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ROYAL GOVERNMENT OF BHUTAN

**Cabinet Secretariat  
Gyalyong Tshogkhang  
Thimphu : Bhutan.**

A-05/726

7<sup>th</sup> May, 2019

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 20-21 May, 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 ltrs)	Per bottle	
9	Mineral water (500 ml)	Per bottle	



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Details of the Workshop:

1. Workshop Date: 20-21 May, 2019  
Check In – Evening of 19<sup>th</sup> May, 2019  
Check Out – Evening of 21<sup>st</sup>, May 2019
2. Number of participants: 16 officials (tentatively)
3. Kindly submit your rates on or before 13<sup>th</sup> May, 2019 before 2:00 PM
4. Kindly send your bids to the following address:

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

OR

Email to [tdhendup@cabinet.gov.bt](mailto:tdhendup@cabinet.gov.bt)  
*(Rates should be submitted on your official letterhead)*

5. For any inquiry, Please contact

Tshering Dendup,  
Administrative Officer  
P: 02-32336667  
M: 17819388  
E: [tdhendup@cabinet.gov.bt](mailto:tdhendup@cabinet.gov.bt)

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