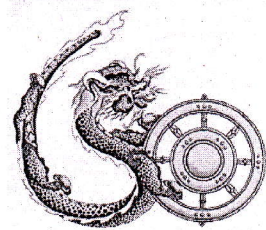




ལོ་ནམ་དང་ནགས་ཚལ་ལྷན་ཁག།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture and Forests
Tashichhodzong
Thimphu: Bhutan



AFD/PRO/MoAF/6/779

November 29, 2017

The Heads of Departments/Agencies (DoA/DoFPS/DAMC/DOL/BAFRA/NBC)
Ministry of Agriculture & Forests,
Thimphu

Subject: - Central procurement and use of annual tenders for purchase of goods and services

Sir/Madam,

We would like to inform that as per the Ministry's directives we have centralized all procurements of goods and services (such as: air ticketing, catering, vehicle hiring, consultancy, etc.) for all central programs/projects within Thimphu from our Procurement Section. As such, any procurement of goods and services should be routed through Procurement Section, Directorate Services.

We would also like to inform that all Department/Agencies/Divisions/Units under the Ministry to use the annual tenders/quotations for purchase of goods and services. For papers and cartridges/toners we must use annual centralized quotations of Department of National Properties (DNP), Ministry of Finance as required. All comparative statements of the annual supplies shall be shared once again in the Ministry's website for reference.

Further, we would also like to remind that the Directorate Services will not entertain any bills for settlement if the goods and services are procured without using the annual tenders.

Any changes in annual contracts (for supply of goods and services), shall be entertained with prior approval of the Ministry through acceptable justifications/complaints in writings that to be recommended by the Ministry's Tender Committees.

This is issued to ensure effective and efficient procurement and payment services from this Directorate, and to avoid unnecessary audit complications in future.

Thanking you for continuous supports.

Yours sincerely,

(Rabgay Tobden)
DIRECTOR

CC: **DIRECTOR**

- DIRECTORATE SERVICES**
MINISTRY OF AGRICULTURE & FORESTS
1. Hon'ble Sonam Lyonpo, Minister for MoAF, Thimphu for kind Information
 2. Hon'ble Dasho Secretary, MoAF, Thimphu for kind Information