

**BANGLADESH DEVELOPMENT BANK LTD.**  
**HEAD OFFICE, DHAKA**

**IT Operation Department**

**REQUEST FOR QUOTATION**  
**for**  
**SUPPLY of Materials for Extension of Aisle Containment Area.**

RFQ No: BDBL/ITOD/RFQ/2021/05

Date : 11/08/2021

To

[insert name and address of the Quotationers]

1. The BDBL intends to apply its own fund to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on any 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 Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) shall be required for submission of the Quotation but Performance Security shall be required before delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned **on or before** (18/08/2021). The envelope containing the Quotation must be clearly marked "Quotation for SUPPLY of Materials for Extension of Aisle Containment Area with 03 years full warranty." Quotations received later than the time specified herein shall not be accepted.
7. All received Quotations shall be sent to the **Evaluation Committee** for evaluation.
8. All Quotations must be valid for a period of at least 60 (Sixty) days from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. Quotationer'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.
11. Rates shall be quoted and subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
12. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid-
  - a. Latest Trade License
  - b. Latest Tax Certificate
  - c. VAT Registration Number

Without above documents the Quotation may be considered **non-responsive**.

13. 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.
14. 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. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
15. The supply of Goods and related services shall be completed within 15 (**Fifteen**) days from the date of issuing the Purchase Order from ready stock.



16. The Purchase Order that constitutes the Contract binding upon the Supplier and the **BDBL** will be issued within **01(One)** working day of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



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