



MoF/DPP/CPMD-07/2026-2027/469

October 2, 2026

RE- INVITATION TO SUBMIT RENTAL OFFERS

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

The monthly rental rates for the available spaces have been fixed by the Department and shall not be subject to competitive bidding. Interested parties are therefore required to submit an EOI expressing their interest in renting the premises at the applicable fixed rental rate.

Floor	Space	Details	Area	Monthly Rent	Intended Use
Ground Floor	Ground-Floor Unit	One living room, two bedrooms, one toilet, and one kitchen (for caretaker)	1739.75 sq ft	73,069.50	Commercial/ Office
		One store, Office with conference hall			
First Floor	Office Space	One conference room, eight office rooms, and separate male and female toilets	2550.70 sq ft	107,129.40	Commercial/ Office
Second Floor	Office Space	One conference hall and nine office rooms	2990.51 sq ft	125,601.42	Commercial/ Office



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The applicable terms and conditions, submission requirements, and other relevant information are provided in the attached Invitation. 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 proposals.


(Rinzin Lhamo)
Director



Terms and Conditions

- i) Each interested party may submit an EOI for one or more available spaces. Where an applicant expresses interest in more than one space, it shall clearly identify each space for which it is applying.
- ii) **Documents to be Submitted:** The applicant shall submit the following documents along with the EOI:
 - a) duly completed and signed EOI Form;
 - b) valid Registration Certificate or equivalent document;
 - d) valid Tax Clearance Certificate, where applicable;
 - e) Latest audited financial statements; and
 - f) brief description of the proposed use of the premises.
- iii) Interested parties are encouraged to inspect the premises before submitting their EOI. The applicant shall be deemed to have satisfied itself regarding the condition, location, size, access, facilities and suitability of the premises for its proposed use upon submission of the EOI.
- iv) **Eligibility and Responsiveness:** The Department shall first assess the submitted EOIs for completeness, eligibility and compliance with the requirements of this notification. EOIs that do not meet the mandatory requirements may be considered non-responsive.
- v) **Assessment of Proposed Use:** Eligible and responsive EOIs shall be assessed to determine whether the proposed use is suitable and compatible with the respective premises, including consideration of the nature of the activity, space requirements, access, facilities and any potential impact on the property.
- vi) **Preference for Applicants Expressing Interest in Multiple Spaces:** Where an applicant has expressed interest in more than one available space and another applicant has expressed interest in only one space, preference may be given to the applicant expressing interest in multiple spaces, provided that the applicant meets all eligibility, responsiveness and suitability requirements for the respective space(s). Such preference shall be considered only where the applicant is able to meet the applicable rental obligations and all other terms and conditions prescribed by the Department.



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- vii) **Selection Where There Are Multiple Suitable Applicants:** Where two or more eligible and suitable applicants' express interest in the same space, the Department shall apply the selection criteria prescribed for the purpose of determining the successful applicant.

Criteria	Maximum Points
Suitability, Proposed utilization and suitability of the premises	40
Financial capacity to meet rental obligations	30
Employment/economic contribution	30
Total	100

- viii) Interested parties shall submit their EoI, in a sealed envelope clearly marked: **"RENTAL OFFER FOR COMMERCIAL/OFFICE SPACE AT OLD BHUTAN LOTTERY LIMITED OFFICE, PHUENTSHOLING"**.
- ix) 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"**
- x) Submission Date and Time: **19 October 2026 before 10:00 AM** and Opening Date and Time: **10:30 AM, 19 October 2026**
- xi) For further information or inspection of the premises, interested parties may contact the Department at cppmd@mof.gov.bt.
- xii) The successful bidder shall be notified of the award and shall complete the required formalities, including signing of the rental agreement and payment of any applicable security deposit, before taking possession of the premises.



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Letter of Undertaking:

We hereby declare and undertake that the information and documents submitted with this Proposal 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: _____