



དཔལ་ལྷན་འབྲུག་གཞུང་།

ROYAL GOVERNMENT OF BHUTAN

ལྷན་རྒྱུས་གཞུང་ཚོགས་ཡིག་ཚང་།

Cabinet Secretariat
Gyalong Tshogkhang
Thimphu : Bhutan

A-05/1316

21st October, 2018

M/s.....
Paro : Bhutan

Subject: Invitation of Quotation

Dear Sir/Madam,

Kindly submit your rates for Hall, Rooms and Food for the workshop to be conducted from 28th October, 2019 to 2nd November, 2019.

Sl. No.	Particulars	Unit	Rate in Nu.
1	Meeting Hall/Conference Hall – i. Few white boards with marker pens; ii. Good uninterrupted high speed wifi internet connection; iii. Projector and white screens; iv. Microphone and proper sound system, v. proper room heating/cooling mechanism. <i>(if any of the above facilities are unavailable, please mention in your bid)</i>	Per day	
2	Room – Double Occupancy	Per night	
3	Room – Single Occupancy	Per night	
4	Break Fast	Per head	
5	Lunch	Per head	
6	Dinner	Per head	
7	Minimal Tea & Snacks (Morning & Evening)	Per head	
8	Mineral water (1 ltr)	Per bottle	
9	Mineral water (500 ml)	Per bottle	

Cabinet Secretariat
Royal Government of Bhutan
Gyalong Tshogkhang, Thimphu

Details of the Workshop:

1. Workshop Date: 28th October, 2019 to 2nd November, 2019
Check In – Evening of 27th October, 2019
Check Out – Morning of 3rd November, 2019
2. Number of participants: 15 officials (tentatively)
3. Kindly submit your rates on or before 24th October, 2019 12:30 PM
4. Kindly send your bids to the following address:

Director
Cabinet Secretariat
Gyalyong Tshogkhang
P.O. Box No. 1011

5. For any inquiry, Please contact

Tshering Dendup,
Administrative Officer
P: 02-32336667
M: 17819388
E: tdhendup@cabinet.gov.bt

.....Tashi Delek.....

Cabinet Secretariat
Royal Government of Bhutan
Gyalyong Tshongkhang, Thimphu
P.O Box No. 1011

