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Department of Procurement and Properties
Ministry of Finance
Royal Government of Bhutan

BHUTAN
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FM/DPP/ADM-/2024/ 104

August 8th, 2024

Request for Information (RFI)

By: Department of Procurement of Properties (DPP), Ministry of Finance]

For: Outsourcing of Landscaping gardens, gardening and cleaning services at DPP

RFI released: 8/8/2024

Submission of Documents: 22/8/2024


Rinzin Lhamo
Director



Section 1: Background

This RFI is issued by the **Department of Procurement and Properties, Ministry of Finance**, referred to below as “the Buyer” or “we” or “us”. This Request for Information (RFI) seeks information that will help the **Department of Procurement and Properties, Ministry of Finance** determine its Requirements for the **outsourcing of the landscaping gardens and upkeep of the gardens at MES and GTS**.

We are primarily looking for potential vendors in the markets who can provide information on the following key outcomes the department intends to achieve through this exercise:

Market Availability

- #1
- Who are the capable suppliers providing landscaping gardens, gardening and cleaning?
 - What are the general capabilities and specialties of these suppliers?

Service Quality and Reliability

- #2
- What are the best practices for ensuring high-quality and reliable maintenance across landscaping gardens, gardening and cleaning?
 - How do suppliers measure and maintain service standards over time?

Cost Estimates and Budgeting

- #3
- What are the typical costs associated with comprehensive landscaping gardens, gardening and cleaning?
 - What factors influence these costs, and how can they be managed effectively?

Environmental Sustainability

- #4
- How do suppliers incorporate sustainable practices into their landscaping of gardens, gardening and cleaning?
 - What certifications or standards do suppliers adhere to in terms of environmental sustainability?

Maintenance and Upkeep Techniques

- #5
- What specific maintenance and upkeep techniques are recommended for government spaces like the Ministerial Enclave and Gyalyong Tshogkhang Section?
 - How do suppliers ensure the longevity and health of green spaces and the proper



functioning of drainage systems?

Seasonal and Long-term Planning

- #7
- How do suppliers manage seasonal changes and ensure year-round upkeep?
 - What long-term planning and scheduling practices are recommended for maintaining these areas?
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Staff Training and Development

- #8
- What training programs do suppliers offer to their staff to ensure high-quality service delivery?
 - How do suppliers stay updated with the latest trends and techniques in landscaping gardens, cleaning, and drainage systems?
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Risk Management

- #9
- How do suppliers handle unexpected issues such as pest infestations, plant diseases, and extreme weather conditions etc?
 - What risk management practices are in place to ensure continuous and uninterrupted service?
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Community and Aesthetic Value

- #10
- How do suppliers enhance the aesthetic and community value of the landscaped areas?
 - What innovative design or maintenance ideas can contribute to the beauty, cleanliness, and functionality of these spaces?
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Scope of work at Ministerial Enclave Section (MES)

The work scope at MES basically encompasses routine maintenance services at the Ministerial Enclave area. It has around 26 acres of land area with 20 buildings. It is the residential enclave for the ministers and the constitutional post holders. The daily activities include grass cutting, landscaping, upkeep gardens, cleaning and maintaining the common area and areas within the residential compound.

Scope of work at Gyalong Tshogkhang Section(GTS)

The Gyalong Tshogkhang Section is mandated to look after the routine maintenance works at Gyalong Tshogkhang area which consists of significant State buildings such as National Assembly of Bhutan, National Council of Bhutan, Cabinet Secretariat, Prime minister's office etc. It covers around 17 acres in Gyalong Tshokhang and around 2 acres at high court and HM secretariat offices outside Tashichhodzong. The primary service requirement would be upkeep of existing gardens, cleaning the area and design landscaping in certain identified areas.



Section 2: Participation to RFI

Timeline for this RFI:

Release of RFI : 8/8/2024

Deadline for submission of Document : Before 12 pm 22/8/2024

Address for submitting your Response

Submit your Response to the following address: **Department of Procurement and Properties, Ministry of Finance, P.O box. 116**

Focal Person: Karma Yedon, Chief Engineer

Contact no. 17129912

Email: karmayedon@planmof.gov.bt

Documents to include:

6. A forwarding letter addressed to the Director, Department of Procurement and Properties, Ministry of Finance
7. Name of firm
8. Experience in the related profession (Landscaping gardens and gardening)
9. Human Resource Strength of the firm
10. Availability of machines/technologies to take up the work if any

Section 3: RFI Terms

Preparing a Response

Upon receipt of your letter of interest, the department will schedule an appointment to meet with you in our office. Additional information on the requirements and intents of calling RFI shall be provided. All interested parties shall be taken to the site for visit and identification of different areas of purpose. The key information required and outlined here will be further discussed.

Submitting a Response

A timeline shall be provided for submission of your response as per the key information required or any additional information the vendors would like to provide. Based on the information provided by the vendors and the capability of the vendors, the department shall take necessary action.

Costs of participating in the RFI process

Except as otherwise stated in the RFI, the Respondent must meet their own costs associated with the preparation and presentation of the Response.



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Ownership of documents

- i) The RFI and its contents remain the property of the Buyer. All Intellectual Property rights in the RFI remain the property of the Buyer or its licensors.
- ii) All documents forming part of the Response will, once they are delivered to the Buyer, become the property of the Buyer. The Response will not be returned to the Respondent.
- iii) The Respondent grants to the Buyer a licence to retain, use, copy and disclose information contained in the Response for any purpose related to the RFI process, including keeping appropriate records.