



འཛིན་པ་མེད་དབང་ཕུག་སྒྲིག་མེ་སྤྱོད་བརྒྱུ་སྒྲིག་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Procurement Assistant

The Procurement Assistant shall perform the following duties and responsibilities in accordance with the Procurement Rules and Regulations and Financial Rules of the Royal Government of Bhutan:

1. **Procurement Planning**
 - Assist in preparing annual procurement plans in coordination with concerned departments.
2. **Preparation of Procurement Documents**
 - Prepare and process bidding documents, requests for quotations (RFQ), tender notices, and related procurement documents.
3. **Tender Administration**
 - Facilitate tendering processes including issuance of bidding documents, receiving bids, and maintaining proper records of submissions.
4. **Support to Evaluation Committee**
 - Provide administrative and logistical support to the Tender Evaluation Committee during bid opening and evaluation processes.
5. **Documentation and Record Management**
 - Maintain systematic procurement records, including purchase orders, contracts, quotations, and supplier information.
6. **System Management**
 - Update procurement data in the Government Inventory Management System (GIMS) and other relevant procurement platforms.
7. **Supplier Coordination**
 - Liaise with suppliers regarding quotations, clarifications, delivery schedules, and procurement-related matters.
8. **Compliance**
 - Ensure procurement activities comply with the Procurement Rules and Regulations and Financial Rules and Regulations of the Royal Government of Bhutan.
9. **Reporting**
 - Assist in preparing procurement reports, status updates, and documentation required by management and relevant authorities.
10. **Other Responsibilities**
 - Perform any other procurement-related duties assigned by the Procurement Officer, Administrative Officer, or the Management.



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