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

MoF/DPP/CPPMD-07/2026-2027/ 310

7 September 2026

INVITATION TO SUBMIT RENTAL OFFERS

The Department of Procurement and Properties (DPP), Ministry of Finance, invites interested organizations, businesses, institutions, and other eligible entities to submit rental offers for the available commercial/office spaces at the Old Bhutan Lottery Limited Office, Phuentsholing.

Floor	Space	Details	Intended Use
Ground Floor	Ground-Floor Unit	One living room, two bedrooms, one toilet, and one kitchen (for caretaker)	Commercial/ Office
	Ground-Floor Unit	One store, Office with conference hall	Commercial/ Office
First Floor	Office Space	One conference room, eight office rooms, and separate male and female toilets	Commercial/ Office
Second Floor	Office Space	One conference hall and nine office rooms	Commercial/ Office

The available spaces, applicable terms and conditions, submission requirements, and other relevant information are provided in the attached Invitation to Submit Rental Offers. Interested entities are requested to carefully review the invitation and submit their rental offers in accordance with the specified requirements and within the prescribed deadline.

The Department looks forward to receiving your rental offer.


(Rinzin Lhamo)
Director



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- c. Valid Trade License, where applicable, for the proposed business activity.
 - d. Tax Clearance Certificate, where applicable.
 - e. Brief description of the proposed use of the premises, including the nature of business or activities to be carried out.

2. Submission of Rental Offers

- i) Interested parties shall submit their completed Rental Offer Form, together with the required supporting documents, in a sealed envelope clearly marked: **"RENTAL OFFER FOR COMMERCIAL/OFFICE SPACE AT OLD BHUTAN LOTTERY LIMITED OFFICE, PHUENTSHOLING"**.
- ii) The offer shall be submitted to: **"Chief Procurement Officer, Central Procurement and Property Management Division, Department of Procurement and Properties (DPP), Ministry of Finance, Thimphu, Bhutan"**
- iii) Submission Date and Time: **24 September 2026 before 10:00 AM**
- iv) Opening Date and Time: **10:30 AM, 24 September 2026**
- v) For further information or inspection of the premises, interested parties may contact the Department at cppmd@mof.gov.bt.



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3. Rental Offer:

Floor	Space	Details	Proposed monthly rental rate (in Nu.) Figure and Words
Ground Floor	Ground-Floor Unit	One living room, two bedrooms, one toilet, and one kitchen (for caretaker)	
	Ground-Floor Unit	One store, Office with conference hall	
First Floor	Office Space	One conference room, eight office rooms, and separate male and female toilets	
Second Floor	Office Space	One conference hall and nine office rooms	

Undertaking:

We hereby declare and undertake that the information and documents submitted with this rental offer are true, complete, and accurate. We have inspected the premises and understand and accept their existing condition.

We agree to enter into the rental agreement upon selection and abide by all its terms and conditions. We understand that any false or misleading information may result in rejection of the offer or cancellation of the award.

Name of Bidder/Organization: _____

Contact Number: _____

Authorized Person: _____

Signature: _____

Date: _____