

RFQ for Home Loan Book

DRAFT

Submit your response to the following contact.

Company **BRAC Bank Ltd.**
 Buyer **Md. Ehsanuzzaman Riyad**
 Location **House No. 220/B**
Tejgaon Industrial Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

Phone
 Fax
 E-mail **ehsanuzzaman.riyad@bracbank.com**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

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1 Overview

1.1 General Information

Title	Home Loan Book	Outcome	Purchase Order
Buyer	Md. Ehsanuzzaman Riyad		
E-Mail	ehsanuzzaman.riyad@brac bank.com		

Introduction

1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. Quoted price must include delivery and other installation charges.
3. Delivery lead-time must be mentioned in the offer.
4. Delivery is to be done at Bank's Head Office at 220/B, Anik Tower, Gulshan-Tejgaon Link Road, Tejgaon, Dhaka.
5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.
6. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 3 (Three) days from the date of rejection.
7. This price will be valid for reordering same quantity up to December 31, 2021.
8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.
9. Complete proposal/offer must be signed with date by the authorized representative of the company
10. BRAC Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding

1.2 Schedule

Preview Date		Open Date	Immediately
Close Date	24-Mar-2021 12:15:00	Award Date	
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility **Blind**

Lines Settings

Rank Indicator **1,2,3...**

Ranking Method **Price only**

1.4 Terms

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

Freight Terms
FOB

Price Precision **2**

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2 Lines

Instructions Vendors are requested to fill in the price in the table 'Response Price' field.
There may be multiple orders throughout 2021 at the same price level.
The specs are as follows:

Quantity: 2,000pcs

Book Size- 8.2" x 11.2"

Cover

Paper-150 GSM Art Paper

Color-4

Print-Both Side

Inner

Paper-100 GSM Offset (Indonesia)

Color-Single

Print-Both Side

Total Page-34 (17 Sheet)

Perforation: Perforation in selected pages.

Binding- Pin binding (Big)

2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Home Loan Book	2,000	PC				

2.2 Line Details**2.2.1 Line 1 Home Loan Book**

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY
.PRINTING-
PROMOTIONAL**

Item
Allow Alternate Lines **Yes**
Requested Date

Revision
Alternate Line Provided Yes No
Location

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

Start Price (BDT)

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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

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