

## INSTRUCTION TO THE BIDDER (ITB)

**Ref: BBL/Proc/RFQ/Y20/168**

**Dated: November 5, 2020**

**Subject: Request for Quotation for Fabric Mask for BRAC Bank (COVID Response).**

BRAC Bank Limited invites financial proposals for Supply of Fabric Mask in the RFQ.

### General Terms and Conditions:

1. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offers/cancel the whole bidding process 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/reject the Bid without any negotiations. Purchaser shall also possess the right of cancelling the bid at any point based on internal management decision.
2. **Bid Submission/ Closing Date:** The bidder will submit the commercial offers **by November 8, 2020, 06:00 PM** by email to the below mentioned address: [tender@bracbank.com](mailto:tender@bracbank.com) mentioning the below subject: "Commercial Offer for Fabric Mask for BRAC Bank, Ref: BBL/Proc/RFQ/Y20/168"
3. 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.
4. **Point of Contact:** For spec clarification, please communicate with Mr. Reezwan Ahmed, cell: 01711296157, email: reezwan.ahmed@bracbank.com

### Evaluation Criteria

The vendor will be selected based on price and delivery lead time and also on sample, if asked.

### Commercial Terms and Conditions:

1. **Price and VAT and Tax:** The quoted price should include applicable withholding Tax and VAT. The rate of VAT should be mentioned in the quotation. The price must be quoted in BDT and include all costs involved till delivery and unload at delivery location, consisting of labor, duty, other costs, etc.
2. **Delivery Place:** The Bidder will deliver the job to the Purchaser at Anik Tower, on the Agreed Date of Delivery, unless otherwise mentioned in the Purchase Order.
3. **Work Completion Timeline/Delivery Timeline:** Work Completion timeline must be mentioned in the commercial offer.
4. **Offer Validity:** The submitted offer must be valid for **30** days from the date of offer submission. However, on selection the price will be locked for 6 months from the date of awarding for repeat orders.

5. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period, 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.
6. **Payment Terms:** The payment terms must be mentioned. It is to be noted that BRAC Bank Ltd. strongly discourages advance payment. Payment will be made after successful completion of delivery of ordered job & upon submission of the bill with work order & original job acceptance/completion certificate which is duly signed by authorized personnel of BRAC Bank Limited (Person's Sign, Name, PIN, if available). Payment will be made through Bank Account only.
7. **Documentation:** The below mentioned items must be CE/FDA certified and the necessary certifications must be provided as well. In case of imported items, the airway bill or other necessary import document shall be presented to the bank, if required.

**For participation of unlisted vendors, below documents are necessary:**

- Company profile
- TIN
- BIN
- Experience Certificate

**Item Details:**

- 3 layer Washable Fabric Mask with 1 color branding. Expected specs as follows:
  - Outer Layer: Woven Fabric
  - Middle Layer: Tissue Fusing Fabric
  - Inner Layer: Fine Cotton
- 1 color printing on 1 side (must be high quality, for multiple wash)
- Soft elastic strap
- Nosebar

**Quantity**

The initial trial order quantity is 5,500 pcs. After that bulk amount order shall be placed as repeat order at the selected price.

