

Request for Quotation for UPC of Sofa Set for Branches of BRAC Bank Limited.

DRAFT

Submit your response to the following contact.

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

Phone
 Fax
 E-mail **shakil.ahmed@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	Request for Quotation for UPC of Sofa Set for Branches of BRAC Bank Limited.		
Buyer	Shakil Ahmed	Outcome	Purchase Order
E-Mail	shakil.ahmed@bracbank.com		

1.2 Schedule

Preview Date		Open Date	Immediately
Close Date	22-May-2021 17:00:00	Award Date	
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility	Blind
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Lines Settings

Rank Indicator	1,2,3...
Ranking Method	Price only

1.4 Terms

Payment Terms		Freight Terms	
Shipping Method		FOB	
Negotiation Currency	BDT (Taka)	Price Precision	2

2 Requirements

**Response is required*

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Ref: 2000000677

Dated: May 9, 2021

Subject: Request for Quotation for UPC of Sofa Set for Branches of BRAC Bank Limited.

Dear Sir,

BRAC Bank Limited invites financial proposals for "UPC of Sofa Set for Branches of BRAC Bank Limited" mentioned in the RFP from reputed Companies.

General Terms and Conditions:

1. Purchaser's Right: The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

1. Bid Submission/ Closing Date: The Quotation must be submitted through Fusion (<https://eega.login.ap1.oraclecloud.com>) by 10:00 AM (Bangladesh Standard Time) May 20, 2021. Bidder should submit related documents (Technical Information must be submitted). The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time

2. Required Content and Structure of the Quotation: Quotation must be submitted as per prescribed forms instructed below:

- i. Proposal must be addressed for "Head of Procurement" of BRAC Bank Limited.
- ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
- iii. The bidder shall submit soft copy of the **Commercial Offer and Technical Offer (Product Specification, brochure etc.)** as attachment over fusion.
- iv. Bidders can participate in any one of the particular jobs and/or all of the jobs.
- v. Bidders should submit **Authorization letter/ Distributorship confirmation letter.**

3. If you are enlisted vendor in BRAC Bank, you have to submit the above mentioned Commercial and Technical Offer. If you are not enlisted vendor in BRAC bank, in addition to the above documents you have to submit ***List of Documents required for enlistment.***

4. 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.

5. For any kind of Technical query please contact with **Shakil Ahmed, Officer Procurement**, Mobile-01746399620 **Terms and Conditions:**

1. **Vat & Tax:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.

2. **Price Validity:** Should be 12 months.

3. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 3, 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.

4. **Payment Terms:** Payment will be made after Final Acceptance (FAC will be given after successful delivery and installation as per scope) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (Branch Concerned Person Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. Necessary documents of VAT should be provided along with bills each time.

5. The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.

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3 Lines

Instructions

3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Inside Dhaka Div. Sofa set with center table	1	PC				
2-Outside Dhaka Div.Sofa set with center table	1	PC				

3.2 Line Details

3.2.1 Line 1 Inside Dhaka Div. Sofa set with center table

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE
AND FIXTURES-
OTHERS.CHAIR**
Item **FWCHR00001**

Allow Alternate Lines **Yes**
Requested Date

Revision
Alternate Line Provided
Location

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

Start Price (BDT)

3.2.2 Line 2 Outside Dhaka Div.Sofa set with center table

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE
AND FIXTURES-
OTHERS.CHAIR**
Item **FWCHR00001**

Allow Alternate Lines **Yes**
Requested Date

Revision
Alternate Line Provided
Location

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

Start Price (BDT)

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4 Appendix: Alternate Lines

4.1 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.

4.2 Alternate Lines Template

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