



BHUTAN MEDIA FOUNDATION

PROCUREMENT MANUAL

2012

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1. Procurement Objective

- 1.1.1. The Administration and Finance Division is responsible for providing the necessary equipment, services and supplies at the lowest possible cost consistent with the quality needed to meet the requirements of all offices and departments.
- 1.1.2. The policy of the foundation is to make its procurements through open competitive bidding to ensure that the goods and services are obtained at economical prices without compromising the quality of the goods and services.
- 1.1.3. All procurement of goods and services to be paid by the foundation shall be routed through Executive Director except for the small local purchases.

2. Acquisition

- 2.1.1. Purchasing procedures shall be aimed at promoting an open and effective purchasing policy, and effective and efficient use of BMF resources, on the following principles:
 - (i) Observe economy and efficiency in the procurement of goods and services or the contracting of works;
 - (ii) Ensure suppliers and contractors get fair and equal access to the award of contracts for the supply of goods, services or works;
 - (iii) Observe transparency in public procurement.
 - (iv) Achieve regularity and uniformity in the procurement of goods and services

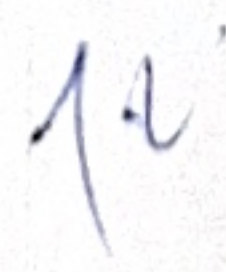
3. Area of Procurement

- 3.1.1. The procurement activities of Bhutan Media Foundation shall cover the following areas:-
 - a) Procurement of materials, equipments and fixed assets.
 - b) Procurement of works services – civil, electrical, mechanical and consultancy services.

It includes both capital and revenue items.

4. Tender Committee

- 4.1.1. The following officials will represent the Tender Committee:-

- a. Executive Director
 - b. Heads of the Division
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