



འབྲུག་གི་བཅོམ་འཐུ་སྐྱོན་ཚོགས།

ELECTION COMMISSION OF BHUTAN

(Ensuring Free, Fair & Democratic Elections &



ECB/AFD/01/2020-2021/3022

Dated: 13 November 2020

Subject: Seeking Rates for Hotel

Dear Sir/Madam,

The Election Commission of Bhutan would like to seek rates from your hotel for the conduct of HR trainings in two different groups as per the scheduled detailed below:

Sl. No	Course Category	Number of Participants	Tentative Programme Schedule Date	Remarks
1	Store & Inventory Management	24 Heads	30 November -4 December 2020	
2	English Communication	31 Heads	7-11 December 2020	

In view of the above trainings Programme, we seek your rates for accommodation and refreshment for the participants which is divided into two different headings for better clarity as mentioned below.

(A) Requirement of Training Equipment & Accommodation facilities:

Sl. No	Particulars	Quantity Available	Unit Rate (Nu.)	Remarks
1	Single Room			
2	Double Room			
3	Triple Room			
4	Conference Hall- Min. sitting capacity for 31 Participants			
5	Podium & Microphone			
6	High Speed & uninterrupted- WIFI facilities			

Post Box No.: 2008, Democracy House, Kawajangsa, Thimphu: Bhutan

334851, 334852 (PABX), 334762 (EA to CEC), Fax: 334763

Website: www.ecb.bt E-mail: cec@ecb.bt



འབྲུག་གི་བཅོམ་འཕུ་ལྷན་ཚོགས།

ELECTION COMMISSION OF BHUTAN

(Ensuring Free, Fair & Democratic Elections &



(B) Training Refreshments:

Sl. No.	Menu for Lunch & refreshment	Unit Rate (Nu.)	Remarks
1	Breakfast-		
	Lunch Menu		
2	1 Meat Item		
3	1 Veg Item		
4	Dal/Jaju		
5	Ezay		
6	Mineral Water (ltr) bottle		
	Morning & Evening: Tea & Snacks		
7	Coffee-		
8	Tea		
9	1 Item Snack		
	Dinner Menu		
10	1 Meat Item		
11	1 Veg Item		
12	Dal/Jaju		
13	Ezay		

Besides, please note the following terms and conditions:

1. You must specify whether the Hotel was used as COVID-19 quarantine centers or currently in use;
2. Electronic Payment shall be made only after the completion of the training programme after the verification by the accounts unit of the ECB, HQ;
3. No guarantee on conducting 2nd batch of training if the participants were not satisfied during the 1st batch with the facilities provided or due to any other reasons;
4. You must clearly mention whether the offered rate is inclusive/exclusive of taxes or any other payable taxes;
5. Opening of the quotation shall take place on 20 November at 3:15PM (BST) at the ECB, HQ, Thimphu. Any firms wishing to participate in opening processes are highly encouraged;
6. Prior submission of your terms and conditions is encouraged along with the quotation (if any).

Post Box No.: 2008, Democracy House, Kawajangsa, Thimphu: Bhutan

334851, 334852 (PABX), 334762 (EA to CEC), Fax: 334763

Website: www.ecb.bt E-mail: cec@ecb.bt



འབྲུག་གི་བཅོམ་འཇུག་ལྷན་ཚོགས།

ELECTION COMMISSION OF BHUTAN

(Ensuring Free, Fair & Democratic Elections &



You are requested to submit your quotation to the below mentioned address on or before 20 November 2020 before 3PM (BST). No quotation shall be accepted beyond the mentioned deadline.

**The Chief Administrative Officer
Election Commission of Bhutan
GPO Box: 2008
Kawangjangsa, Thim Throm
Thimphu, Bhutan**

Yours sincerely,

(Tshering Dekar)

Offgt. Chief Administrative Officer

Post Box No.: 2008, Democracy House, Kawajangsa, Thimphu: Bhutan

334851, 334852 (PABX), 334762 (EA to CEC), Fax: 334763

Website: www.ecb.bt E-mail: cec@ecb.bt