment

3.8. Alternate or Multiple Proposal: The Firm shall submit only one proposal. Submission of alternate or multiple proposals shall result in the rejection of the proposals.

4. Bid Price/Quotation

4.1 All prices shall be preferably quoted in Ngultrum (BTN) or Rupees (Rs.).

For the purpose of comparing prices, all bid prices shall be converted to a single currency selected. The exchange rate as posted by the Royal Monetary Authority of Bhutan on the date of Bid Opening or the next preceding date if the rate of exchange for the date of bid opening is not available shall be used for the conversion of prices.

4.2 The firm is required to submit a financial proposal outlining the total training cost for both locations: Bhutan and Outside Bhutan. The final training location will be determined at the Client's discretion. Firms are also required to complete both Price Schedules under [Financial Proposal Form 1](#).

5. Validity of the Proposals

5.1 The proposals shall be valid for *90 days* from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may solicit the Firm's consent for an extension of the proposal validity period. The request and responses shall be made in writing.

6. Evaluation of Proposals

6.1 *Method of Selection:* Quality and Cost-Based Selection (QCBS)

QCBS uses a competitive process among the Firms that takes into account the quality of the technical proposal and the cost of the services proposed in the selection of a successful Firm. Cost as a factor of selection shall be used judiciously. The relative weightage to be given to the quality and cost shall be determined depending on the nature of the assignment.

6.2 The Firm should submit all relevant supporting documents in order to carry out the evaluation of the proposals. The evaluation of the bids shall be based on the following weighted categories:

SN	Category	Weightage
1	Technical Proposal	70%
2	Financial Proposal	30%

6.3 Criteria and the points system for the evaluation of Technical proposals are mentioned below:

SN	Criteria	Points
1	Firm Information	20
1.1	<ul style="list-style-type: none"> Equal to or more than 5 Years of Experience in SAP Training - <i>20 points</i> Equal to or more than 4 Years of Experience in SAP Training - <i>16 points</i> Equal to or more than 3 Years of Experience in SAP Training - <i>12 points</i> Equal to or more than 2 Years of Experience in SAP Training - <i>8 points</i> Equal to or more than 1 Year of Experience in SAP Training - <i>4 points</i> Less than 1 year of Experience in SAP Training - 0 <p><i>Note:</i> The firm shall submit supporting documents.</p>	20
2	Training Approach and Methodology	20
2.1	Course Structure and customization options, training materials, labs and access to sandboxes, assessment and evaluation approach.	20
3	Trainers' qualifications and experience	60
3.1	<p><u>Certification:</u> SAP S/4 HANA Certification (per module) as per the course content.</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> Refer Technical Form 3, Note No. 2. Submit supporting documents. 	20
3.2	<p><u>SAP Experience:</u></p> <ul style="list-style-type: none"> More than or equal to 5 years - <i>20 points</i> More than or equal to 4 but less than 5 years - <i>15 points</i> More than or equal to 3 but less than 4 years - <i>10 points</i> More than or equal to 2 but less than 3 years - <i>5 points</i> <p><i>Note:</i> Submit supporting documents.</p>	20
3.3	<p><u>Similar training conducted:</u></p> <ul style="list-style-type: none"> More than or equal to 5 trainings - <i>20 points</i> More than or equal to 4 but less than 5 trainings - <i>15 points</i> More than or equal to 3 but less than 4 trainings - <i>10 points</i> More than or equal to 2 but less than 3 trainings - <i>5 points</i> <p><i>Note:</i> Submit supporting documents.</p>	20
Total		100

6.4 The above evaluation criteria will be followed and evaluated for all the trainers proposed. The average of the score obtained by the proposed Firms will be taken as the final score.

6.5 70% of the technical evaluation score shall be carried forward to the overall score. This score will be combined with their financial proposal to obtain the overall score.

6.6 The financial score is obtained by using the following formula for any qualified Firm (A) using the following formula:

$$\text{Financial Score of A} = \frac{\text{Lowest quoted Financial Proposal}}{\text{Financial Proposal of Consultant A}} * 100$$

6.7 The overall technical and financial score is obtained by using the following formula for any qualified Firm (A):

6.8 Overall Score of A = 70% of Technical Score + 30% of Financial Score

6.9 During financial evaluation, the Client will determine for each proposal 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;

6.10 Where there is a 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 Client, there is an obvious 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.

6.11 To assist in the evaluation, and comparison of the proposals, the Client may, at its discretion, ask any Firm for a clarification of its proposals. Any clarification submitted by a Firm that is not in response to a request by the Client shall not be considered.

7. Client's right to accept or reject any or all proposals

7.1 The Client is not bound to accept the lowest proposals and reserves the right to accept or reject any or all the proposals without assigning any reason whatsoever.

7.2 The Firm shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.

8. Variation

8.1 Depending on the final requirement at the time of the award of the Contract, the Client may increase or decrease the duration of the training.

9. Award of Work

9.1 The Client shall award the Contract to the Firm whose offer has been determined to be the lowest evaluated proposal. The Client shall issue a Notification of Award to the successful Firm.

10. Duration of the training

10.1 The duration of the training shall be **8 days** and the Firm shall plan the training according to the duration of the training.

11. Liquidated Damages

11.1 In case of any change or difference in trainers from those specified in the technical proposal, liquidated damages at a rate of 1% of the total training cost per trainer. The new trainer proposed must be accepted by the client upon verification of their experience and qualifications.

11.2 The total liquidated damages levied shall not exceed 10% of the contract value.

12. Quality of Training

12.1 The Firm must ensure that the quality and standards of the training are strictly maintained at par with international benchmarks. This includes utilizing best practices, up-to-date materials, and methodologies that align with global standards. Continuous assessment and feedback mechanisms should be in place to guarantee that the training meets the expected level of excellence and effectiveness.

13. Payment Terms

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

13.2 At the time of the release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan.

13.3 No advance payment shall be entertained.

14. Confidentiality

14.1 From the time the Proposals are opened to the time the Contract is awarded, the Firm shall not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by any Firm to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for the Award of Contract may result in the rejection of the Firm's Proposal.

14.2 After the opening of Proposals, information concerning the Proposal documents or any part of the contents thereof shall not be released to any person or party that is not a member of the Proposal Evaluation Committee. The evaluation proceedings shall be kept confidential at all times until the award of the Contract is announced.

14.3 The Firm shall not, either during the term of this Contract or within expiration of this Contract, disclose any proprietary or confidential information relating to the Client's business or operations and the results of the survey without the prior written consent of the Client.

15. Termination

15.1 The Client may, by written notice, terminate the Purchase Order or Contract [if applicable] in whole or in part at any time for its convenience:

- if the Firm fails to perform any other terms and conditions specified with the Purchase Order/ Contract or exceeds the maximum amount of Liquidated Damages; and
- if the Firm fails to perform any other obligation(s) under the Purchase Order / Contract, and if the Firm does not take any remedial action within a period of 7 *days* after receipt of a notice of default from the Client specifying the nature of the default(s).

16. Governing Law

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

17. Dispute Resolution

17.1 Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/ arbitration in accordance with the laws of Bhutan.

1. Scope of Work

DHI is currently implementing the Rise with SAP in those companies using SAP ECC as the current system. The company operates in the energy, airlines, manufacturing, utilities, and holding sector in the Phase -1 of the project. Our objectives include achieving operational efficiency, digital transformation, compliance, agility, innovation, and revenue growth. Key pain points include lack of integration, slow decision-making, financial consolidation challenges, and data management issues.

The Firm will be responsible to deliver a comprehensive RISE with SAP training program for the client project team, in accordance with the schedule agreed upon by the client and the Firm. The training will adhere to the timeline specified in the RFP/contract.

The primary objectives of the training are:

- Understanding RISE with SAP, Business Processes and SAP best practices.
- Enabling Effective SAP implementation and adoption by building functional and technical expertise.
- Enhancing User Efficiency and reducing errors, Ensuring Compliance and Data Security, and supporting Change management and digital transformation.
- Understanding the relevance of RISE with SAP to specific industries and organizational needs.
- To foster informed decision-making regarding the adoption of RISE with SAP.

Participant List:

Participants	No. of Days	No. of Participants (approx.)
Module wise	4 days (Sl. 1) of the training course content.	1 for each module.
Group (ALL)	4 days (Sl. 2, 4, 5, 6, 7 and 8) of the training course content.	7

The Firm will be responsible for:

i. Comprehensive Training Sessions:

- Conducting 8 days RISE with SAP training for client project team, at which 4 days for the general topics, and 4 days for respective modules.
- Educating participants on the RISE with SAP framework, benefits, and migration paths.
- Demonstrating SAP S/4HANA's capabilities, focusing on industry-specific use cases and tailored to our industries and operational needs.
- Assessing our readiness for cloud transformation, highlighting potential risks and opportunities.

Detailed training course content is given as Annexure -I.

- ii. Industry- Specific Insights:
 - Presenting case studies and success stories relevant to energy, airlines, manufacturing, and utilities sectors.
- iii. Transition Roadmap:
 - Explaining the process and best practices for migrating from SAP ECC to RISE with SAP.
- iv. Interactive Q&A and Hands-On Activities:
 - Providing opportunities for participants to ask questions and engage in discussions.
 - Facilitating hands-on sessions for a deeper understanding of the tools and features.
- v. Training Materials:
 - Developing and delivering comprehensive training materials, including presentations, guides, and supplementary resources.
- vi. Post-Training Support:
 - Conducting a feedback survey to assess training effectiveness.
 - Recommendations on next steps, including key milestones, risk mitigation strategies, and resource requirements.
 - Offering follow-up consultation (optional).
- vii. Deliverables:

The Firm is expected to deliver:

 - A detailed training agenda and schedule.
 - High-quality training sessions (in-person).
 - Training materials (slides, handouts, videos, etc.).
 - Certificates to the Participants.
 - A post-training assessment or feedback report.

2. Annexure I : Training Course Content

The detailed Training Course Content is shared as a separate file attached.

Section D: Proposal Forms

Technical Proposal Forms

The Technical Proposal should include the following information/documents:

- a. Training Program proposals including the course contents, real-world illustrations and examples, case studies, and the expected outcomes of the proposed training;
- b. The list of the proposed team of experts and the CVs of the experts

Submission of an incorrect type of Technical Proposal will result in the proposal being deemed non-responsive. The evaluation committee may request a prospective Firm to present their proposal. If requested, the presentation must be made at no cost to the Client and with a notice period of at least three (3) working days.

Technical Form 1

Bid Submission Form

[The Firm 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 Client]*

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 Firm]*

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

Technical Form 2

Methodology and Approach

The Firm shall provide descriptions of the training program proposals, including the course contents, real-world illustrations and examples, case studies, and the expected outcomes of the proposed training.

Technical Form 3

Team Composition and Task Assignment

The Firms shall use the following table to list the proposed trainers to carry out the training. Additional rows may be added as deemed necessary by the Firm.

SN	Proposed Trainer	Module	Certification	SAP Experience (Years)	No. of similar training conducted (Relevance)
1					
2					
3					
4					

Note:

1. The Firms shall submit CVs of the proposed team members and testimonials indicating the number of relevant training sessions conducted by the proposed trainers.
2. One trainer can cover the proposed topic (4 days (Sl. 2, 4, 5, 6, 7 and 8)), of the training course content and also continue for one of the specific modules of 4 days (Sl.1) if the trainer meets the requirement. Whereas one trainer is required for every module ((4 days (Sl. 1)) of the training course content.
3. If no trainers are assigned for the aforementioned modules (as mentioned in Note: 2), the bid will be considered non-responsive.
4. The medium of instruction shall be English, and the trainer is expected to have strong English communication skills.

Technical Form 4

Integrity Pact Statement

1. General:

Whereas *(Name of head of the procuring agency or his/her authorized representative, with power of attorney)* representing the *(Name of procuring agency)*, *<name of the company>*, hereinafter referred to as the “**Client**” 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 “**Firm**” on the other part hereby execute this agreement as follows:

- 1.1. 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. This IP is applicable only to “**large**” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

2. Objectives:

Whereas, the Client and the Firm agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the **bidding process**¹ and **contract administration**², with a view to:

- 2.1. Enabling the Client 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:

The validity of this IP shall cover the bidding process and contract administration period.

4. Commitments of the Client:

The Client commits itself to the following: -

- 4.1. The Client hereby undertakes that no officials of the Client, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Firm, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.
- 4.2. The Client further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.
- 4.3. Officials of the Client, who may have observed or noticed or have reasonable suspicion, shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
- 4.4. Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be

¹ Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

² Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contracting and contract handing/taking over.

initiated by the Client and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Firms

The Firm 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 in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following: -

- 5.1. The Firm shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Client, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
- 5.2. The Firm shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
- 5.3. If the Firm(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

- 6.1. The breach of the IP or commission of any offence (forgery, providing false information, mis-representation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.
- 6.2. The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

- 7.1. The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 7.2. The Firm shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

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)* _____

Official Seal of the Firm

CLIENT Name: _____ Passport: _____ WITNESS Name: _____ CID: _____ Signature: _____	BIDDER/FIRM Name: _____ Passport: _____ WITNESS Name: _____ Passport: _____ Signature: _____
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Financial Proposal Forms

The Financial Proposal shall list all costs associated with the training including:

- a. Professional fees of the trainers/experts (including out-of-pocket expenses)
- b. Remuneration breakdown

No part of the financial proposal shall be included in the technical proposal.

Financial Form 1

Price Schedule 1

*The Firm shall utilize the following table to specify the total costs if the training location is **Outside Bhutan**.*

SN	Activity	Duration	Amount (Nu./Rs.)
1	The total cost of training (including training fee, training facilities, materials, labs, system access, meals (lunch) and refreshments, taxes, duties and other levies related to this training, etc.)	8 Days	
Total Quoted Amount			

Total quoted amount in words:

.....

.....

Signature of the Firm:

Name of the Firm:

Date:

Financial Form 1

Price Schedule 2

*The Firm shall utilize the following table to specify the total costs if the training location is in **Bhutan**.*

SN	Activity	Duration	Amount (Nu./Rs.)
1	The total cost of training (including out-of-pocket expenses such as training fees, materials, training-related facilities like labs, system access, trainers' accommodations and travel expenses, and any relevant costs)	8 Days	
Total Quoted Amount			

Total quoted amount in words:

.....

.....

Signature of the Firm:

Name of the Firm:

Date:

Financial Form 2

Breakdown of professional fees

*Information provided in this form will be used to facilitate payments to the Firm for any potential additional services requested by the Client for **on-site** and **online** services. Additional rows may be added as deemed necessary by the consultant.*

SN	Team Member	Man day rate (BTN) - Onsite	Man day rate (BTN) - Online

Section E: Checklist for Proposals Submission

The table below is provided to assist the Firms in submitting their proposals.

SN	Document	Contents of Proposal	Client's Requirement	Firm(s) to fill up
			Required (✓) or not (✗)?	Submitted (✓) or not (✗)?
1	Technical Proposal	Technical Form 1 : Bid Submission Form	✓	
		Technical Form 2 : Methodology and Approach	✓	
		Technical Form 3 : Team Composition and Task Assignment	✓	
		Technical Form 4 : Signed Integrity Pact Statement	✓	
2	Financial Proposal	Financial Form 1 : Price Schedule	✓	
		Financial Form 2 : Breakdown of Professional Fees	✓	