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BBS/Adm-7/2026/ 678

14th May 2026

Subject: **Hiring of Coaster Bus Services**

1. Invitation for Quotation (IFQ)

The Bhutan Broadcasting Service Corporation Limited (BBSC) invites sealed quotations from eligible and qualified vehicle service providers for the **hire of Coaster Bus services** for the **10th ABU Media Summit 2026**.

- **Event Venue:** Dungkar Dzong, Pangbisa, Paro
- **Event Date:** 16th – 18th June 2026
- **Bus Requirement Period:** 15th – 19th June 2026

2. Scope of Service

The selected bidder shall provide Coaster Bus(es) for transportation of officials and participants during the event period.

- Buses must be available for the full duration from **15th to 19th June 2026**
- The buses shall be in **excellent running condition**, clean, and well-maintained
- Drivers must be experienced and familiar with routes in Paro and surrounding areas.

3. Earnest Money Deposit

All bidders are required to submit an **Earnest Money Deposit (EMD) of Nu. 5,000 (Ngultrum Five Thousand only)** in the form of cash, demand draft, or bank guarantee in favour of Bhutan Broadcasting Service Corporation.

4. The bid security of Nu.5,000/- of the lowest evaluated bidder shall be retained with an organization as performance security and will return only after the completion of Services.

5. In addition the bidders need to submit the A) **Valid Trade license** B. **valid Tax clearance**

Bids submitted without the EMD and tender fee shall be considered non-responsive and will not be evaluated.

P.O. Box 101, Thimphu, Bhutan, ☎ +975 (02) 323071,323072, 322866, 322533
Fax + 975 (02) 323073 E-mail bbs@bbs.com.bt



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5. Technical Requirements

Bidders are required to comply with the following:

- Valid Driving License of the driver
- Updated Vehicle Registration Documents
- Valid Insurance Certificate/Premium
- All documents must be submitted along with the quotation.

6. Payment Terms

- Payment shall be made upon successful completion of the service
- Halt charges shall be applicable if the daily distance covered is less than 100 km

7. Evaluation Criteria

The quotation shall be evaluated based on:

- Compliance with technical requirements
- Condition and suitability of the vehicle
- Quoted rate (cost effectiveness)

8. Submission of Quotation

Interested bidders are requested to submit their sealed quotation along with all required documents to:

Procurement Officer

Corporate Services Department

Chubachu, Thimphu

Email: jamyangdema@bbs.bt

Contact: 17777628 (M)

Tele: 02-322600 (O)

Tender Submission Deadline: 22nd May 2026 before 10:30 AM

9. Additional Information

BBSC reserves the right to accept or reject any or all bids without assigning any reason.

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QUOTATION FORM

Hiring of Coaster Bus Services

10th ABU Media Summit 2026

Dungkar Dzong, Pangbisa, Paro

Date: 15th – 19th June 2026

1. Bidder's Information

- Name of Firm/Owner: _____
- CDB License No.: _____
- Address: _____
- Contact No.: _____
- Email (if any): _____

2. Price Schedule

Sl. No.	Particulars	Rate per KM	Rate (Nu.) per day	Remarks
1.	Hire of Coaster Bus (22-seater)			
2.	Halt Charges			Halt charges are paid if km travelled in a day is less than 100.

3. Availability Commitment

I/We hereby confirm that the above-mentioned bus(es) will be available from **15th June to 19th June 2026** for the 10th ABU Media Summit.

4. Compliance Declaration

I/We hereby declare that:

- The bus(es) provided shall be in **excellent condition**, clean, and roadworthy
- The driver(s) possess valid driving license(s)

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- The vehicle(s) have valid registration and insurance
- All required documents are attached with this quotation
- I/We agree to the terms and conditions stated in the bidding document

5. Documents Attached

(Please tick ✓)

- Copy of Valid Driving License
- Copy of Vehicle Registration Certificate
- Copy of Valid Insurance
- Copy of CDB License
-

6. Bid Validity

My/Our quotation shall remain valid till the completion of the work from the date of submission.

7. Bidder/Service Provider

Name of Bidder: _____

Signature: _____

Date: _____

Official Seal (if any): _____

Purchaser:

Administrative Officer

Corporate Services Department

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