



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

Procuring Entity: ICT Cell, Planning Division

**Ministry of Planning  
Sher-e-Bangla Nagar, Dhaka**

**Request for Quotation Document (National)**

**Printing and Supply leaflet & Folder for 'Digital Expo-2016'**

**RFQ-No-20.00.0000.324.029.001.16-55; Dated-13/10/2016**

**Last Date of Quotation Submission – 17/10/2016 at 12.00 PM**

**Place of Quotation Submission: - Senior System Analyst, ICT Cell, Planning  
Division, Room no-18, Block no-13, Sher-e- Bangla Nagar, Dhaka, Phone-9180982,  
E-Mail- ssa@plandiv.gov.bd**

## **Guidance Notes on the use of The Request for Quotation Document**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of simple, off-the-self, low value Goods and related services.. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>; Guidance notes are provided for both the Procuring Entity and the Questioner.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1a) applies when a Procuring Entity intends to select a Questioner (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Questioners 'free-of-cost'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on 'Unit-Rate' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Questioner following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

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REQUEST FOR QUOTATION

**Printing and Supply leaflet & Folder for 'Digital Expo-2016'**

**RFQ-No-20.00.0000.324.029.001.16-55; Dated-13/10/2016**

To

[Insert name and address of the Quotationers]

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1. The secretary has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Questioners during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 17<sup>th</sup> October, 2016 at 12.00 PM The envelope containing the Quotation must be clearly marked "Printing and Supply of leaflet & Folder for 'Digital Expo-2016' and DO NOT OPEN before 17<sup>th</sup> October, 2016 at 12.30 Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 7 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least 60 days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Questioner's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Questioner, if accepted shall remain fixed for the duration of the Contract.



13. Questioner shall have legal capacity to enter into Contract. Questioner, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid Trade License and Tax Identification Number (TIN), without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Questioner shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within 15 days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entry shall be issued within 3 days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation



Md. Tomig Uddin Ahmed  
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ICT Cell, Planning Division  
Ministry of Planning  
Sher-e-Bangla Nagar, Dhaka-1207  
Phone-9180982  
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Quotation Submission Letter

[Use Letter-head Pad]

RFQ-No-

To,

Senior System Analyst

ICT Cell, Planning Division

Ministry of Planning

Sher-e-Bangla Nagar, Dhaka-1207

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named *[insert name of goods]*

The total Price of my/our Quotation is BDT *[insert amount both in figure and words]*

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on *[insert date]*

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal  
Date:



# Terms and Conditions for Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within [insert days] days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT [insert figure] [in words].  
The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05-10) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be [insert months; state none if not applicable] starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.

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16. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  - b. in the judgment of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - c. fails to perform any other obligation(s) under the Contract.
22. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
23. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<b>For the Purchaser:</b>  Signature of the Procuring Entity with name and Designation  Date	<b>For the Supplier:</b>  Signature of the Supplier with name Designation  Date
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**ICT Cell, Planning Division, Ministry of Planning**  
**Technical Specification**

Item: Printing and Supply of 'leaflet & Folder for 'Digital Expo-2016'  
Quantity:

SL. No	Features	Technical Specification and Standards
০১.	Digital ECNEC সম্পর্কিত লিফলেট	নমুনা অনুযায়ী
০২	ফোল্ডার	নমুনা অনুযায়ী

*(Handwritten signature)*



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
পরিকল্পনা মন্ত্রণালয়  
পরিকল্পনা বিভাগ  
আইসিটি সেল

বিষয়ঃ Printing and Supply leaflet & Folder for 'Digital Expo-2016'

ক্রঃনং	দ্রব্যাদির বিবরণ	পরিমাণ	একক দর (টাকা)	মোট দর (টাকা)
০১.	Digital ECNEC সম্পর্কিত লিফলেট	৩,০০০ কপি		
০২.	ফোল্ডার (ষ্ট্যান্ডার্ড সাইজ)	৩,০০০ টি		
			সর্বমোট (টাকা)	

মোট মূল্যঃ কথায় .....

অংকে.....

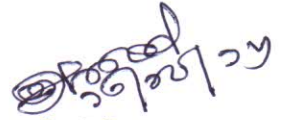
স্বাক্ষরঃ

প্রতিষ্ঠানের নামঃ

ঠিকানাঃ

প্রয়োজনীয় শর্তাবলীঃ

- ১ পাবলিক প্রকিউরমেন্ট রুলস-২০০৮ (এতদসংক্রান্ত সংশোধনীসহ) -এর বিধিবিধান অনুসরণ করতে দরদাতা প্রতিষ্ঠান বাধ্য থাকবে।
- ২ বুকলেট কার্যাদেশ প্রাপ্তির ০৩ (তিন) কর্মদিবসের মধ্যে মূদ্রণ করে সরবরাহ করতে হবে।
- ৩ আগামী ১৬/১০/২০১৬ইং তারিখ বিকাল ০৪.০০ ঘটিকা পর্যন্ত সিডিউল বিতরণ করা হবে।
- ৪ আগামী ১৭/১০/২০১৬ ইং তারিখ ১২.০০ ঘটিকার মধ্যে নিম্নস্বাক্ষরকারীর কার্যালয়ে (ব্লক-১৩, রুম-১৮) রক্ষিত দরপত্র বক্সে দরদাতার নিজস্ব প্যাডে লিখিত সীলমোহরকৃত দরপত্র গ্রহণ করা হবে। ঐ দিন ১২.৩০ ঘটিকায় দরদাতাগণের (যদি কেউ উপস্থিত থাকেন) সামনে দরপত্র উন্মুক্তকরণ করা হবে।
- ৫ খামের উপর দরদাতা প্রতিষ্ঠানের নাম ও ঠিকানা উল্লেখ থাকতে হবে।
- ৬ দরপত্রের সাথে দরপত্র দাখিলের সময় প্রতিষ্ঠানের হালনাগাদ ড্রেড লাইসেন্স, ভ্যাট নিবন্ধন সনদ, টিআইএন সনদ ও ব্যাংক সলভেন্সি সনদ দাখিল করতে হবে।
- ৭ ক্রয় কৃত পণ্যের দামের উপর সরকারী বিধি মোতাবেক ভ্যাট/ ট্যাক্স কর্তন করা হবে।
- ৮ কর্তৃপক্ষ কোন কারন দর্শানো ছাড়াই যে কোন দরপত্র গ্রহণ/বাতিল করার ক্ষমতা সংরক্ষণ করেন।

  
মোঃ তমিজ উদ্দীন আহমেদ  
সিনিয়র সিস্টেম এনালিস্ট  
আইসিটি সেল, পরিকল্পনা বিভাগ  
ফোনঃ ৯১৮০৯৮২