

Request for Quotation (RFQ) for Wireless Keyboard.

*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
 Buyer **Md. Majidul Haque**  
 Location **House No. 220/BTejgaon Industrial Area, Gulshan Link Road DHAKA 1208**  
**BANGLADESH**  
 Phone  
 Fax  
 E-mail **majidul.haque@bracbank.com**

*When submitting your response, include the following information.*

|   |  |
|---|--|
| Your Company Name                           |  |
| Company Site ( <i>Optional</i> )            |  |
| Address                                     |  |
| Contact Details                             |  |
| Response Valid Until<br>( <i>Optional</i> ) |  |
| Response Type                               | <input type="checkbox"/> Primary<br><input type="checkbox"/> Alternate<br><br><i>(This negotiation allows you to submit multiple responses. Mark this as your primary response or an alternate one.)</i> |

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## 1 Overview

### 1.1 General Information

|              |  |         |                       |
|--------------|--|---------|-----------------------|
| Title        | <b>RFQ for Wireless Keyboard</b>   | Outcome | <b>Purchase Order</b> |
| Buyer        | <b>Md. Majidul Haque</b>   |         |                       |
| E-Mail       | <b>majidul.haque@bracbank.com</b>  |         |                       |
| Introduction | BRAC Bank Ltd, a leading bank in Bangladesh, asks for quotation of Wireless Keyboard to fulfill current requirement. Vendors are requested to place their quotes keeping in mind that these prices may be used for reordering within the current year. |         |                       |

### 1.2 Schedule

|              |                             |            |                             |
|--------------|-----------------------------|------------|-----------------------------|
| Preview Date |                             | Open Date  | <b>28-Oct-2018 19:56:52</b> |
| Close Date   | <b>30-Oct-2018 19:47:51</b> | Award Date |                             |
| Time Zone    | <b>Bangladesh Time</b>      |            |                             |

### 1.3 Negotiation Controls

|                     |              |
|---------------------|--------------|
| Response Visibility | <b>Blind</b> |
|---------------------|--------------|

### Lines Settings

|                |                   |
|----------------|-------------------|
| Rank Indicator | <b>1,2,3...</b>   |
| Ranking Method | <b>Price only</b> |

### 1.4 Response Rules

*This negotiation is governed by all the rules displayed below.*

|                                     | Rule  |
|-------------------------------------|---|
| <input type="checkbox"/>            | Negotiation is restricted to invited suppliers                    |
| <input checked="" type="checkbox"/> | Suppliers are allowed to respond to selected lines                |
| <input checked="" type="checkbox"/> | Suppliers are required to respond with full quantity on each line |
| <input checked="" type="checkbox"/> | Suppliers are allowed to provide multiple responses               |
| <input checked="" type="checkbox"/> | Suppliers are allowed to revise their submitted response          |

### 1.5 Terms

## Instructions

**Commercial Terms and Conditions:**

1. **Price and VAT and Tax:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation
2. **Delivery Place:** The Bidder will deliver or make the Services available to the Purchaser at Anik Tower, on the Agreed Date of Delivery.
3. **Work Competition Timeline:** the supplier shall have to complete the whole job within 5 days from the date of PO issuance.
4. **LD Clauses:** The supplier has to complete the delivery within agreed timeline. In failure 1% of total contract value will be deducted for each Week delay but Penalty will be considered pro-rata basis. Bank will not consider any delay in delivery unless due to force majeure.
5. **Payment Terms:** Payment will be made after successful completion of job & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (IT Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only.
6. **Warranty:** Vendor will provide warranty period.

Payment Terms  
Shipping Method  
Negotiation Currency    **BDT (Taka)**

Freight Terms  
FOB

Price Precision    **0**

## 2 Lines

Instructions Vendors are requested to fill the prices for the items in the necessary field. Vendor should mention brand and model of their offered product.  
 If vendors wants to offer multiple model, they are requested to fill up the necessary information in the alternate lines.  
 In case of mailed quotations, please mention all of proposal including alternate proposal (if any).

### 2.1 Line Information

| Line                | Target Quantity | UOM | Response Quantity | Response Price | Line Amount | Promised Date |
|---------------------|-----------------|-----|-------------------|----------------|-------------|---------------|
| 1-Wireless Keyboard | 2               | EA  |                   |                |             |               |

### 2.2 Line Details

#### 2.2.1 Line 1 Wireless Keyboard

*To provide an alternate line, see appendix.*

Category Name **OPEX.STATIONERY  
.COMPUTER  
ACCESSORIES**

Item  
 Allow Alternate Lines **Yes**  
 Requested Date **01-Nov-2018**

Revision  
 Alternate Line Provided ☐Yes ☐No  
 Location

**House No. 220/B  
Tejgaon Industrial  
Area,  
Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

Start Price (BDT)

### 3 Appendix: Alternate Lines

#### 3.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

#### 3.2 Alternate Lines Template

|   |  |
|---|--|
| Negotiation Line<br>(Number and description of the negotiation line for which you have an alternative)        | Example: 1-xxxxxx<br>where xxxxxx is the line description of first negotiation line. |
| Alternate Line Number<br>(Enter only numbers in sequence starting with 1 for every alternate line)            |  |
| Alternate Line Description  |  |
| Response Price<br>(For a negotiation line with cost factors, enter your line price in the cost factors table) |  |
| Response Quantity   |  |
| UOM   |  |
| Promised Date   |  |
| Note to Buyer   |  |