

Standard Request for Quotation (RFQ) – (Goods)

**Request for Quotation for the Supply of Goods
for
[Purchaser to describe here the nature of the Goods
and Contract Package Numbers as per the Procurement Plan]**

স্মারক নং দুদক/প্রশাঃ ও লজিঃ/১৭/২০০৮(অংশ-০৩)/ ১৬৭২৬

তারিখ : ২৫/০৪/২০১৯খ্রি:।

Contract Package No:

This Request for Quotation for the Supply of a স্টেশনারী সামগ্রী as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer: Md. Moshiur Rahman

Job Title of Issuing Officer: Deputy Director (Admin)

Date:

[Note the Issuing Officer should keep a photocopy of this Issue Sheet for record purposes].

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[Purchaser to use normal Letter Headed format]

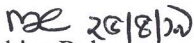
Request for Quotation for the Supply of
[brief description of Goods and Contract Package number
as shown in the Procurement Plan]

To:

Date

:

1. *The Anti-Corruption Commission* has a budget allocation for the supply of স্টেশনারী সামগ্রী and wishes to apply some of that allocation for the said স্টেশনারী সামগ্রী for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladeshi Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
3. Your quotation, in duplicate, must be delivered to the office of the undersigned on or before **06.05.2019 at 10.00 am**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for Purchase of “স্টেশনারী সামগ্রী ” and **DO NOT OPEN** before **06.05.2019 at 10.30 am**
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.



(Md. Moshiur Rahman)

Deputy Director (Admin)

Anti-Corruption Commission

1, Segun Bagicha, Dhaka.

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Schedule of Items and Priced Quotation
[describe below the items, unit and quantity of the goods required].

Sl	Item	Description & Details	Unit	Qty	Unit Rate Tk	Total Amount Tk
১.		কলম পাইলট ডি-৭ (নীল-৩০ + কালো-৫০)		৮০ পিস		
২.		কলম পাইলট ডি-৫ (নীল-৩০ + কালো-২০ + সবুজ-৩০)		৮০ পিস		
৩.		বলপেন (অলটাইম)		২০০০ পিস		
৪.		পেন্সিল ব্যাটারী (সানলাইট) কলিং বেল ও ঘড়ির জন্য		৩০০ পিস		
৫.		টিসু বক্স (বসুন্ধরা বড়)		২০০ পিস		
৬.		টয়লেট টিসু (বসুন্ধরা)		২০০ পিস		
৭.		লাক্স সাবান (মাঝারি সাইজ)		৩০ পিস		
৮.		এয়ার ফ্রেশনার(ফ্রেস-ব্যাক আওয়ার ১৩০, এসিআই লেমন-৫০)		১২০ পিস		
৯.		এ্যারোসল (এসিআই-475ml)		৫০ পিস		
১০.		কারসেন্ট (কলাম জাপান)		২০ পিস		
১১.		ষ্ট্যাপলার মেশিন (বড়) ক্যান্ডার		৩০ পিস		
১২.		ডিস ওয়াশিং পাউডার		৫০ পিস		
১৩.		পেপার ওয়েট(কাঁচের মাঝারী স্ফায়ার)		৫০ পিস		
১৪.		এলবি রেজিস্টার (৫০০ পাতা)		৬০ পিস		
১৫.		এলবি রেজিস্টার (৩০০ পাতা)		৫০ পিস		
১৬.		সাধারণ রেজিস্টার (২০০ পাতা)		৩০ পিস		
১৭.		পাস মেশিন ক্যান্ডার(সিপ্সেল)		৪০ পিস		
১৮.		পিন রিমুভার (ডেল)		৩০ পিস		
১৯.		সার্পনার (ভাল মানের)		৫০ পিস		
২০.		ইরেজার/রাবার (নন ডাস্ট)		৫০ পিস		
২১.		আঠায়ুক্ত স্লিপ প্যাড (২"×৩-৫০", ৩"×৩-৫০")		১০০ পিস		
২২.		মার্কার পেন (ষ্ট্যাপলার জাপানী)		৬০ পিস		
২৩.		কাঁচি		২০ পিস		
২৪.		ফ্লুইড পেন		১০০ পিস		
২৫.		ভোমড়/ফুরনী		৩০ পিস		
২৬.		টিউব গাম		১০০ পিস		
২৭.		ষ্ট্যাপলার পিন (বড় ক্যান্ডার)		২০০ বাক্স		
২৮.		গামছা (৩ ^১ / _২ হাত x হাত)		৫০ পিস		
২৯.		প্রাস্টিক ফোল্ডার এ-৪ (HUAJIE-310)		২০০ পিস		
৩০.		প্রাস্টিক ফোল্ডার লিগ্যাল (HUAJIE-355)		১০০ পিস		
৩১.		জেট পাউডার (৫০০ গ্রাম)		৪০ পিস		
৩২.		নোটশীট অফসেট কাগজ (এ-৪ সাইজ ১০০ পাতার বান্ডিল)		১০০ পিস		
৩৩.		নোটশীট অফসেট কাগজ (লিগ্যাল সাইজ ১০০ পাতার বান্ডিল)		১৩০ পিস		
৩৪.		Paper Clips(Deli 100 pcs)		৫০ বাক্স		
৩৫.		লাইফবয় লিকুইড		৬০ পিস		
৩৬.		কাঠ পেসসিল (Lemon Fresh 200mg)		৬০ পিস		

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৩৭.		আলপিন		৫০ বক্স		
৩৮.		চাকু		১০০ পিস		
৩৯.		বাড়ি		১০০ পিস		
৪০.		স্কচটেপ(২" ব্যাসার্ধ)		৫০ পিস		
৪১.		পারমানেন্ট মার্কার পেন(Red Leaf)		১০০ পিস		
৪২.		ক্লীপ ফাইল		১০০ পিস		
৪৩.		গ্লোস্টীক		৫০ পিস		
		Sub-Total for Supply of Goods				
		Additional Costs for delivery to Purchaser (if applicable)				
		Total Amount for Supply of Goods, including VAT/Taxes				
		VAT/Taxes				
Total Amount for Supply of Goods to Purchaser (Including Vat/Taxes)						
Goods to be supplied to [Destination of Goods]						

Total Amount in Taka (in words)	[enter the Total Amount for Supply of Goods, excluding VAT/Taxes].	
Delivery Offered		Weeks delivered to Purchaser from date of issue of the Purchase Order by the Purchaser
Warranty Provided		Months from date of supply or commissioning of the Goods.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

[The Supplier should attach copies of relevant brochures/catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation].

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Technical Specification of the Goods Required

Sl	Item	Specification
০১.	স্টেশনারী সামগ্রী	As Per Schedule

The Supplier should also provide a priced schedule of consumables that are expected to be required on the basis of a normal utilization of the equipment over a period of two (2) years.

This priced schedule will not be taken into account in the quotation evaluation, but will be used to determine anticipated operational costs of the equipment.

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

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Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;
- (b) A valid Trade License;
- (c) A valid TIN Certificate;
- (d) A Manufacturer's Authorization Letter (if applicable);
- (e) Technical Specification of the Goods to be supplied; and
- (f) A Completion Certificate for at least two (2) similar nature of goods supplied by the Supplier during the last two (2) years to any Government sector; Autonomous Body, Corporation or Private sector organization;

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the supply of the goods shall be completed within *1 (one)* week from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;
- (d) payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (e) payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be made either:
 - (i) through the Accountant General's Office, at the time of settlement of the Invoice; or
 - (ii) in advance by the Supplier, who shall then submit the Treasury Challan, (showing it has been paid through the Bangladesh Bank);
- (f) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
 - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or
 - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.

