

SCHEDULE FOR THE SUPPLY OF BOOKS & TEACHING LEARNING MATERIALS FOR THE ACADAMIC YEAR 2019

| Sl. | Date | Activities | Person concerned. | Remarks |
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| 1 | 31 st March 2018 | Last day for the receipt of Teaching Learning Materials list from Royal Education Council, Paro, to AFD, Ministry of Education, with appropriate forwarding letter. | Royal Education Council, Paro | |
| 2 | 3 rd April 2018 to 4 th April 2018 | Distribution of list to all the DEOs/TEOs for further distribution to Schools. | Procurement Section MOE, Thimphu. | |
| 3 | 4 th April 2018 to 5 th April 2018 | DEOs/TEOs, distribute list of books to Schools. | DEOs and TEOs | |
| 4 | 6 th April 2018 to 18 th April 2018 | Schools work out their requisition and submit to DEOS/TEOs. | Principals of all the schools. | |
| 5 | 19 th April 2018 to 1 st May 2018 | DEOs/TEOs to compile the Requisition received from schools | DEOs/TEOs. | |
| 6 | 3 rd May 2018 to 4 th May 2018 | DEOs/TEOs send compiled requisitions of the Dzongkhags/Thromdeys to Directorate of Services, MoE. Not individual Schools. Only compiled Dzongkhag requisition (Total Compiled Requisition). | DEOs/TEOs | The complied total requisition submitted to DoS, MoE should not be more or less than 15% up & down while placing supply order to the suppliers. No requisition should be sent later than 4th May 2018. |
| 7 | 5 th May 2018 to 19 th May 2018 | Nationwide compilation at HQ. | Procurement Section. DoS, MOE. | |
| 8 | 19 th May 2018 to 21 st May 2018 | Preparation of Tender Documents and advertisement of tender. | Procurement section. DoS, MOE. | |
| 9 | 22 nd May 2018 to 22 nd June 2018 | Tender Period (Advertisement, Tender download date for the period of 30 days) | Procurement Section, DoS | |
| 10 | 22 nd June 2018 to 6 th July 2018 | Tender Opening/Evaluation/Award | Procurement Section, DoS | |
| 11 | 21 st July 2018 to 26 th July 2018 | Inform DEOs/TEOs, regarding the award of the tenders, forwarding the rates, contact | Procurement Section, DoS | Confirm through telephone, MoE website, and emails. |

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| | | information of identified suppliers. | | |
| 12 | 28 th July 2018 to 11 th August 2018 | Place supply order with distribution lists to the identified suppliers with a copy to AFD, Ministry of Education. | DEOs/ TEOs | Through the most reliable communication available. <i>(Supply order should not be later than 11th August 2018)</i> |
| 13 | 12 th August 2018 to 30 th November 2018 | <ul style="list-style-type: none"> • Supply period for suppliers • Suppliers can obtain CRCs from REC Paro till the end of August on every Friday Afternoon. | REC, Principals, DEOs/TEOs, Suppliers | 3 nos. of sample copies for every title of REC Publication only to be handed over to REC, Paro. <i>(Only the samples of the new titles for the Local and Outside Publication should be submitted).</i> |
| 14 | 30 th November 2018 | Last date for the supplies to reach schools for all publications (REC, Outside & Local) | Principals, DEOs/TEO, Suppliers | School Principals, DEOs/TEOs to follow up so that books are delivered on or before the deadline (30th November 2018) |
| 15 | 1 st December 2018 onwards | Suppliers process for payment with original Challans & bills with proper verification and stock entry done at respective schools. | All suppliers, Principals, DEOs/TEOs. | DEOs/TEOs report on the completion of supplies for the academic year 2015, to Hon'ble Secretary, MOE, through Procurement Section, latest by 15 th December 2018. |
| 16 | 15 th December 2018 | Payments to be made within 30 days upon the submission of complete documents by the Schools to DEOs/TEOs. Necessary penalty to be imposed if failed to deliver within the specified deadline fixed on or before 30 th November 2017. | DEOs/TEOs, Accounts and suppliers. | |

For clarification, please Contact Procurement Section, Directorate of Services @ 02-338125 or email us at moeprocurement2@gmail.com